



Student Representation and Leadership

*Northwestern State University
CENLA Campus Council*

Dave Kelly, *America's Student Leadership Trainersm*

Student governments (SGA) are the organizations on college campuses that _____ students, serve as their voice, and exists to enhance the educational experience for everyone that attends their college or university. Specifically, the Governing Document of the Northwestern State University CENLA Campus Council states:

The purpose of this organization shall be to promote the _____ of the students of the Northwestern State University CENLA Campus through:

- _____;
- By communicating with the administration and NSU Student Government Association both their _____ and _____ needs;
- Serving as _____ between the students of NSU CENLA Campus and the administration; and
- Recommending any _____ concerning any aspect of student life on the NSU CENLA Campus

I. **Roles and Responsibilities** The NSU CENLA Campus Council has the following duties and responsibilities:

- A. Conduct _____ of the NSU CENLA Campus Council at least once per month.

- B. Budgeting and _____ of student self-assessed fees. Budget to be submitted to NSU SGA _____ for record keeping.
- C. Disburse funds only for _____, _____, and _____ for students of Northwestern State University.
- D. What else?

II. Meetings

- A. Roberts Rules of Order, Newly Revised is defined as the resource for anything not covered in the governing documents

Parliamentary Procedure | Basics

Members can:

- 1. Present motions: “ _____.”
- 2. Second motions: “ _____.”
- 3. Debate motions: “ _____”
- 4. Vote on motions: _____ / _____ / _____”

Motions are how things get done!

Parliamentary Procedure | Proposals

To get a _____ on the floor:

- 1. The chair recognizes the speaker.
- 2. The speaker says, “I move.”
- 3. The chair calls for a second.

4. Someone says, "I second."
5. The chair calls for discussion.
6. The motion is discussed.
7. The chair calls for a vote.

Parliamentary Procedure | Tips

1. A motion should be made before _____ of a topic.
 2. Only _____ motion can be considered at a time.
 3. The person making the motion gets to _____ about it first, then the person who made the _____.
 4. Motions can be _____ if members want to make changes to it. Amendments are done the same way as motions. Once a motion is amended, you can only talk about that part of the motion.
 5. Amendments to the motion must be _____ on before going back to the main motion. If the amendment is _____, then it becomes part of the main motion. If _____, then you go back to the original, main motion.
 6. After all of the discussion, take a vote: usually a _____ vote passes the motion.
- B. Have an _____, with a clear call to order.

Basic Agenda

Call to Order – Start of the meeting, start on time!

Quorum – The number that must be present to hold a meeting, NSU CENLA Campus Council Governing Document indicates as "2/3 of the members of the NSU CENLA Council"

Reading of the Minutes – Record of the previous meeting, to be submitted to the NSU SGA Secretary for record keeping (*see Minutes Template, pages 11-13*)"

Reports – Council members report on their activities, concerns, needs, etc.

Advisor Report

Old Business – Items left over from previous meetings

New Business – New items for consideration

Announcements – Information for the benefit of the organization

Adjournment – End of the meeting, end on time!

C. Tips for effective virtual and in-person meetings

1. Suggest everyone keep their _____ on for accountability and personal connection.
2. Invite other _____, not just Council members, to participate in the meeting.
 - a. _____
 - b. _____
 - c. _____
 - d. _____
3. _____ people by asking how they are doing, what is new with them, any concerns they may have, etc.
4. _____ the session for viewing later.
5. Perform _____ projects at the meetings and invite non-council members to participate, virtually and/or in-person

Virtual Service Project Ideas

1. Doggie Tug Toys
2. Community Clean-up: Keep America Beautiful: <https://kab.org>
3. EPA Guidelines for clean-up projects:
<https://blog.marinedebris.noaa.gov/host-your-own-community-cleanup>
4. Operation Gratitude: <https://www.operationgratitude.com/>

- 5. Operation Gratitude | Beanie Babies:
<https://www.operationgratitude.com/express-your-thanks-virtual/beanie-babies/>
- 6. Broadway Cares/Equity Fights Aids: <https://broadwaycares.org/>
- 7. Story Time Resources: <http://www.ala.org/alsc/virtual-storytime-services-resource-guide>
- 8. Absolutely Incredible Kid Day: <https://campfire.org/absolutely-incredible-kid-day>

III. Student Government Legislation

A. Proposals

- 1. _____
- 2. _____
 - a. _____ – is the “whys” and “whats” of the proposal. There is no limit to the number of these you may have.
 - b. _____ – is the action to be taken. There is typically very few of these, but some proposals may require several actions.
 - c. “_____” – Further actions that the SGA requests be taken with the resolution such as distribution, posting on websites and social media, forums, etc.

B. What kind of proposals should SGA members make?

- 1. Items for _____ on campus
- 2. Concerns relevant to _____ welfare
- 3. Support of causes and _____ of students and clubs/organizations

- 4. Positions on _____ at local, state, and national levels of interest to students
- 5. Honoring significant _____ of those in the campus community
- 6. Other? _____

SB. F. 2018-00

purpose

Date

Sponsored by Senators G. WASHINGTON, T. JEFFERSON, & B. FRANKLIN

*(This is a sample **Student Bill**. A Student Bill is used to call for specific action to be taken by the SGA or the University such as a change in University policy, amendments to the Constitution and Bylaws or any other governing document. In this example the SGA is calling for the university to adopt official colors. Other types of legislation are **Resolutions** which are meant to express the official opinion of the Student Government Association on a given issue and **Fiscal Bills** which are used to allocate any money not officially in the SGA Budgets over \$100.) Always written in the resolution format.*

(Preambulatory Clauses: states the reasons for addressing the topic. Detail what the issue is. What is going on? Why is it an issue? Each clause should address a single clear thought on the issue. A semicolon with “and” should follow each perambulatory clause except the final one. The final clause should end in a semicolon.)

