

SGA HANDBOOK



**By the Students, For the Students
SGA a division of the
Student Activities Office**

This Handbook Belongs to:

Print your name clearly and bring to ALL your meetings

DEPARTMENTAL POLICIES

1. You will be courteous to all the members of the Student Activities Office, including the student assistants, at all times.
2. All memorandums and letters will be proofread and initialed by the SGA Advisor **prior to printing and distributing.**
3. You will follow all school rules and policies located in the *FGC Student Handbook*. Failure to follow will result in removal from office by your SGA Advisor.
4. You will notify in writing to the SGA President, Vice-President, and Advisor whenever you cannot attend a sanctioned SGA event.
5. You will wear your SGA shirt **at all MAJOR SGA meetings and events.**
6. If you belong to another organization and there is a conflict with an SGA activity, your membership in SGA will override that membership. This includes wearing their shirt. You will wear you SGA shirt, not theirs.
7. You will notify the SGA Advisor in writing whenever you are invited to attend any FGC activity by any FGC employee. Your memorandum will include acknowledgement of said invitation and what you intend to do with the invitation (attend, decline, or pass it to another member). You will respond 24 hours after invitation is received. Failure to do so may result in removal from office.



EVENTS TO REMEMBER

SGA Leadership Workshops: A series of workshops dealing with time management, Parliamentary Procedure, Project Management, and team building.

Welcome Back: Held around the beginning of the fall term. SGA members serve as campus guides, greeters, and can be selected to conduct workshops. SGA President speaks briefly to the new students inviting them to get involved with campus activities and SGA.

Multicultural Event: Held in Fall, the SGA helps by attending and encouraging participation in the fun and cultural activities.

Black History Month: Held in February, the SGA helps by attending and encouraging participation in the fun and cultural activities.

FJCCSGA:

District Fall Retreat: Usually held in October, purpose is to improve on leadership skills with all major expenses paid by the college.

State Spring Conference: Usually in February, the purpose is to discuss college issues and concerns, legislative actions that affect students and elections for district and state positions.

Activities include assorted types of workshops dealing with various topics to improve the students' skills. The conference is held in a better class hotel (i.e. Double Tree, Hilton) with business attire required at most major functions and all major expenses paid by the college.

District Meetings: Held at any of the campuses that are in District located throughout North Florida. One is usually held in September, one in January (mandatory State Conference) and one in late March or early April.

President's Assembly: Three held per year throughout the state: one in August, one in November, and one in March. The SGA President attends and, if budget permits, one other member can also attend.

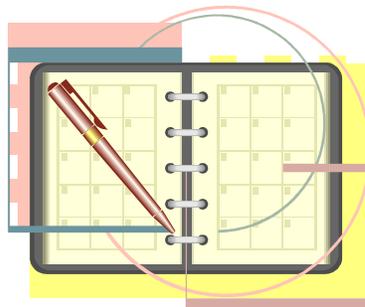
SGA Elections: Held in early April and headed by the SGA President and SGA Advisor, committee members are SGA members who are not returning the following year.

Graduation: The outgoing SGA President sits on stage, returning members and new members help as student marshals. This is the first and last official SGA event and is the only time when SGA has two presidents and vice-presidents.

FGC Board Meetings: The SGA President is required to present at all FGC Board Meetings. All SGA members will be required to attend the first local board meeting of the Fall semester.

ON AND OFF CAMPUS EVENTS/ACTIVITIES POLICIES

1. All SGA events must be approved by the SGA Advisor after being voted on by the senate.
2. Plan your event carefully by providing the senate with the “who, what, when, where, and how” of the event. You can do this by answering the following questions:
 - A. What type of event is it?
 - B. Who will be doing the majority of the work and organizing?
 - C. When (suggested dates and days) is the event?
 - D. Why are we having the event (the purpose)?
 - E. Where are we going to have this (on campus or off campus)?
 - F. How are we going to do this? (The most important part of any event.) The advertising needs, money needs, special needs like electrical or air conditioning, cleaning needs, set up needs, food needs, etc., must be thought out.
 - G. How much time will all of this take to do? (Keep a time schedule in mind for all of the paperwork needed.)
3. Planning any event on or off campus requires the proper forms to be completed and approved. There are forms to fill out; they must be signed by the SGA Advisor before an event can take place. The forms (which can be picked up from the Student Activities Office) are:
 - A. Activity Application Request
 - B. Fundraising Application
 - C. Purchase Requisition
 - D. Student Travel Application
 - E. Vehicle Request
4. Allow time to process the necessary paperwork. Below in an approximate time frame that you need to consider when planning ahead.
 - A. Six to 8 weeks for an event that involves other campus groups and/or departments.
 - B. Six to 8 weeks for any program planned during activity hour.
 - C. Four weeks for off campus events which only involve SGA members.
 - D. Four weeks for on campus events involving only SGA members.



SGA Project Checklist

Name of Event:	
Date of Event:	
Location of Event:	Space Reserved? Y/N

Advertising

Type	Assigned to:	Due Date	Follow-up Date
Campus Flyers			
Flyers to Faculty			
Cafeteria Flyers			
Hand Bills			
Campus Newsletter			
Information Table			
Other			

Materials/Supplies

Materials/Supplies	Who's getting it	Cost	Due Date
Food			
Decorations			
Contract/Rider signed			
Misc.			

Event Day Assignment

Work Assignment	Who	Start Time	Finish Time
Set-up			
Decorations			
Food			
Music			
Clean-Up			
Misc.			

Follow-Up

Activity	Who	When	Comments
Thank You Notes			
Reimbursements/Refunds			
Removal of Flyers/Signs			
Further Clean Up			
Misc.			

Scrapbook/Documentation

Items for Scrapbook			
Pictures			
Copies of Signs			
Misc.			

