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# STUDENT GOVERNANCE COUNCIL MEETING PROCEDURES ACT

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Ithaca College

Fall 2020

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## DEFINITIONS AND ACRONYMS

<b>Term or Acronym</b>	<b>Definition</b>
SGC	Student Governance Council
Q&A	Question and Answer
Friendly Amendment	An amendment that makes small changes, generally consisting of grammatical changes and non-substantive material. No vote is necessary.
Unfriendly Amendment	An amendment that makes large changes, generally consisting of content changes. Two-thirds majority vote is necessary.
Speaker's List	A list, kept by the Senate Chair, that dictates the order of speakers on a certain matter (ex. for Q&A, discussion, etc.)

# **ARTICLE I: Beginning Meetings**

## **Section 1: Call To Order**

To begin an SGC meeting:

1. The Senate Chair shall call the meeting to order, and the meeting will officially begin.
2. All persons present at the meeting will direct their attention to the Senate Chair.

## **Section 2: Attendance**

Attendance shall be taken according to the following guidelines:

1. The Senate Chair shall take attendance of the meeting by stating the name of each member of the Student Governance Council, and marking down whether or not members are in attendance of the meeting.
  - a. First, attendance will be taken of the Executive Board, in the order listed in Article V Section 2 of the SGC Constitution.
  - b. This will be followed by the Senate, in the order listed in Article IV Sections 2 & 3 of the SGC Constitution.
  - c. This will be followed by the SGC Advisor.
  - d. After all official members of SGC, the Senate Chair will verbally acknowledge the presence of any representatives from the Ithacan.
  - e. Finally, any and all guests may be introduced, but attendance does not need to be taken for guests.
2. Attendance across meetings should be kept by the Senate Chair or the Senate Chair Assistant, according to Article V Section 12 Subsection 5.
3. Attendance may optionally be accompanied by an icebreaker, at the discretion of the Senate Chair and/or the President.
4. If any official SGC members arrive at the meeting late or depart the meeting early, this should be marked down by the Senate Chair or Senate Chair Assistant, along with whether or not the action was excused.

## **Section 3: Minutes**

The Approval of the Minutes shall adhere to the following guidelines:

1. The Senate Chair shall announce the date of the minutes that are scheduled to be approved at the meeting.
  - a. At least 24 hours before the meeting, the Senate Chair shall send out the minutes from the previous week in preparation for a motion from the Senate.
2. A motion shall be made by a Senator regarding the minutes, subject to a

simple majority vote by the Senate.

## **ARTICLE II: New Business**

### **Section 1: Community Session**

A Community Session will be held according to the following guidelines:

1. Any members of the Ithaca College community, who are not members of SGC, may speak during this Community Session.
2. This Community Session will be held with the purpose to provide the Ithaca College community with an efficient and equitable way to voice themselves to SGC.
3. If more than one member of the Ithaca College community are present, the Senate Chair will create a speakers list to keep order for the voicing of visitors.
4. After visitors voice their thoughts to SGC, SGC members will have an opportunity to respond to the visitor and create action steps if necessary.
5. After a conversation with a member of the Ithaca College community, the member will be provided with information on how to contact members of SGC via the [Contact page of the SGC Website](#).

### **Section 2: Guest Speakers**

Guest Speakers will adhere to the following guidelines:

1. Guest Speakers will be scheduled before meetings by the Senate Chair.
  - a. Speakers may be anyone at the discretion of the Senate Chair and/or the President.
    - i. Speakers should be seeking substantive collaboration to address campus and community issues.
    - ii. The Senate Chair shall take into consideration Senate feedback regarding who they would like to see as a guest speaker.
    - iii. There shall be no minimum or a maximum number of guest speakers per semester.
2. Guest Speakers will be given a maximum of 20 minutes to make a presentation to SGC and engage in Q&A and discussion with the Senate.

### **Section 3: Confirmations**

Confirmations shall follow the following procedures:

1. Students seeking candidacy for a position within SGC will be given two minutes to present their platform to SGC. The Senate Chair may inform the candidate of the time elapsed however they deem appropriate.
2. Following a platform presentation, there will be a five minute Q&A session between the candidate and anyone in attendance of the meeting.
3. Points 1 & 2 will then be repeated if more than one candidate is seeking