WHEREAS, many universities have adopted official colors to represent their institutions; and

WHEREAS, Northwestern State University does not currently have official colors; and

WHEREAS, the Student Government Association believes that the adoption of official colors would enhance the image of Northwestern State University;

(Operative Clauses: states the actions and recommendations that will be made to address the issue. These should be organized logically with each clause containing a single idea or proposal. What are we going to do? What are we trying to express?

Should more than one operative clause be needed it should be typed as “Therefore let it be further resolved.” There should be a period after each clause.)

THEREFORE LET IT BE RESOLVED, that Northwestern State University adopt the colors purple and white as the official colors of the university.

THEREFORE LET IT BE FURTHER RESOLVED, (use this if more action is needed after the first operative clause).

PRESIDENT NAME
STUDENT GOVERNMENT
ASSOCIATION PRESIDENT

FRANCES WATKINS CONINE
VICE PRESIDENT FOR THE STUDENT
EXPERIENCE
& DEAN OF STUDENTS

DR. CHRIS MAGGIO
UNIVERSITY PRESIDENT

(Student Bills require the signature of the SGA President, Dean of Students, and University President. Resolutions and Fiscal Bills only require the signature of the SGA President. Signatures should be centered)

(All pieces of legislation should have the legislative number and page number on each page)

III. Delegation and Leadership

A. _____ is the process of getting things done through _____.

B. This requires leaders to have skills in _____
_____. These skills include:

1. The ability to _____.

2. A need to _____.
 3. The provision of continuous _____.
 4. Effective _____ techniques and tactics.
 5. A clear and defined _____.
- C. When delegating, you have to be willing to _____
and let _____ do their _____.

IV. Tips to Motivating Others

- A. Identify the _____ and what you are trying to _____.
- B. Determine _____ you want to motivate.
- C. Find that person's _____.
- D. _____ that person for _____ you want. Never fear _____!

V. Delegating _____!

- A. I cannot trust others to be responsible: How can they _____ you?
- B. You will lose control: Let others _____ you.
- C. The person at the top has all the answers: Ask for _____
from others.
- D. It is easier and faster to just do it yourself: But, will it be _____.
- E. Delegation diminishes your prestige: It will _____ it!
- F. Others will receive recognition: As the leader, _____ will,
too.
- G. Delegation is impossible, everyone's too busy: People can make _____
for anything that want to.
- H. No one sees the big picture like you do: Share your _____.

VI. Keys to Motivation

- A. Make sure the job is clearly _____.
- B. Expectations must be _____ and within an established _____.
- C. Ensure that the person has the _____ and _____ to do the job.
- D. See to it that the person is _____ to accomplish the task.
- E. Provide adequate and on-going _____.
- F. Give _____ that are clear and meet the needs of the person.
- G. Make sure _____ to do the job are available.
- H. The _____ must be satisfying to do.

VII. Playing Well with Others

- A. Sources of Conflict:

B. Civil Discourse

1. Requires _____ of the other participants
2. Does not diminish the other's _____ worth nor questions their good _____.
3. Avoids _____, direct _____, or excessive _____.
4. Keep _____ in check
5. Requires _____ and an appreciation of the other participant's _____.

C. Modes of Managing Conflict

1. _____ = _____
2. _____ = _____
3. _____ = _____
4. _____ = _____
5. _____ = _____

D. What do I value?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

E. Dave's Five Concepts

1. If you have a conflict with someone and you do not take it _____ that _____, then it can't be _____.
2. Deal with conflict _____-on-_____: _____ in public, _____ in private.
3. Use the three _____ system: _____, _____, _____.
4. Learn to _____ the _____ from the _____.
5. Confront the _____ with a _____.

Template for Meeting Minutes

Minutes for the _____

(name of club or organization)

Date _____

Call to Order

The meeting was called to order at _____ [Time]

Attendance

[List all members in attendance first, then the advisor, then any guests and visitors]

[At end, note:] A quorum of the number of members required to conduct business was _____ was not _____ present (check one)

Reading of the Minutes

The minutes of the previous meeting were presented by _____ . Changes/corrections are [list name of person making correction]

Motion to adopt the minutes as presented/corrected:

Seconded:

Vote: Aye _____ Nay _____ Abstain _____
[or indicate if approved by voice vote]

Officer Reports

[Indicate which officers/advisors reported and a brief summary of what they reported on]

Committee Reports

[Indicate which committees reported and a brief summary of what they reported on]

Special Orders

[Any special items designated for consideration and this meeting or on-going business such as the recognition of clubs and organizations]

Old Business

[Present by topic and any action taken. A summary of discussion could be included, however, this is not to be a transcript of what was said or a recitation of who spoke for and/or against a topic]

[Use this format for recording motions] Motion: It was moved by _____ that [state motion here]. It was seconded by _____. Discussion.

[Record any amendments to the motion and any calls for the Previous Question, with makers and seconders]

Vote: Aye _____ Nay _____ Abstain _____ [or indicate if approved by voice vote]

New Business

[Use same format as Old Business]

Announcements

[List any announcements made]

Adjournment

[Indicate if adjourned by the Chair or if a motion was made, seconded, and voted on. Show who made motion and second]

The meeting was adjourned at _____ [Time]

Notes

Insert any other meeting categories or agenda items as appropriate for your club/organization in the order in which they happened during the meeting. The minutes are to be a summary and record of what happened, not a transcript. Use highlights when summarizing discussion or reports and attach copies of any written reports or exhibits]