Comments/Afterthoughts

SGA Project List for the Year

Project or Activity	Assigned to	Project Date	Completion Date	Comments
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				

SGA COMMITTEE APPOINTMENTS

ACTIVITIES BUDGET COMMITTEE

1. SGA Vice President
2. SGA President
3. SGA Secretary
4. SGA Public Information Officer

CAMPUS APPEALS BOARD

1. SGA Rep. _____
2. SGA Rep. _____

COLLEGE SENATE

1. SGA Rep. _____
2. SGA Rep. _____

EAC (EDUCATIONAL AFFAIRS COMMITTEE)

1. SGA President
2. SGA Rep. _____

FINACIAL AID APPEALS COMMITTEE

1. SGA Rep. _____
2. SGA Rep. _____

IEC (INSTITUTIONAL EFFECTIVENESS COMMITTEE)

1. SGA Rep. _____

LEARNING RESOURCE COMMITTEE

1. SGA Rep. _____

SAFETY COMMITTEE

1. SGA Rep. _____

TECHNOLGY COMMITTEE

1. SGA Rep. _____

SCHOLARSHIP COMMITTEE

1. SGA Rep. _____

TEXTBOOK COMMITTEE

1. SGA Rep. _____

WEBSITE COMMITTEE

1. SGA Rep. _____

YOUR SGA OFFICE

You have a beautiful office, use it and use it wisely. Below are simple rules to follow so everyone can enjoy the office:

1. If you drink in the office, dump the empty cups, cans or bottles in garbage cans outside the office. Do not leave dirty cups, cans, etc., lying around, they attract bugs.
2. Make sure that when someone is in the office that the front door is wide open and that whoever is in the office is accessible to everyone (students, faculty, staff, and/or administrators). Don't lock yourself in one of the other offices, especially if this is your scheduled office hour.
3. I know that at times we can get loud when we work, however try to keep the volume down; there are other offices in your area so keep it quiet. This includes playing LOUD music in your office.
4. If a student, faculty, staff, or administrator asks for help or information and you do not know the answer, don't give an answer for the answer's sake. The proper way is to take the person's name and phone number and get back to them with the correct answer.
5. Keep your office looking neat at all times.
6. Use of the phones and computers are limited to SGA members ONLY, failure will result in removal of equipment.
7. **DO NOT** allow anyone but SGA members to use the computers in the SGA office. These computers are for SGA memberships' use only. If a non-member needs to use a computer send them to the library or learning lab.
8. **DO NOT** use your SGA office as a hang out for your friends. The office is a place of work and should be used accordingly.

HOW TO FILL OUT YOUR TIME SHEET

1. Make sure that your name appears clearly. Don't use initials since there may be someone else with the same initials. If you use a nickname, make sure that your nickname is not confused with someone else.
2. Make sure that the date and position is also listed.
3. It is very important that you fill in the time you arrive and the time you leave any activity. Be honest with yourself and then you will be honest with SGA.
4. Actual office hours. List the actual activity that you do when you are in the SGA office. If you just socialized, list that; if you did homework then list that.

TIME GRIDS

For everyone's convenience, it is important that every member fill out a time grid. Every member (President, Vice President, etc.) must provide SGA with five office hours per week. (Please note that Club Representatives Senators are exempted from doing this.) That is one of the things you must list on your Time Sheet. The time grid needs to indicate the following:

1. Your class schedule listing the class (i.e. ENC 1101) room number and mark off on the grid when you are scheduled to be in class.
2. The hours you have selected to work in the SGA Office.
3. Your work schedule even if it is approximate. I am sure that you have told your boss that you cannot come in until a certain time. You need to mark off what ever that time is.
4. If you are in another club, its meeting time and when you are assigned to their work.

These time grids are used to:

1. Determine if you can be on a campus/college-wide committee.
2. Decide when a SGA committee should meet.
3. Post when the SGA office will be open.

You will fill out a time grid at the beginning of every term, within the first two weeks. Should you drop a class or change you class or work schedule at any time during the term, it is your responsibility to change your time grid. It is very important that the SGA Advisor have a copy of your Time Grid.

OFFICE HOURS

Your office space is open as follows:

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 a.m.				
to	to	to	to	to
4:30 p.m.	4:30 p.m.	6:00 p.m.	4:30 p.m.	2:00 p.m.

Student Activities Office personnel will open the area in the morning and lock it up at the end of the day. All computers must be turned off by 6:00 p.m. No one can stay past these hours, so do not ask.

TIME GRID

Student: Myra Mains

Term: Fall 2014

TO	FROM	SUN	MON	TUE	WED	THU	FRI	SAT	
800	815		WORK		WORK				
815	830								
830	845					BSC 2085	BSC 2085		
845	900								
900	915								
915	930								
930	945								
945	1000								
1000	1015					PSY 2012	PSY 2012		
1015	1030								
1030	1045								
1045	1100								
1100	1115								
1115	1130								
1130	1145		BSC 2085L		SGA OFFICE HOURS				
1145	1200								
1200	1215								
1215	1230								
1230	1245								
1245	100								
100	115								
115	130								
130	145								
145	200								
200	215								
215	230								
230	245								
245	300								
300	315								
315	330								
330	345								
345	400								
400	415								
415	430								
430	445								
445	500								
500	515								
515	530								
530	545								
545	600								

YOUR SGA PHONE

You have one phone line in the SGA Office. The number is 386-754-4318. The phone is for business use only. Please do not use it for personal reasons. The phone is also for **SGA members only**. Please do not let non-members and guests use it. Please make sure that if you do get a personal call that it is brief (one to two minutes maximum). Most of you have cell phones; please refer your friends to your cell phone number and not the SGA phone.

