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# Meetings, Roles, and Retention

Associated Students of the College of Desert  
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## I. Meetings

### A. The Problem with Meetings

1. Meetings are \_\_\_\_\_ or \_\_\_\_\_.
2. Make the meeting \_\_\_\_\_ and \_\_\_\_\_ with lots of \_\_\_\_\_.
3. A \_\_\_\_\_ welcomes people to the meeting.
4. Have \_\_\_\_\_ to give the attendees a chance to meet other people.
5. Call the meeting to order on \_\_\_\_\_!
  - a. Have \_\_\_\_\_ playing before the meeting.
  - b. \_\_\_\_\_ the meeting and post it so members can access it later if they could not attend live. This allows all members to feel \_\_\_\_\_.
  - c. Lead a group \_\_\_\_\_ such as the Pledge of Allegiance.
  - d. Promote diversity by varying pledges and anthems of different \_\_\_\_\_ of your members.
  - e. Encourage members to display flags on backgrounds in virtual settings of their country of \_\_\_\_\_ or pictures of importance to their \_\_\_\_\_.
  - f. Recite club or organization \_\_\_\_\_.

- g. Have an invocation, humorous story, \_\_\_\_\_ of the day, or this day in \_\_\_\_\_.
- h. Offer member \_\_\_\_\_ in the form of the “membership minute”.
- i. Have a variety of \_\_\_\_\_ of interest to your members, rotating the responsibility.
- j. \_\_\_\_\_ report on their activities and items of interest.
- k. Introduce special \_\_\_\_\_.
- l. Have the greeter introduce other guests and meeting \_\_\_\_\_.
- m. \_\_\_\_\_ report on their area of responsibility and upcoming activities.
- n. Recognize \_\_\_\_\_, big accomplishments, milestones.
- o. Have \_\_\_\_\_ and \_\_\_\_\_ at your meetings that celebrate the culture and background of your members and/or school.
- p. End the meeting on \_\_\_\_\_!

**B. Virtual Tips and Tricks**

- 1. Check all the \_\_\_\_\_ before you start:
  - a. Run an \_\_\_\_\_ check – is there an echo? [Up arrow next to mute/unmute microphone]
  - b. If using a \_\_\_\_\_, test it. You may have to click the cursor on the first slide for the platform to advance the power point.
  - c. Use an \_\_\_\_\_ cable for better internet connection.
- 2. Provide an emergency contact \_\_\_\_\_ for people to call if they cannot access the meeting. [Many platforms provide a call-in number]

3. \_\_\_\_\_ the session so members who could not attend live can watch it later – even after you go back to in-person meetings.
4. Suggest everyone keep their \_\_\_\_\_ on for accountability and personal connection.
5. Use the tools:
  - a. Fun with \_\_\_\_\_
  - b. Encourage different \_\_\_\_\_
  - c. Participant icons:
    - i. Use for \_\_\_\_\_ (yes/no)
    - ii. Meeting \_\_\_\_\_ (go slower/faster)
    - iii. Need a break? \_\_\_\_\_ (Click “more”)
  - d. Engagement through:
    - i. \_\_\_\_\_
    - ii. \_\_\_\_\_
    - iii. Responding in the \_\_\_\_\_
    - iv. \_\_\_\_\_ to tell a story using “screen share”

**II. Roles of the Associated Students of the College of the Desert**

**A. President**

1. Chief \_\_\_\_\_ for ASCOD
2. \_\_\_\_\_ over Student Senate Meetings
3. Authority for \_\_\_\_\_ to committees, Student Senate, ASCOD officers
4. Has \_\_\_\_\_ power over Senate legislation
5. \_\_\_\_\_ business activities of ASCOD
6. Foster good \_\_\_\_\_ with faculty and administration
7. Serve as DCCD \_\_\_\_\_ from ASCOD

**B. Vice President**

1. Assume duties of President in their \_\_\_\_\_ and take office of President if it becomes \_\_\_\_\_
2. Preside over all \_\_\_\_\_ Meetings

3. Act as ASCOD \_\_\_\_\_ to recognized clubs and periodically \_\_\_\_\_ club status
4. Review Club Charter packets and make \_\_\_\_\_ to the Senate for approval
5. Ensure all \_\_\_\_\_ of ASCOD policies are brought to Senate for review

C. Secretary

1. Shall ensure \_\_\_\_\_ of agendas for Executive Council Meetings
2. Shall develop \_\_\_\_\_ for Student Senate meetings
3. Shall ensure that minutes of Executive Council and Student Senate meetings are \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_

D. Officer of Communications

1. \_\_\_\_\_ the student government bylaws, records, and archives
2. Preserve the institutional \_\_\_\_\_ of ASCOD
3. Collect, compile, and document material related to ASCOD as \_\_\_\_\_ records
4. Maintain contact info of ASCOD \_\_\_\_\_
5. Inform students of all ASCOD \_\_\_\_\_ through various media
6. Work with Office of Student Life to \_\_\_\_\_ flyers, posters, and other promotional media

E. Officer of Fiscal Affairs

1. Manage all \_\_\_\_\_ related to ASCOD
2. Provide regular \_\_\_\_\_ reports to ASCOD
3. \_\_\_\_\_, within 5 business days, all organizations that are allocated ASCOD funds
4. Assist in \_\_\_\_\_ ASCOD budget proposals in cooperation with the Executive Council
5. First in \_\_\_\_\_ to sign off on budget requests

