



What is SGA? Development, Leadership, and Advocacy

Lorain County Community College SGA Training
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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.

Preamble

We, the _____ of Lorain County Community College, in order to enhance student _____ and academic _____; to stimulate and assist in the _____ and _____ of all clubs and organizations; to foster the development of student _____ and _____; to promote awareness of the _____ and _____ of all the members of the campus community; and to serve as a _____ for the expression of student _____ and _____, do _____ and _____ this constitution for the Student Government Association (SGA) of Lorain County Community College (LCCC).

Purpose of SGA & Student Senate

Purpose of SGA:

- To participate in _____ development activities.
- To _____ and _____ themselves in their social and academic education and participate and engage in the campus community.

Purpose of the Student Senate:

- To _____ the SGA members in all matters pertaining to the SGA
- To improve campus _____
- To serve as a communication link between the SGA Membership and the Staff, Faculty, and Administration:
 - 1) To provide _____ for students to participate and voice themselves in their social and academic education.
 - 2) To _____ student programs and otherwise aid in their coordination and enrichment.

Who are the members of SGA?

Student Members: Members of the SGA are comprised of all _____ students of Lorain County Community College including CCP programs, the Early College program, and the University Partnership Programs.

Student Senate: The Student Senate, comprised of _____ elected or appointed officers, is the representative body of the Student Government Association and represents the SGA members in all matters.

Voting Members: The elected or appointed Student _____, one (1) _____ High School Representative, and three (3) Student _____ Representatives are authorized to vote in Student Senate General Meetings. One Student Electorate will be appointed by the Student Senate and two (2) students will be selected by the attending SGA members. All other students are _____ members during the General meeting after the electorates have been selected.

What is the Student Senate?

- The Student Senate is a seven (7) member executive assembly that allows members of the SGA to have a _____ in the affairs that affect their everyday college lives.
- The Student Senate is a _____ not a decision-making body.
- Student Senators shall be elected or appointed as: a. President b. Vice President c. Executive Secretary Financial Secretary e. Event Coordinator f. Learning Center Representative g. University Partnership Representative
- All positions are of _____ and are listed in rank order.

Meetings and Voting

- The Student Senate shall have General Meetings, _____ during the fall and spring semesters where the Senate shall consider all questions placed before it.
- Student Senators may _____ on proposals or resolutions.

- All Student Senate General Meetings are open and may be attended by all interested members of the SGA, faculty, staff, administration, and the general public; however, these individuals do not have _____ privileges.
- Voting members include all members of the Student Senate, one (1) Early College High School Representative, and three (3) Student Electorate Representatives which are authorized to vote in Student Senate General Meetings. One (1) Student Electorate will be _____ by the Student Senate and two (2) students will be selected by the _____ SGA members
- Any Student Senator that serves as a student _____ shall abstain from voting in all matters pertaining to the respective club.
- The Student Representatives shall have the power to make _____.
- The Student Representatives shall also be given a reasonable amount of time to gather a vote from the _____ SGA Members before casting the electoral vote.

Running Meetings: Basic Agenda

- I. Call to _____ – Start of the meeting
- II. _____ – The number that must be present to hold a meeting, for LCCC SGA quorum is a majority of the Student Senate
- III. Reading of the _____ – Record of the previous meeting
- IV. _____ Reports – Officers report on their activities, concerns, needs, etc.
- V. _____ Reports – Committees report on their activities, concerns, needs, etc.
- VI. _____ Business – Items left over from previous meetings
- VII. _____ Business – New items for consideration
- VIII. _____ – Information for the benefit of the organization
- IX. _____ – End of the meeting

Parliamentary Procedure: Basics

Members can:

1. Present motions: “I _____.”
2. Second motions: I _____.”
3. Debate motions: “I _____”

4. Vote on motions: “_____”
(or “Yes/No/Meh”)

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.
7. There are four common ways to move to a _____:
 1. By _____ consent
 2. By seeing no _____ discussion, the Chair calls for a vote
 3. By reaching a _____ for debate.

4. By _____ debate:
 1. “_____ the question”: requires there to be no objection to ending debate. If there is even a single objection, debate must continue.
 2. “_____ the previous question”: requires a second, there is no debate on the motion, and takes a 2/3 majority to approve

Committees

- Committees shall be formed in order to review, make recommendations on business items, to complete Student Senate goals, or to carry out the _____ of the Student Senate.
- Committees shall be of two types: _____ or _____.
- _____ of the committees shall be determined by the Student Senators.
- Members of the committees may be comprised of members of the SGA and _____ as needed.
- _____ of committees falls onto the Student Senator to whom it is assigned and the Manager of Student Life.

Standing Committees

The _____ Committee

1. Shall review and make recommendations for changes to Student Senate documents.
2. The chair of the committee is outlined in the Student Senate by-laws.
3. Shall be comprised of the Student Senate and the Manager of Student Life.
4. Additional members may be added as resource individuals.

The _____ Committee

1. Shall review and make recommendations for changes to the Student Senate electoral process.
2. Shall govern the electoral process and shall report findings.
3. Shall be comprised of the chair, the Manager of Student Life and additional members to oversee the process.

4. The chair of the Elections Committee shall be the Student Senate Event Coordinator or a designee appointed by the Manger of Student Life.

Committees

1. Ad hoc committees shall be formed for purpose of a specific task or to oversee particular projects.
2. Committees shall be assigned to report to a Student Senator for progress and recommendations.
3. Committees shall be created by a vote of the Student Senate with a majority.
4. Timelines for the completion of projects shall be determined by the motion creating the committee.
5. Changes or extensions to timelines can be requested by the committee.
6. Committees can be dissolved by completion of projects or by vote of the Student Senate with a majority.

Clubs and Organizations

- Lorain County Community College offers an assortment of clubs and organizations on campus. Membership in these clubs and organizations is open to _____ member of the SGA.
- Clubs are student groups participating in _____ activities, which stress _____ and _____ to the College and the community, while experiencing _____ with a diverse student body.
- Student organizations are defined as student _____, which are connected to an academic program and/or have budgets established by LCCC (e.g. Collegian, Boom Radio, and Student Senate).

Advisors

- The Manager of Student Life is the _____ to the Student Senate.
- LCCC _____ and _____ serve as advisors to the student clubs.
- The faculty of individual _____ programs serves as advisors to student organizations.

Roles and Responsibilities

- Student clubs and organizations shall not _____ against any person on the basis of race, color, creed, religion, age, sex, marital status, veteran status, national origin, ancestry, citizenship, sexual orientation, or disability.
- Each club shall have one (1) _____ participating in the regular Student Government Association meetings.
- Maintain an _____ status as established by the Office of Student Life and the Student Senate.
- Hold annual _____ for officers.
- Participate in _____ each semester along with providing the Office of Student Life a complete list of officers, updated club constitution and membership _____.
- All club members must comply with the Student and Campus Code of Conduct _____ on campus and while participating in official functions off campus

Student Government Legislation

What kind of proposals should SGA members make?

- Items for _____ on campus
- Support of causes and _____ of students and clubs/organizations
- Positions on _____ at local, state, and national levels of interest to students
- Honoring significant _____ of those in the campus community
- Other? _____