You **MUST** answer the SGA phone in the following manner:

Hello (or Good Morning or Good Afternoon), Student Government Office at Florida Gateway College, *Your Name* speaking, how may I help you? *(example)

Please do not answer the phone by saying “Yeah,” “Yo,” “speak,” or just plain “hello.” The caller must know what area they have reached, the campus they have reached and whom they are speaking to. This is a college-wide requirement not a Student Activities requirement, so please follow these instructions carefully.

All phone calls (employees too) are being monitored and from time to time a Vice President will call to make sure that all of the phones are being answered correctly. Please make sure that SGA does so. Failure to do so will result in the removal of the phone and voice mail, which will make things very difficult for everyone concerned.

If a call comes in for someone other than you and that person is not available, please take a brief message and place that message in their mailbox. For your convenience, the Student Activities Office will provide you will message pads, please use them.

PHONE CALL	FOR _____ DATE _____ TIME _____	A.M. P.M.
	M. _____	
	OF _____	
	PHONE/ MOBILE _____ FAX _____	
	MESSAGE _____	<input type="checkbox"/> TELEPHONED
	_____	<input type="checkbox"/> RETURNED YOUR CALL
_____	<input type="checkbox"/> PLEASE CALL	
_____	<input type="checkbox"/> WILL CALL AGAIN	
_____	<input type="checkbox"/> CAME TO SEE YOU	
SIGNED _____	<input type="checkbox"/> WANTS TO SEE YOU	
	 1154	

SGA ETIQUETTE

Now that you are in SGA, it is very important that you represent yourself and your fellow students wisely. Listed below are some business etiquette tips that you should follow. Remember you are no longer representing yourself; you are presenting 2,500 plus students. Every move you make will be judged as a member of SGA, not as an individual. Because you are associated with SGA, your actions will reflect on the organization, the students you represent and the school you attend.

1. When spoken to by a faculty member, administrator, or staff, please address them as sir or ma'am. If responding to a "yes" or "no" question, address the person with "Yes Sir" or "Yes Ma'am."
2. When addressing faculty, administrators, or staff, please address that person by their last name and title: Dr. Hall, Dr. Croley, Professor Smith, Ms. Turner, etc., unless they have indicated differently. If they have done so, please do so only when in an informal situation. When in a group please address them properly.

As for me, I do not wish to be called Mrs. Dekle. Mrs. Amy is what everyone calls me. The same for Denise Johnson, you may call her Ms. Denise rather than Ms. Johnson.

3. When attending a meeting, especially a meeting that has faculty, administrators, and staff, please do not wear a hat, a bandana, or earphones to your I-Pod/CD/cell phone. Those items are considered rude and can be interpreted as you do not care.
4. If you carry a cell phone, please make sure that they do not beep/ring/play music during a meeting. A meeting should never be interrupted or stopped because of a call or a beep you received. If I ever hear you left or interrupted a meeting because of a phone call, it had better be for a GOOD reason. If you discover you are in an emergency situation, let whoever is conducting the meeting know that you have an emergency and you might have to leave early. Set the cell phone to vibrate and sit near a door so that you will not interrupt the meeting when you leave. This also goes for SGA meetings like legislative assemblies, Committee, and E-Board.
5. When asked for your opinion, please think before you speak. SGA members in the past have been misquoted because the member stated a personal opinion only for it to become SGA's stand. Therefore, I recommend that you place your opinion in writing to prevent this from happening in the future.
6. Do not forget the chain of command. This means advise the SGA Advisor when you are going to meet with a Vice President for Student Services, the Campus

- President, or any other administrator. This way when they contact us (and they always do) we will know what they are talking about. Besides this will always add credence to your subject and/or discussion; and remember the purpose is not to stop you from speaking but to be aware of what is going on.
7. Should you receive an invitation that required you to represent SGA or FGC you are required to respond within 24 hours after receiving the invitation in writing and you must copy the SGA Advisor. This is especially important when you receive something that contains an RSVP on the invitation. RSVP means *Répondez sil vous plait* or please respond.
 8. Remember you represent the students not yourself. Because of the efforts of former SGA members, you now are in a position to participate on campus and college committees and meetings. How you act in these meeting and committees will determine whether you and other students can continue to participate.
 9. To eliminate problems, confusion, and bad communication remember to Cover Your Actions or CYA. What is CYA? It simply means write everything down in memo format. So if you meet with the Campus President, write a memo stating what you discussed. If you are asked a question about SGA from a club, respond in writing. If you cannot attend a meeting, write a memo explaining why. If you are not going to do your office hours, write a memo. If you are asked for a favor from someone and it concerns or affects SGA, respond in writing. This way you won't be miss quoted, misunderstood, and you have proof of what was said.
 10. **Everything**, I mean everything must be initialed by the SGA Advisor **before copies are made and the materials, memos, papers, etc. are distributed, even if it is just a recommendation or for internal use.** This will prevent bad information from being distributed, and hurt feelings resulting because a member or a group was working on something that was not in compliance with college policies and/or procedures. Things in the past have been done incorrectly only because individuals did not feel the need for the SGA Advisor to be informed. Then when it was time for approval all that hard work was a waste of time because what they were doing was totally against college policy. So don't waste your time, have the advisor's initials on all or your work.
 11. **Everything**, again everything, must also go through the SGA Advisor and legislative assembly. This means activities, event, and projects, and their budgets.

Timing and being on time is one of the most important things you can do. The saying, "To be early is to be on time, to be on time is to be late" applies to everything you do in SGA. This saying is a band saying and implied to rehearsal time. If a rehearsal is scheduled for 2:00 and it takes you 10 minutes to tune your instrument, then you need to arrive for the rehearsal by 1:50 so you can start the rehearsal at 2:00. This if the SGA Senate meeting is scheduled to start at 1:30 and it takes you 5 minutes to read the minutes or get yourself situated, then arrive 5 minutes prior to the meeting. This also goes for

committee meetings that you attend representing SGA or the FGC students. Be the first one there, not the last. You will earn the respect of everyone around you a lot quicker when you arrive early.