F. Officer of External Affairs

1. \_\_\_\_\_ all Region IX meetings and report back to ASCOD Student Senate
2. Serve as \_\_\_\_\_ for ASCOD to the Student Senate for California Community Colleges

G. Officer of Academic Affairs

1. Serve as Student Representative to the College of Desert \_\_\_\_\_ Senate
2. Encourage and support high standards of academic \_\_\_\_\_ of students
3. Act as ASCOD \_\_\_\_\_ to recognized honor societies and academic groups
4. \_\_\_\_\_ the academic needs of ASCOD

H. Student Liaison to the Board of Trustees

1. Serve as \_\_\_\_\_ between College of the Desert Student Body and the DCCD Board of Trustees
2. Maintain regular office hours and \_\_\_\_\_ Board of Trustees issues to the COD Student Body
3. Regularly survey and solicit \_\_\_\_\_ and issues from COD students to the Board of Trustees

I. Independent Senators

1. \_\_\_\_\_ one of the most impacted schools on campus as appointed by President
2. \_\_\_\_\_ the Student Trustee in surveying students
3. Serve on \_\_\_\_\_ as appointed by President

J. Offsite Senators

1. Represent all of College of Deserts offsite \_\_\_\_\_
2. \_\_\_\_\_ the Student Trustee in surveying students
3. Serve on \_\_\_\_\_ as appointed by President

Bylaws can be found at: <https://collegeofthedesert.edu/web-items/documents/pdf-files/student-life/ascod/ascod-bylaws.pdf>

**III. Running Meetings | Basic Agenda**

- A. **Call to** \_\_\_\_\_ – Start of the meeting
- B. \_\_\_\_\_ – The number that must be present to hold a meeting  
 For ASCOD: “A quorum of fifty percent plus one (50% +1) of the seated Student Senate membership shall be in attendance before any official business may be conducted.”
- C. **Reading of the** \_\_\_\_\_ – Record of the previous meeting
- D. \_\_\_\_\_ **Reports** – Officers report on their activities, concerns, needs, etc.
- E. \_\_\_\_\_ **Reports** – Committees report on their activities, concerns, needs, etc.
- F. \_\_\_\_\_ **Business** – Items left over from previous meetings
- G. \_\_\_\_\_ **Business** – New items for consideration
- H. \_\_\_\_\_ – Information for the benefit of the organization
- I. \_\_\_\_\_ – End of the meeting

**IV. Parliamentary Procedure | Basics**

*Robert’s Rules of Order, Newly Revised* is typically defined as the resource for anything not covered in the governing documents.

Members get their say through motions:

- A. Present motions: “\_\_\_\_\_.”
- B. Second motions: “\_\_\_\_\_.” (*MUST HAVE!*)
- C. Debate motions: “\_\_\_\_\_”
- D. Vote on motions: “\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_” (or “Yes/No/Meh”)

**Motions are how things get done!**

**V. Parliamentary Procedure | Proposals**

To get a \_\_\_\_\_ on the floor:

- A. Obtain the floor by being recognized by the \_\_\_\_\_.
- B. Speak clearly and \_\_\_\_\_.

- C. State your motion \_\_\_\_\_. Say “I move that we... instead of “I move that we do not...”
- D. The motion must \_\_\_\_\_ to the business at hand.
- E. Avoid \_\_\_\_\_ and stay on topic.
- F. All discussion \_\_\_\_\_ through the Chair.
- G. The chair calls for a \_\_\_\_\_.

Your Turn!

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**VI. Parliamentary Procedure | Tips**

- A. A motion should be made before \_\_\_\_\_ of a topic.
- B. Only \_\_\_\_\_ motion can be considered at a time.
- C. The person making the motion gets to \_\_\_\_\_ about it first, then the person who made the \_\_\_\_\_.
- D. 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.
- E. 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.
- F. After all of the discussion, take a vote: usually a \_\_\_\_\_ vote passes the motion.
- G. There are three common ways to move to a \_\_\_\_\_:
  - a. By \_\_\_\_\_ consent
  - b. By seeing no \_\_\_\_\_ discussion, the Chair calls for a vote
  - c. By \_\_\_\_\_ debate

- i. “\_\_\_\_\_ the question”: requires there to be no objection to ending debate. If there is a single objection, debate must continue.
  - ii. “\_\_\_\_\_ the previous question”: requires a second, there is no debate on the motion, and takes a 2/3 majority to approve.
- H. Voting by the Chair: The Chair does not typically vote on matters before the assembly, except in the case of \_\_\_\_\_ or \_\_\_\_\_ a tie. If the Chair is considered a member of the body, as in the case of most campus organizations, then they vote just as any other member does in secret ballot situations, elections, etc.

**VI. Other Ways to Make Meetings Fun and Engaging**

- A. \_\_\_\_\_ projects
- B. Virtual \_\_\_\_\_
- C. Zoom \_\_\_\_\_
- D. \_\_\_\_\_ parties
- E. \_\_\_\_\_
- F. \_\_\_\_\_
- G. \_\_\_\_\_ hunt
- H. Your ideas?

**VII. The R’s of Membership Retention**

- A. Give them a \_\_\_\_\_.
- B. Enforce \_\_\_\_\_.
- C. Give out \_\_\_\_\_.
- D. Assign them a \_\_\_\_\_.
- E. Help build \_\_\_\_\_.