

T Junior College TEXAS STUDENT GOVERNMENT ASSOCIATION



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Special points of interest:

Attention TJCSGA:

- ◆ There have been some changes to the Competition Guidelines. There was a mix-up with the file. We apologize for any inconvenience, however we believe these changes will not affect disqualification of entries, but will actually help against it. It also gives those preparing the entries more freedoms and flexibility in creativity for completing them.
- ◆ We have included a packet of Robert's Rules in an easy to find packet to help everyone prepare for the Convention and to give them the opportunity to see how the convention will proceed.
- ◆ the tentative Convention Schedule has been posted online.

TJCSGA REGION V Executive Board Advisor & Officers



Advisor

Amanda M. Rose

*Coordinator of Student Life
San Jacinto College- Central*

Originally from Baltimore, Maryland I have been working in Higher Education Student Affairs for 11 years. I am currently the Coordinator of Student Life at San Jacinto College- Central Campus. When I am not working I enjoy spending time with my Golden Retriever Miller Thyme. He is currently in training to become a Dock Dog. ☺ I am excited and happy to serve as the Region V Advisor. If you ever have questions, just ask!

President

Angie Langdon

San Jacinto College - Central

I am 21 years old and live in Texas City. I am the President of the SGA at San Jacinto College Central Campus and the Vice-President of the Math club. I am known around campus as “Ms. I Talk to Anyone.” If there is anything going on around campus, I am there. I enjoy meeting new people and learning about them. I like helping other people and giving back to the community. In the future I see myself working for a non-profit. I have been involved in activities my entire life and I am looking forward to continuing that tradition by serving Region V.



Vice President

Climon L. Hall

HCC Southeast Campus

Climon L. Hall is a native of Houston, Texas who is currently completing his Associate in Science at Houston Community College. Upon graduating from HCC, Climon expects to continue his college career at the University of Houston seeking a degree in the field of Computer Engineering Technology. Climon is a spiritual young man who allows his faith to govern the outcome of his life.

Secretary

Olivia Solomon

HCC Southwest Campus

I am a native of Houston, Texas and a devout God fearing woman. I am currently majoring in Biology and Business. Upon completing my undergraduate degree I will further my education in medical school. I have been a part of student council and leadership activities since I was in elementary school; I look forward to serving you.



Host School

Luis Hernandez

HCC Northeast Campus

I'm 20 years old and aspire to be a nurse and eventually a doctor. I'm currently my college SGA-President, M.A.Y.O. event coordinator. I am a proud transgender woman, full of aspirations and goals, I'm an individual oriented towards serving our students and community. I'm very proud of my college and very proud of those who support the objective for which SGA stands for.

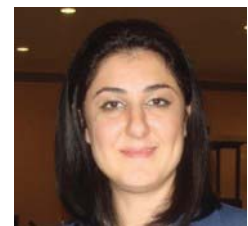


Parliamentarian

Talin Ghazarian

Lonestar Cyfair-Fairbanks

Greetings, my name is Talin Ghazarian and I am the Vice President of Lone Star College Cyfair-Fairbanks SGA. I am currently a member of Honors Program, Phi Theta Kappa and The National Society of Collegiate Scholars. I plan to transfer to Baylor University as a pre-med major. I am honored to serve as your Parliamentarian for TJCSGA Region V.



Treasurer

Adam Aguirre

HCC Northwest Campus

Hey there, my name is Adam Aguirre and I live in West Houston. I am a Biology Major at HCC-Northwest and plan to attend University of Houston to continue my education. I am involved in the History Club, Anthropology Club and the SGA. In my free time, I enjoy going to the gym and hanging out with my friends. I am looking forward to serving Region V this year.



Thank you Region V for submitting Bios!



TJCSGA

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Robert's Rules at a Glance

Greetings!!! Included in this packet is a very condensed selection from Robert's Rules of Order Newly Revised (RONR). We have compiled it to better serve you during the convention in an effort to help this association get the most amount of work done as efficiently and effectively as possible. We attempted to paraphrase as much as possible as well as incorporate the guidelines more within the scope of TJCSGA.

We hope that this packet will help you prepare your delegates for convention. We have included some sample motion and point of order forms in order to help your delegations become acquainted with them. These forms will be utilized at the convention to help maintain proper records. The headings are accompanied by the (RONR) page numbers for easy reference. If you have any suggestion that could improve this just let us know. We want to make it as easy as possible for everyone to have a better understanding of Robert's Rules and parliamentary procedure.

Thank you.

TJCSGA Executive Board

Convention (588-612)

Most conventions must operate on a closely controlled schedule and transact a large amount of business quickly-often with rented facilities available only for a prearranged length of time and with each added day of meetings entailing considerable expense both to the association and to the delegated personally. Maximum effort toward a well-organized convention is therefore essential.

The principle parliamentary functions most directly connected with the formal organization of the convention itself are performed by three committees, each of which has been appointed by the president or the board as prescribed in the bylaws. These three committees are the: (1) Credentials Committee (*Registration Committee*), (2) Committee on Standing Rules, (3) Program Committee.