HOW TO WRITE A MEMO

Below is how your memos need to look. Please be aware of the format and how things are lined up. The neater you memo is the better off you are, especially when you are sending the memo to administrators, faculty, and staff. Please note that this format needs to be used whenever you write a memo, even if it is to be excused from an SGA function.

FLORIDA GATEWAY COLLEGE STUDENT GOVERNMENT ASSOCIATION

MEMORANDUM

DATE: *Memo was written on*

TO: *Whom you are addressing the Memo to plus their title (i.e. President, Dean, Senator, etc.)*

FROM: *Your name and title (Your initials go here in ink)*

SUBJECT: **WHAT YOU ARE WRITING ABOUT (IN BOLD CAP LETTERS)**

The information you want to write about goes here. Do not start your memo with "I am writing to..." It is understood you are writing, that's why we are seeing a memo, so just say what you want to say and be brief. Remember that a paragraph should have at least four sentences. The letter format you use should be in pure block format. See you English writing handbook for further details. Please note the placement the text and how things are aligned. ALWAYS use spell check, never rely on your spelling skills. Always proof what your have written. Make sure that the SGA Advisor proofs and initials it before you make copies.

cc: Amy Dekle, Coordinator of Student Activities (Advisor's initials go here in ink)
Denise Johnson, Staff Assistant, Student Activities



“Order in the House”

Understanding Basic Parliamentary Procedure

Your Gavel in Action

This portion of the handbook is designated to help you understand parliamentary procedure and to assist you in becoming the leader you were meant to be. Listed below are specific terms you need to understand. There are also specific procedures that you need to do to get things done. Once understood, the road no longer seems impossible or difficult.

Why Parliamentary Law?

There are four basic principles of parliamentary law. They are:

1. Justice and courtesy to all.
2. One thing at a time.
3. The rule of the majority.
4. The rights of the minority.

There are three stages through which every main motion must pass. They are:

1. Securing the Floor.
2. The introduction of the business.
3. Putting the business to a motion to be voted on.

If you follow these small details, your meetings will run smoothly and you will not be frustrated. If you have something that you want discussed at a meeting, follow the basic principles in parliamentary law, the three stages of a motion and your voice will be heard.

One last thing let the chair know that you wish to address the assembly and what you wish to discuss. This will enable the chair to place you on the agenda. This is a lot easier than emending the agenda, especially if the agenda has many items on it already.

Specific Language

“Order” or **“point of order”** – this means to please be quiet someone has been recognized by the chair and everyone else is speaking out of order. It is usually spoken by the sergeant at arms, but anyone can say it. If the chair has recognized you and you hear “order,” stop speaking and wait until the assembly becomes quiet so you can resume what you are saying. The word “order” does not indicate that you, the recognized speaker, is out of order, this means that someone else is speaking out of order.

The Chair – The chair is the person conducting the meeting. It does not have to be the president of the group. It can be anyone. Every constitution is different and who chairs a meeting is usually stated in the constitution.

“I move that...” - -This is the proper way to make a motion. Not **“I motion that...”** Remember a motion must be moved. Always state your name after the “I.” **“I, Amy Dekle, move that...”**

“Motions” – This is how business is brought before the assembly. There are four different types of motions. They are the main motions, subsidiary motions (a motion which acts like an amendment to the main motion), incidental motions (having to do with the procedure) and privileged motions. Most motions require a second. A second on a motion means that there are at least two people who are interested in speaking on the subject. In the last few pages of this portion of the handbook, it a motion chart letting you know which motion requires a second.

“I hereby call this meeting to order” – This is what “the chair” says when the meeting is ready to start. At this time everyone needs to stop any personal conversations, sit down, and be prepared to do whatever business is ahead of them.

“The Chair recognizes...” – Unless the chair recognizes you, you should not speak. The chair is the person conducting the meeting. Therefore, all comments are to be addressed to the chair during the meeting. There should never be any debating between members during a meeting. All comments are to be addressed to the chair. The chair recognizes you by raising your hand. Once the Chair recognizes you, stand up, state your name, (college and campus) then make your comment.

“Minutes” – The minutes are an accurate summary of who attended and what has occurred during a meeting. They are a legal, permanent document. Minutes can be corrected but not amended and are presented to the assembly at the next meeting for corrections and approval.

“Agenda” – The agenda is the road map for the meeting. It lets everyone in attendance know what business is going to be conducted during the meeting. In the agenda, there is a section for approval of the agenda where it can be amended or added to if need be. The agenda can also be altered any time during the meeting as long as the assembly approves of the changes by 2/3 vote. The importance of the agenda is that it keeps the assembly from straying from the topic that is being discussed.

“Call to the orders of the day” – This is used by anyone who is recognized by the chair, to place people back on track. This is done, let’s say, when we are in officers’ reports, and someone asks a question that belongs in new business. It brings everyone back to the agenda at hand.

“Point of information” or “point of inquiry” – This is stated when you need information on the topic at hand, something you don’t understand, or if you feel that something being discussed or debated is out of sequence. The questions must be addressed to the Chair and the Chair may choose to answer or defer to someone else.

“Parliamentary inquiry” – is used when you are not sure if you are in compliance with parliamentary procedure. The chair can respond or defer to the parliamentarian.

“Point of personal privilege” – This is used whenever you need to leave the assembly (even to go to the bathroom) and the meeting has not been adjourned. You must get up

and state “point of personal privilege” before leaving. This motion does require recognition from the chair, does not need a second, is not voted on and the maker can interrupt the speaker but does so politely. The purpose of the privilege motion is to let the assembly know that someone is leaving, and more important, allow the Secretary and the Sergeant-at-Arms to ensure that there is quorum in the meeting.

