



SGA Leadership Forum for Declared and Potential Candidates

February 10, 2026

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Student governments (SGA) are the organizations on college campuses that _____ students, serve as their voice, and exists to enhance the _____ for everyone that attends their college or university.

SGA is not something to be _____ by, but to be _____ in.

SGA is the first line of _____ against proposals and items that students would not want, and also the first line of _____ for things that they do.

Some SGAs:

- Present great _____ that _____ students.
- Engage in _____.
- _____ student groups
- Do _____ of the above, and more!

SGA is about putting _____ above _____. If you're asking what's _____ for me, you're asking the _____ question.

The governing documents define the _____ and principles of the organization. It provides a _____ and framework for the organization such as _____ of government, line of succession, and creation of the _____.

They are also the document(s) that sets forth _____ policies, regulations, _____, and responsibilities, and duties of officers, the executive board, and committees.

Your SGA may have _____ a constitution and bylaws as separate documents, _____ one or the other, or have a _____ document containing both.

Robert's Rules of Order, Newly Revised is typically defined as the resource for anything _____ in the governing documents.

Committees

Per Robert's Rules of Order, committees are bodies that are often, but not necessarily very small and are subordinate to a higher authority. Most parliamentary rules apply, but greater flexibility and informality are commonly allowed. Committees are where boards and assemblies get the _____ of the organization done. They can give more attention and detail to tasks than is possible in a larger body.

Committees are a great way to get more students involved in the Student Senate and create a _____ for future leaders and/or to fill vacancies.

Successful Committees

1. Are _____
2. Have an _____
3. Seek and include participation from all _____
4. Make everyone feel _____ in the committee space – all are on a level playing field

Running Meetings:

Basic Agenda

1. Call to _____ - start of the meeting
2. _____ The number that must be present to hold a meeting (*Usually it is a majority of the members*)
3. Presentation of the _____ - Record of the previous meeting. The minutes are either passed out at the meeting, distributed electronically, or posted on a platform for members to review. Make any corrections or additions, then accept as presented or corrected.
4. _____ Reports – Officers report on their activities, concerns, needs. Etc.

5. _____ Reports – report on their activities, concerns, needs. Etc.
6. _____ Business – Items left over from previous meetings
7. _____ Business – New items for consideration
8. _____ Information for the benefit of the organization
9. _____ - End of the meeting

Responsibilities of the Chair

1. _____ the meeting, effectively and fairly.
2. Set and /or follow the published _____.
3. Call on _____ to participate, make motions, and speak.
4. Restate _____ after they are made.
5. Rule on parliamentary _____
6. _____ discussion and call for votes

Effective Meetings

1. All discussion goes through the meeting _____. This means there is not a _____, nor do people speak out of turn. The Chair calls on members who raise their hands.
2. Members do not _____ each other. _____ is a cornerstone of effective meetings. _____ is a key skill.
3. The person making a proposal or motion gets to talk about it _____. The Chair _____ make motions.
4. A person who has _____ yet on a topic gets to speak before someone who has already had a turn. _____ are given the priority.
5. The Chair of the meeting does not express _____ during discussion or debate. They remain _____ in order to facilitate the meeting _____.

6. If you do not “win” on an issue, take defeat
_____.

Student Government Legislation: Before _____ have a
_____.

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. Support of causes and _____ of students and clubs/organizations

3. Positions on _____ at local, state, and national levels of interest to students

4. Honoring significant _____ of those in the campus community

For training and retreats, help with structuring your student government, governing documents, etc. Contact:

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