



**SOUTH MOUNTAIN  
COMMUNITY COLLEGE**

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# **Student Governance & Inter Club Council Parliamentary Procedures Guide**

**For more resources visit the SMCC Student Life page at  
<https://www.southmountaincc.edu/current-students/student-life>**

## Getting Involved

First, we would like to take this time to thank you in advance for considering your time and service in student advocacy at South Mountain Community College. SMCC has over 20 recognized student clubs on campus to join and get involved.

Student clubs, programs, and organizations are great opportunities to explore different ideas, develop interests or just socialize, and could be one of the highlights of your time on campus.

Membership is open to all SMCC students and most clubs require a G.P.A. of 2.0 or higher to become an officer. And in many cases, that club, program, or organization could plug you into a national network of like-minded groups, individuals, and possibly even future employers.

Most employers today take a holistic view of potential employees. You'll need to bring more to the table than just academic excellence. Employers hire students who truly made the most of their college career. Whatever your interests, most campuses have a matching club, program, or organization that fit into one of several categories:

- **Academic**-ex. Collegiate DECA, STEMS, BHS Clubs
- **G.P.A. Based- (Invite Only)** – ex. Phi Theta Kappa, Honors Program - maintain 3.5 G.P.A. or higher
- **Political** – ex. Student Governance
- **Social Justice**- ex. Social Justice Organization
- **Theater/The Arts** – ex. Spotlight, Art Club
- **Cultural** – ex. Black Student Union, Circle of Nations, MECHA, International Friends

- **Religious & Spiritual**- ex. Christian Club, Think South Mountain
- **Gender Related** -ex. Male Empowerment Network, Women's Rising, SouthPride (LGBTQ)
- **Veterans**- ex. Veteran's Club
- **Sports & Recreation**- ex. SMCC Athletic Programs

## **Becoming A Student Club Officer**

Becoming a Student Club Officer requires commitment, not only a time commitment, but also a commitment to modify yourself. Sometimes this change means acting differently and other times it means looking at things differently. Elected Student Club Officers are the most powerful voting members on campus. They vote during meetings, brainstorm initiatives, serve on Shared Governance Councils, and represent the student body on campus and across the District.

Running a club is a lot of work, it takes time, energy, and creativity to keep any club running. It takes dedication. You may have experience with clubs or Student Government and that is indeed helpful, but every club is different. They will all need something new from you. You have a unique opportunity to improve someone's experience on this campus, a chance to inspire a fellow student, a chance to unite around a common passion, or, perhaps, a chance to make some lifelong friends.

## **Running Effective Meetings**

Each student officer is expected to attend all student club meetings. Every effort should be made by the advisor to consult with student officers to select a regular meeting schedule. Effective meetings provide communication and

structure for the club, program, or organization. The point of the meetings is to get together, discuss goals and progress toward those goals, work through problems, make decisions, give support to fellow members who need it, and just be together as a whole to share in the fellowship of the organization.

Despite the differences in organizations, there are some basic tips to help meetings run more smoothly and keep members coming back.

- Have concrete goals for each meeting.
- Make sure all members are aware in advance of the meeting day, time, and place.
- Always start meetings on time
- Prepare an agenda. Type the agenda and have enough copies for every member (Limit discussion based on meeting time and agenda items). This will also keep structure to your meeting.
- Have a process for club decision-making that is consistently used. In a larger club or program, it would be easier to have a show of hands, while a smaller club may always seek to reach consensus.
- Keep track of the discussion and decisions made at meetings. Have a secretary or individual be responsible for taking notes at the meetings so minutes can be sent out within 48 hours to members. It is a good idea to keep a file of minutes for the year to look back on during evaluation time or just for information.
  - Members Present/Absent
  - Reports/Updates/Minutes
  - Progress on Old Business
  - New Business
  - Assignments and Responsibilities
  - Next Meeting (day, time, place)
- Use the Robert's Rules of Order strategies and tips below for conducting effective and efficient club meetings

# **Roberts Rules of Order**

Edits by: Clayton Notestine

Robert's Rules of Order (1915) is the oldest and most used guide to parliamentary procedure, a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion. Because of its age, the book has been adapted many times and has specific rules about meeting processes. The following guide serves as a cheat sheet for running effective meetings.

## **MEETING STRUCTURE**

The following outlines the structure of a typical meeting using this method.

- Call to order.
- Roll call (voting members to respond).
- Reading of the minutes
  - Meeting leader typically will ask if there are any additions or changes to the minutes.
  - This typically will be followed by a vote to approve the minutes.
- Open floor
  - Voting members can make motions to amend the agenda
  - Voting members can make motions to present legislation
  - Non-Voting members can make announcements
- Guests
  - Guest speakers (Limit presentation based on meeting time and agenda items)
  - Non-voting portion of agenda

- Officer reports
  - These are simply updates and do not include votes.
- Committee reports
  - These also are updates and do not include votes.
- Old business
  - This is important business previously planned for discussion at the current meeting. (Limit discussion based on meeting time and agenda items).
  - This can include items that were discussed at the last meeting, but more information was needed, or they weren't on the agenda for a vote.
  - Old business can include votes.
- New business
  - Any new business or resolutions before the body that requires a vote.
  - This must also include a description on the agenda. (Limit discussion based on meeting time and agenda items).
- Announcements
  - These are announcements for the body, but do not include votes.
- Adjournment
  - The meeting leader will move for adjournment.

## **TYPES OF MOTIONS**

Motions are typical methods used by members of a body to express themselves during a meeting. A motion is a proposal that the entire membership can act on. Below are three basic types of motions:

- **Main Motions:**

- Introduces items to the membership for their consideration.
- They cannot be made when any other motion is on the floor.

- **Privileged Motions:**

- Bring up items that are urgent about special or important matters unrelated to pending business.

- **Motion to Table:**

- Used in the attempt to "kill" a motion.
- Used to postpone or "kill" legislation.
- Can be for a set date or tabled indefinitely (Brought back only by a motion)

## **HOW TO PRESENT A MOTION**

Motions are presented by:

- Obtaining the floor
  - Wait until the last speaker has finished.
  - Raise your hand to be recognized
  - Wait until the President recognizes you.
- Make Your Motion using "Madam President, I move that we..." or "Motion to..."
- Wait for Someone to Second Your Motion
- Another member can second your motion or the Chairman will call for a second.
  - If there is no second to your motion, it is lost.

## Sample Agenda

The agenda is determined by the President/Chair and Vice-President/Co-Chair and is then tailored and organized by the club officers each meeting.

**This is the core structure of meetings.** Please note, the order of the agenda items will be based on your club, program, or organization.

### Student Organization

12:30 pm Student Union Room 106

- I. Call to Order – *The President starts the meeting*
- II. Roll Call – *The recording secretary calls for attendance*
- III. Approval of Minutes – *The last meeting's minutes are approved*
- IV. Open Floor – *Anyone can speak at open floor, including non-members*
- V. Guest Speaker – *A guest speaker is invited to educate members*
- VI. Officer Reports
- VII. Committee Reports
- VIII. Old Business – *Tabled or old Legislation is brought forward*
- IX. New Business – *New Legislation is brought forward*
- X. Announcements – *Final announcements by members and non-members*
- XI. Adjournment