“Old Business” or “Unfinished Business” – This is the part of the meeting where business not completed at a previous meeting is talked about. The business can be something postponed to the next meeting or to a specific meeting. Many times when business is postponed, the maker of a motion does so to gather more information or so a committee can be formed to gather information on the specific topic.

“New Business” – This is the part of the meeting where new business is discussed. If you have something new that you wish to address to the assembly, it is done at this time. However, before debate can take place, there must be a motion and a second to the motion. The maker of the motion may make a brief statement before actually making the motion, but no one else may speak until the actual motion is made and seconded.

“Call to the previous question” – This is how you **end** debate or discussion on a motion. This is usually used when the debate is taking a long time and someone wants to move on. Since this is a motion, it must be seconded and voted on. For it to pass 2/3 of those voting must vote in favor. If passed, then voting begins on the motion placed on the floor. If it fails then debate continues.

“The floor” - This is what you call to obtain the attention of the chair and the members during a meeting. The person who has the floor is doing the talking and the motion on the floor is what is being discussed. “Joe has the floor,” means Joe is talking. “The motion on the floor” means this is what we are talking about. Those are two examples of how the terminology is used.

“Open Forum” or “Pass the Gavel” – this part of the meeting is for general information, such as someone’s birthday, or someone is in the hospital. This information is not paced into the minutes and should be limited to a few minutes per person. This is the informal portion of the meeting.

The Orders of Business

- I. Call to order
 - a. The Chair officially begins the meeting
 - b. The chair will state, “The meeting will come to order” and states the time so it can be entered into the minutes
 - c. This is a signal for all personal conversations to stop and get ready to work

- II. Roll Call
 - a. Roll call is used to determine if the meeting has quorum and to indicate who is actually in attendance

- b. The secretary will call all the members' names even if the secretary knows that member is not present. She will place in the minutes all members' names with either a "P" or "Present" and "A" or "Absent" next to their name.
- c. Next the secretary will ask for any guests in attendance and get the correct spelling of their names. Those names will also be placed into the minutes.
- d. A sign-in sheet should also be passed around for everyone in attendance to sign.
- e. Members who leave early or arrive late should also be indicated in this section of the minutes with the time they arrived or left.

III. The reading and/or approval of the Agenda

- a. At this time the Chair will ask for the approval of the agenda
- b. Any item can be added or deleted. Once altered the membership in attendance must vote to approve the changes. It requires 2/3 vote for the changes to be accepted.
- c. If there are no changes the chair can simply say "If there are no objections the Agenda stands approved as submitted"

IV. Reading and Approval of the Minutes

- a. The Secretary may read the minutes out loud or the chair may choose to take a moment and have everyone read the minutes to themselves. It is best however, for the minutes to be distributed in advance, allowing everyone to have read them and be prepared to make correction if needed.
- b. Everyone should check the minutes to ensure accuracy and completeness.
- c. If they made a motion or seconded a motion the minutes should state exactly how the motion was presented, who seconded it and subsequent action.
- d. The minutes should indicate how the voting went: how many votes are in favor, how many against, how many abstaining, and whether the motion passed. (Just because a vote has a majority vote it doesn't mean the motion has passed if the motion requires a 2/3 vote to pass.)

V. Officer's Reports

Officers and committee chairs should present to the assembly a listing of what activities they are working on. The report needs to pertain to their individual position or committee not something that they are working on that has nothing to do with their position. Each report should be indicated in the minutes separately, listing the person's name, position, and what was said, as a follow-up the Officer or Chair should submit a written report.

VI. Unfinished Business/Old Business

- a. At this time any unresolved business from a previous meeting is discussed.
- b. The purpose of unfinished or old business is to complete the dealings of one issue before starting something new.

- c. Unfinished Business includes
 - i. Any information or item of discussion tabled at a previous meeting
 - ii. Any question that was left pending at a previous meeting

VII. New Business

- a. This is where any member can bring to the assembly any new ideas he/she wishes to discuss
- b. This should be first done with a motion that requires a second
- c. This does not have to be on the Agenda. However, it is a preferred procedure.
- d. All discussions on the motion, changes to that motion, and a final decision on the motion is voted on and entered into the minutes. These decisions can include:
 - i. Motions made, seconded, and passed.
 - ii. Subsidiary Motion made (changes to the main motion), seconded, and passed.
 - iii. Any motions given to a committee to be brought back to the assembly floor for approval at a later time.
 - iv. Any motion postponing the issue until the maker of the motion has more information.
 - v. Motion postponed indefinitely (which mean motion dies).
 - vi. Motions that do not pass.

VIII. Open Forum or *Pass the Gavel*:

- a. This is where everyone has the opportunity to speak. The chair can pass an actual gavel to everyone in attendance. The person holding the gavel can speak or say, "I pass the gavel." In larger groups the chair will just recognize anyone who wants to speak.
- b. Special items are announced during this time such as someone's birthday, a party, etc.
- c. Everyone in attendance (members and guest) should be given the opportunity to speak.
- d. Comments should be very brief or limited to a few minutes.

IX. Adjournment

- a. When everyone has finished speaking the can:
- b. Take a motion from the floor to adjourn or
- c. State "if there are no objections the meeting is adjourned at (state the time)"
- d. The chair then announces when and where the next meeting will take place.

Motions

I. Main Motion

- a. They introduce new business to the assembly
- b. They take form of an Action by stating, "I move that we do..."
- c. They require a second before debate and discussion can be made unless submitted at the end of a committee report.
- d. They can only be placed when no other main motions are on the floor.
- e. The maker of the motion is the first to speak on behalf of the motion.
- f. The maker of the motion cannot speak against his/her motion.
- g. The Chair recognizes who is to speak next on the motion.
- h. The discussion must stick to the topic of the motion.
- i. The motion can be amended with a subsidiary motion, which also must be seconded.