Registration Committee Responsibilities

Compilation of the list of members entitled to register.

Arrangements for registration to take place at the convention.

Registration

Recording the member as officially registered, upon verification of payment of registration fee, and signing the list of registrations.

Issuing of the particular badge to which the member is entitled, the official program, and additional necessary information.

Preparation of the committee's first report to the convention, which can include registrations only to such an hour as will enable the chairman to present this initial report as the first item of official business of the convention

Continuation of committee until convention ends-to record changes in the registration rolls occasioned by additional registrations or departures of delegates.

Standing Rules Committee Responsibilities

The Committee on Standing Rules drafts and submits for consideration a group of rules which, as adopted, will apply to that one convention only. These rules must in no way conflict with the bylaws of the society, but (in contrast to ordinary standing rules in a local society) *they can involve modifications of rules contained in the parliamentary authority prescribed by the bylaws.*

Program Committee Responsibilities

The Program Committee works out a convention program combining a suitable *order of business* with special features designed to promote and develop the association as a whole.

The Program Committee plans and submits the proposed schedule of meetings, proceedings, and special events of the convention. When the program is adopted by the voting body, with or without amendment, it becomes the *order of business* of the entire convention session. The program also commonly includes-interwoven throughout the convention timetable- a series of addresses, forums, workshops, exhibits, tours, and other activities designed for membership-training, motivational, or entertainment value.

In addition to enabling the convention to handle all business that it should consider within the time available, the program should be of such nature as to stimulate each delegate to an evaluation of the association's policies, accomplishments, and opportunities, inasmuch as benefit from the convention to the general membership may depend largely on the impression that each local president or delegate transmits to the unit he represents.

Convention (588-612)

Before a convention can transact any other business, it must first officially form itself into a single voting body-which is done at the first *business* meeting. Preliminary ceremonies are not regarded as business. When the assembly of delegates of an established association has been so organized in accordance with the bylaws or other governing rules as described below, it then acts as and in the name of the whole association and may be referred to as “The Texas Junior College Student Government Association in convention assembled.”

The official organization of the convention is brought about by the separate consideration and adoption of the reports of the Registration Committee, Standing Rules Committee, and the Program Committee, in that order. Each of these reports is debatable and amendable. In an ordinary convention of a society, however, debate or proposals for amendment of any of them seldom occur, and the reports are likely to be adopted without dissenting vote.



REGISTRATION COMMITTEE REPORT

Before the receipt of the Registration Committee report, since the membership has not been established, no motion whatever is in order under any pretext except those that are in order in the absence of quorum. It is, therefore, essential that the committee establishes and hold itself to a deadline for registrations to be included in its first report, which will leave it time to prepare that report. If the report is not ready in time, the convention may continue with other non-business matters, such as speakers, or may stand at ease or take a recess.

The Registration Committee report, which is read by the chairman, should state in substance that, “Attached is the list of the names of the voting members of the convention who have registered up until...” This statement should be followed by whatever statistical summary is customary in the particular organization and should always give a total number of convention members *entitled to vote*.

The committee chair concludes the report by saying, “On behalf of the committee, I move that the roll of delegates hereby submitted be the official roll of the voting members of the convention.” The report with the attached list of names should then be handed to the president or to the secretary. ON the question of adopting the Registration Committee’s report or on motions concerned with its consideration, only those members whose names are on the list of voting members reported by the committee are entitled to vote.

When the report of the Registration Committee is adopted, it is thereby ratified as the official roll of voting members of the convention-subject to changes through later reports. A voting member who registers after the submission of the first report assumes full status as soon as he has done so (registered). The Registration Committee’s master roll of currently registered voting members of the convention should be maintained at all times in such a way that their exact number can be promptly determined.

Convention (588-612)

STANDING RULES COMMITTEE REPORT

A copy of the "Proposed Standing Rules of the Convention" that the committee is to recommend-usually printed in the official program-should be handed to each person when he or she registers. The report of the Standing Rules Committee is presented to the convention immediately after the adoption of that of the Registration Committee by offering a motion and by reading the proposed rules in their entirety-regardless of their previous distribution-unless, in cases where every delegate has been provided with a copy and the rules generally do not change from year to year, a fairly established custom of the organization permits this reading to be omitted. After debate or amendment (if any), a single vote normally is taken on the complete body of rules.

It should be understood that seriatim consideration is not applicable because, although the rules may be organized to have the appearance of being a single document, that are, in fact, a group of separate main motions being offered by the committee under one enacting motion. By the demand of a voting member of the convention, a separate vote can be required on any individual rule, although such a demand is advisable only if a serious matter appears to be at stake. If such a demand is made, the remaining rules are acted on first, and then those separated out are acted on individually. Under the usual procedure of voting on standing rules as a "package" a 2/3rds vote is required for their adoption. If a new rule is proposed, either during the consideration of the committee's proposed rules or later during the convention, it should be acted on separately after the adoption of the committee's proposals. In either case those rules requiring individual votes will require either a 2/3rds or a majority vote in accordance with the bylaws and parliamentary authority.