- confirmation at the meeting.
4. After the candidate(s) have made their platform presentations and have completed Q&A sessions, SGC will discuss confirmations of the candidate(s).
    - a. Only the Executive Board, Senate, SGC Advisor, and Ithacan Reporter will remain in the room during this discussion.
    - b. All guests, including the students up for confirmation, will need to leave the room during the discussion.
      - i. At this time, candidates are dismissed for the evening. The Senate Chair will notify all candidates of the results of their candidacy after the meeting within 48 hours from the end of that Senate meeting. Candidates are welcome to stay for the remainder of the meeting after the discussion period as a student at large regardless of the outcome of their candidacy.
    - c. This discussion is recommended to last ten minutes, however this time may be extended by a simple majority vote of the Senate.
    - d. During this time, everything said is off the record.
      - i. This includes the pausing of any recordings or live streams.
  5. The Senate will then have the option to make a vote to confirm any candidate(s) by 2/3 majority.
  6. After voting has been completed, the meeting will reopen to the public.
  7. Confirmations may be held during every semester during which official meetings are held. However, confirmations may not coincide with elections in any way. Confirmations will pause one week prior to any campaigning period for an elections cycle and will resume one week following the announcement of results.

#### **Section 4: Bills**

Bill proposals shall follow the following procedures:

1. Only bills sent out to the council one week in advance, by the Senate Chair, may be presented at a meeting.
  - a. Initiatives that cannot be sent to the Senate Chair at least one week before the final agenda is released may be presented to the Senate if a simple majority of the Executive Board members deem it as urgent, determined by an Executive Board vote.
    - i. The Senate can override this decision with a two-thirds majority vote.
2. Each bill presented at a meeting will be given a two minute overview by the bill's sponsor(s) or cosponsor(s).
3. Following the bill presentation, there will be a ten-minute discussion period consisting of questions and discussion points from anyone in attendance of the meeting.
  - a. A Speaker's List, kept by the Senate Chair, will dictate the order of speakers

- during this period.
- b. Amendments to the bill can also be made by any Senator during this time.
- 4. Any senator may make a motion following the presentation and discussion of a bill.
- 5. Following a vote on a bill:
  - a. If approved, the sponsor(s) of the bill shall send a final copy of the bill (with all its edits and proper information: updating date of presentation, bill number, and final vote) to the President, Senate Chair, Chief of Staff, and Website Manager. This final copy shall be sent within one week of passing.
  - b. If tabled, the sponsor(s) and co-sponsor(s) may rework the bill based on any of the feedback from SGC and bring it back to the Senate at a later date.
  - c. If denied, the bill will not be presented at a future meeting.

#### **Section 5: Miscellaneous**

All other New Business Items shall be left up to the discretion of the Senate Chair or President of SGC.

### **ARTICLE III: Continuing Business**

**Section 1:** Senators will give monthly reports regarding the work they are doing for their position on SGC.

- 1. Each Senator Report shall be two minutes maximum.

**Section 2:** Monthly updates shall be required from the sponsors of all bills that are passed, but unresolved.

- 1. Each bill update shall be two minutes maximum.

#### **Section 3: Miscellaneous**

All other Continuing Business items shall be left up to the discretion of the Senate Chair or President of SGC.

### **ARTICLE IV: Optional Break**

**Section 1:** There shall be an optional break at this point in the meeting, at the discretion of the Senate Chair. The break can be ignored if the Senate votes by a  $\frac{2}{3}$  majority.

### **ARTICLE V: Officer Reports**

**Section 1:** Every member of the Executive Board, as outlined by Article V Section 2, will make an Officer Report updating SGC on their respective affairs and activities.

- 1. Each Executive Board member shall have a maximum of four minutes for their weekly Officer report.

### **ARTICLE VI: Open Agenda**

### **Section 1: Open Agenda**

This is the time for anyone in the meeting to voice concerns, ideas, or comments about any matter.

1. A Speaker's List, kept by the Senate Chair, will dictate the order of speaker's during this period.

### **Section 2: Executive Session**

An Executive Session can be called to limit attendees of Senate meetings outside of members of SGC.

1. A motion to enter Executive Session must be made by a Senator.
2. After the motion is passed, the Executive Session will begin, and all attendees of the meeting other than the Senate, the Executive Board, and the SGC Advisor, will leave the room. Ithacan reporter(s) are not members of SGC and must therefore leave during Executive Sessions
3. During an Executive Session, the Senate can vote to admit guests to the Executive Session.
  - a. Guests may be admitted to Executive Sessions one at a time with a 2/3 majority Senate vote.
  - b. Guests may be removed from Executive Sessions at the request of a Senator, and if no Senators are opposed, the guest will be removed from the session.
4. A motion must be made to exit Executive Session, subject to a 2/3 majority vote of the Senate. After the motion passes, the meeting shall reopen to the public.

## **ARTICLE VII: Adjournment**

**Section 1:** The Senate Chair will look upon a motion to adjourn. Once the motion is made and if there is no dissent from the senate, the meeting is adjourned.