II. Subsidiary Motion

- a. Propose various ways of dealing with the main motion, "I move that we refer the motion to the Community Service Committee."
- b. Is used to amend a main motion.
- c. Must be seconded?
- d. Can be debated?
- e. Must be voted on prior to voting on the main motion?
- f. Can be used to postpone the voting on the main motion "I move to postpone voting on...until next week when we have better information" or "I move to postpone indefinitely," (The later kills the motion if passed.)

III. Privilege Motions

- a. Deal with issues requiring immediate attention, "I move that we recess for 10 minutes."
- b. Does not have to be related to the main motion on the floor.
- c. A non-ranking or incidental motion.
- d. Deals with procedural matters that must be resolved before the meeting continues "Point of Order" or "Point of Information" or "Parliamentary Inquiry"

IV. Rules for Making a Motion

- a. What type of motion am I making; Privilege, Subsidiary, or Main?
- b. Can I interrupt the speaker? If not, has the chair recognized me?
- c. Does my motion require a second? If it does, do you have someone to second your motion?
- d. Can we debate on the motion? If yes, what position do I take (maker must speak in favor).
- e. Is a vote required on my motion and what does it take to pass, 2/3 or majority?
- f. Can my motion be amended?



**Florida Junior/Community Colleges
Student Government Association**

FACTS

A BRIEF LOOK AT FJCCSGA

The Florida Junior/Community Colleges Student Government Association began life in the spring of 1958 at a meeting in St. Petersburg, Florida. In attendance at this historic gathering were representatives from Pensacola Junior College, Gulf Coast Junior College, Chipola Junior College, Palm Beach Junior College, and St. Petersburg Junior College. These pioneers recognized a need for better communication between the schools in the state's junior/community college system and formed an association dedicated to improving this situation.

In its formative years, FJCCSGA emphasized communication and leadership development. Member SGA's raised money to fund the organization and an annual budget of one or two hundred dollars was not unheard of. As an intercollegiate activity, FJCCSGA operated under auspices of the statewide Athletic Association.

In the 1970's FJCCSGA grew tremendously in size and influence. In 1976, the State Athletic Association evolved into the Florida Community College Activities Association of FCCAA. The person serving as FJCCSGA President was soon asked to sit as a voting member. While these first political steps were rather tenuous and broad in scope, FJCCSGA would begin to exert its expanding power in an effort to have issues and concerns, important to the community college student addressed with the same respect as those of other colleges in the state.

Over the years, FJCCSGA has provided a leadership training ground and political forum for countless numbers of students from all 28 of the Junior/Community colleges in the state. Those student representatives are now serving as state and national legislators, college and university presidents, corporate CEO's, respected physicians, and leaders in virtually every field. In the 21st century FJCCSGA continues to strive for better communications and unity among its member schools.

PURPOSE

The purpose of FJCCSGA is "to unify the member colleges in order to best attend to the appropriate concerns of the students of the Florida Community College system and serve as a vehicle to communicate these concerns to the Florida Legislative Body" (see *Article I, Section II of FJCCSGA Constitution*).

ORGANIZATION/LEADERSHIP

The state of Florida is divided into four districts, with each district electing its own district coordinator. These four district coordinators are responsible for disseminating information to member school as well as supervising all district meeting and activities

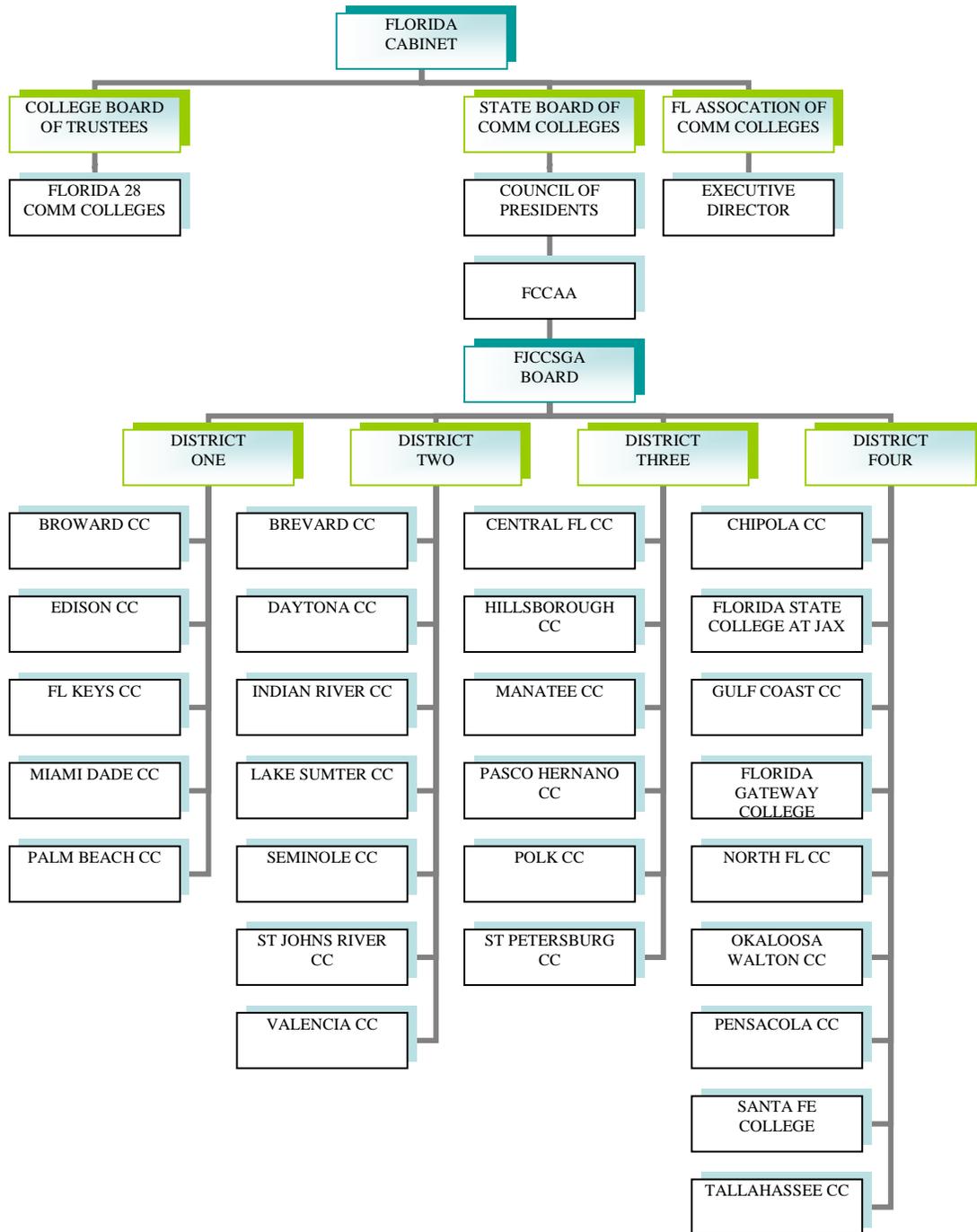
held between conferences. The backbone of the organization is the FJCCSGA Executive Board, which consists of the Present, Vice-President, Secretary, Director of Legislative Staff, and the four District Coordinators. The delegates at the conference elect these officers annually. Their term begins on July 1st of the year elected to office and ends June 30th the following year.

MEMBERSHIP

Membership is open to any junior/community college in the state of Florida. Each institution pays a membership fee to FCCAA, which then use the monies to fund FJCCSGA as well as other activities. Now most of the 28 junior/community colleges are members with a combined representation of more than one million students.



FJCCSGA ORGANIZATIONAL CHART



CONFERENCES, RETREATS, PRESIDENTS' ASSEMBLIES, AND MEETINGS

During the year, each district will conduct meetings to elect empty or vacated position, discuss legislative issues and student concerns. In the fall, each district will also conduct a retreat. The purpose of this retreat is to get the entire district together as one body, discuss legislative issues, and provide some leadership training for its members. The retreats are modest in cost and are usually conducted near the district campuses. This allows more participation since conferences usually cost more.

In addition to the district meetings and retreats, FJCCSGA conducts Presidents' Assemblies at different state locations. The purpose of these assemblies is so that each campus can send their president or a representative to get firsthand information on issues that concern their education and the school they are attending.

In the spring FJCCSGA holds their annual conference where the entire FJCCSGA body meets. The gathering addresses issues of relevance to the community college through workshops, debate forums, business meetings, and other informational seminars. In addition, during that time they elect the following year's executive board at both state and district levels.

ADVISORS

There are five official FJCCSGA Advisors: one State Advisor and four District Advisors. The State Advisor is elected every two years. The District Advisors' election and term of office varies according to the district and its needs.

FJCCSGA POSITIONS AND THEIR RESPONSIBILITIES **STATE LEVEL**

Executive Board:

Consists of the President, Vice-President, Secretary, Director of Legislative Staff, the four District Coordinators, the State Advisor, the four District Advisors, an Alumni Representative, the Parliamentarian, and the Sergeant-at-Arms. The President, Vice-President, Secretary, and the four District Coordinators are elected at the Spring Conference by the student delegates in attendance and serve for one year. The present appoints, as non-voting members, the Director of Legislative Staff, Alumni Representative, the Parliamentarian, and the Sergeant-at-Arms. The Chair of the Statewide Jurisprudence Committee is also elected at the Spring Conference as a non-executive board member. The State Advisor and four District Advisors are selected from the attending advisors at the Spring Conference.

Qualifications:

Each student officer must be enrolled in and complete a minimum of nine semester classroom college credits with a grade point average of 2.5 each semester. No student will serve more than two years as an executive board member.

Duties:

President: Shall be the primary spokesperson for FJCCSGA, coordinate all lobbying efforts with the Director of Legislative Staff, oversee projects and programs approved by the Districts, presides at executive board meetings, Presidents' Assemblies, and state conference, casts a vote in the event of a tie, appoints all committee chairpersons, appoints Sergeant-at-Arms, Parliamentarian, and Director of Legislative Staff, fills all vacancies from within the elected offices, forms ad-hoc committees, is a voting member of FJCCSGA Executive Committee and attends its meetings.

Vice-President: Assumes the duties and powers of the president in their absence, acts as a spokesperson for FJCCSGA, serves as the credential committee chairperson during the conference to secure the list of delegates and alternates at the conference, maintains an accurate record of revenues and expenditures, including travel vouchers, and requests for reimbursement, assists the conference host by collecting registration fees at the conference, assists the president. Keeps a history of the year's events and presents it to the incoming president and is responsible for the FJCCSGA Newsletter "Horizon."

Secretary: Records, maintains, and publishes accurate minutes of all executive board meetings, assemblies, and conferences; mails said minutes to all member colleges, assists the president. Is responsible for promoting and awarding the "Best of the Best Award" awarded at conference.

District Coordinator: Arranges and presides over all district meetings, coordinates all programs, projects, and resolutions approved by the district, operates directly under the state vice-president, submits monthly reports to the vice-president for publication in the newsletter.

State Advisor: Provides e-board with proposed budget for the fiscal year, attends all FJCCSGA functions, verifies e-board eligibility, approves all expenditures, responsible for all payments, attends and is a voting member of the FCCAA Executive Committee meetings, corresponds with all FJCCSGA Advisors, holds briefing sessions with Jurisprudence Committees, is elected to a two-year term.

District Advisor: Attends all FJCCSGA and District functions, verifies eligibility of all district officers, corresponds with all advisors in their district, maintains regular contact with the District Coordinator, ensures that the district coordinator attends all district meetings, oversees the scheduling of all district functions, and assists the state advisor.

Director of Legislative Staff: Works with district coordinators and member campuses on local support efforts to legislative issues, prioritizes current and relevant issues affecting the community college students; researches, compiles and provides a sample Issues Packet prior to the conference as set by constitution, contacts and confirms knowledgeable speakers on the issues, prepares official ballot to be used at conference for voting on issues to all membership campuses.

Sergeant-at-Arms: Is an appointed position, remains alert at conference to enforce standing rules, and assist the president.

Parliamentarian: Is an appointed position, serves as the parliamentary authority, and assist the president.

DISTRICT LEVEL

District Executive Board:

Shall consist of four elected and two appointed positions, The elected positions are the district coordinator, assistant district coordinator, recording secretary, and legislative liaison, The two appointed positions by the district coordinator are the sergeant-at-arms and the parliamentarian. The district will also elect two non-executive board members, and they are the Jurisprudence alternate. The district advisor is also a member of the district e-board and serves in an advisory capacity.

Qualifications:

Each student officer must be enrolled in and have completed a minimum of nine semester classroom college credits with a grade point average of 2.5, every semester the officer is in office including the semester the officer is voted in. No student shall serve more than two years as an executive board member.

Duties:

Assistant District Coordinator: assists the coordinator at district meetings, prepares the district newsletter, serves as district historian, and fulfills the office of district coordinator should a vacancy occur.

Secretary: records all meeting proceedings and distributes said minutes to all participating colleges within a two week period and to all member colleges, advisor, the President, Vice-President of FJCCSGA; responsible for preparing and updating within one month of each fall and spring term a district directory of all member colleges in the district, and the Vice-President for statewide publication.

Legislative Liaison: coordinates with the Director of Legislative Staff to inform the district on all legislative issues, coordinates with the Director of Legislative Staff the statewide report, and promotes the unification of FJCCSGA efforts.

Sergeant-at-Arms: maintains order during district meetings.

Parliamentarian: advises the district coordinator on parliamentary procedures.

Jurisprudence and Jurisprudence Alternate: serves on the state jurisprudence committee, interprets the FJCCSGA Constitution and By-Laws, and validates the legality of the actions of FJCCSGA, Administers the oath of office to the elected officials after elections, serves on the elections committee.

District Advisor: certifies eligibility of all executive board members (appointed and elected) as well as the Jurisprudence and Jurisprudence Alternate, serve on the State Jurisprudence Committee; elects from its membership a recording secretary; meets at the state conference when called upon; validates the legality of the actions of FJCCSGA; administers the oath of office to the elected officials after the election; has the sole power to try to impeachment of the Executive Board members other than District Coordinators; issues a statement of opinion with every judgment rendered, interprets the FJCCSGA Constitution; hear charges brought up by a delegate or Executive board member, keep records on information on each proceeds, inform delegates or any change presented to the committee, conduct all hearings of the committee under the “Sunshine” Law (open to all); appeal any unjust decisions made to FCCAA within 30 days of the final decision.

FUNDING

The Florida Community College Activities Association (FCCAA) funds FJCCSGA. The FCCAA was formed in 1976 by the Community College President’ Council to coordinate and oversee, on a state level, all extracurricular student activities. FJCCSGA’s annual budget is allocated by FCCAA executive committee based on a request from the FJCCSGA President and the State Advisor.

Purpose Statement of FCCAA

The Florida Community College Activities Association, Incorporated (FCCAA) is a statewide non-profit corporation regulating, coordinator, and promoting intercollegiate activities in: Athletics, Brain Bowl, Forensics, Music, Student Government, Student Publications, Theatre, and Visual Arts.

Membership in the Florida Community College Activities Association is open to any community/junior college in the state of Florida, which is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. Each member institution is represented in the policy-making deliberations of the Association through that institution’s President or other designated representative. The institution’s representatives constitute the FCCAA Presidents’ Assembly, the ultimate authority in FCCAA matters.

The Council of Student Affairs, a group of students, affairs officials from each of the state’s twenty-eight community colleges, hears appeals from any division or member college on decisions from the CFFAA Executive Committee.

The FCCAA Executive Committee, the chief administrative body, is charged with the responsibility for overseeing the day-to-day operation of the Association. The Executive Committee, with the FCCAA President as presiding officer, is empowered by the Presidents' Assembly to initiate the policies and implement the practices necessary for the operation of the Association. The Executive Committee is comprised of the following individuals: President, President-elect, individuals representing the various activities (brain bowl, forensics, music, theatre, student government, student publications, visual arts, men's athletics, and women's athletics), President of the Florida Junior/Community Colleges Student Government Association (FJCCSGA), Athletic Commissioners for Men and Women, Representatives of the Office of the Chancellor of Community Colleges, Representatives from: Council of Student Affairs, Council of Athletic Affairs, Council of Instructional Affairs, Council of Business Affairs, Council of Presents and at least two to five Members-at-Large to include at least one student reflecting the FCCAA commitment to equity and diversity and the Administrative Coordinator. The Administrative Coordinator is a full-time employee of the Association located in Tallahassee. Other than the President of FJCCSGA and one at-large member, who are students, the Executive Committee are employees of various Florida Community Colleges.

Annual membership dues finance the Association; each institution's share being determined by a funding formula. Monies thus generated provide an annual operating budget and are used to finance such items as approved statewide tournaments, convention, meetings, and activities; Association travel; office expenses; and the salary of the Administrative Coordinator.