PROGRAM COMMITTEE REPORT

The program is the president's guide as to the order of business during the initial proceedings, even before it has been formally adopted by the convention. Directly after the adoption of the standing rules, the report of the Program Committee is presented-normally by the committee chair-somewhat as follows: "Mr. President, a printed copy of the program as proposed by the Program Committee is in the hand of each registrant for the convention. By direction of the committee I move the adoption of the program as printed."

If last minute changes in the program have become necessary, the chairman can make his report by saying: "Mr. President, because of...(briefly indicating reasons), the Program Committee recommends the following modifications in its proposed program which has been printed and placed in the hands of each registrant for the convention (clearly stating each change). By direction...I move that, with these changes, the program be adopted." *This motion is amendable and debatable, and requires only a majority vote.* To change the program after its adoption requires a 2/3rds vote or unanimous consent, and an affirmative vote to adopt the program cannot be reconsidered.

With the adoption of these separate reports, the convention is officially organized for conducting business.

Motions (IX-XIII)

I. Main Motions

II. Subsidiary Motions

- A. Postpone Indefinitely
- B. Amend
- C. Commit or Refer
- D. Postpone to a Certain Time (Definitively)
- E. Limit or Extend Limits of Debate
- F. Previous Question (Immediately to close debate and the making of subsidiary motions except the motion to Lay on the Table)
- G. Lay on the Table (To interrupt the pending business so as to permit doing something else immediately)

III. Privileged Motions

- A. Call for the Orders of the Day (*To demand to take up the proper business in order*)
- B. Raise a Question of Privilege
- C. Recess
- D. Adjourn
- E. Fix the Time to Which to Adjourn

IV. Incidental Motions

- A. Point of Order
- B. Appeal
- C. Suspend the Rules
- D. Objection to the consideration of a Question
- E. Division of a Question
- F. Consideration by Paragraph or Seriatim
- G. Division of the Assembly
- H. Motions Relating to Methods of Voting and the Polls
- I. Motion Relating to Nominations
- J. Request to Be Excused from a Duty
- K. Requests and Inquiries

V. Motions that Bring a Question Again Before the Assembly

- A. Take from the Table
- B. Rescind; Amend Something Previously Adopted
- C. Discharge a Committee
- D. Reconsider

Order of Precedence of Motions

Basic Classifications

Motion-Formal proposal by a member, in a meeting, that the assembly take a certain action.

1. Main Motions-
 - A. Original Main Motions
 - B. Incidental Main Motions
2. Subsidiary Motions
3. Privileged Motions Secondary Motions
4. Incidental Motions
5. Motions that bring a question again before the assembly

Only one question can be considered at a time; once a motion is before the assembly, it must be adopted or rejected by a vote, or the assembly must take action disposing of the question in some other way, before any other business (except certain matters called "privileged motions") can be brought up.

Secondary Motions

Therefore main motions can only be made when **no other motion is pending**. Thus the need for a number of *secondary* motions arises.

A secondary motions is one whose relationship to the main question, or whose procedural or emergency character, is such that:

- 1).it can be made and considered while a main motion is pending (or, occasionally, is applicable just before or after a related main question is pending)- without violating the principle of taking up only one question at a time; and
- when the secondary motion has been made and has been admitted by the president as *in order* (i.e. as
- 2).being legitimately able to come before the assembly at the time according to the rules affecting its use), it must be acted upon or disposed of before direct consideration of the main question can be continued.

Secondary motions generally are made and seconded and are stated by the president-except that certain of them are in order while another member has the floor, and most of the motions in this latter group do not require a second. When a secondary motion is placed before the assembly, it becomes the *immediately pending question*; the main motion remains pending while the secondary motion is also pending.

A secondary motion takes precedence over main motions; and main motions take precedence over nothing and yield to all applicable secondary motions. Certain secondary motions also take precedence over others, so that it is possible for more than one secondary motion to be pending at a time (together with the main motion). In such a case, the motion recently stated by the president (among those that have not been voted on) is the immediately pending question.

Order of Precedence (55-78)

I. Incidental Motions- *incidental to the other motion or matter out of which it arises. With but few exceptions, incidental motions are related to the main question in such a way that they must be decided immediately, before business can proceed. Most are undebatable.*

- A. Point of Order
- B. Appeal
- C. Suspend the Rules
- D. Objection to the consideration of a Question
- E. Division of a Question
- F. Consideration by Paragraph or Seriatim
- G. Division of the Assembly
- H. Motions Relating to Methods of Voting and the Polls
- I. Motion Relating to Nominations
- J. Request to Be Excused from a Duty
- K. Requests and Inquiries

II. Privileged Motions- *do not relate to pending business, but have to do with special matters of immediate and overriding importance, which without debate should be allowed to interrupt the consideration of anything else.*

- A. Fix the Time to Which to Adjourn
- B. Adjourn
- C. Recess
- D. Raise a Question of Privilege
- E. Call for the Orders of the Day (*To demand to take up the proper business in order*)

III. Subsidiary Motions- *assist the assembly in treating or disposing of a main motion and sometimes other motions*

- A. Lay on the Table (*To interrupt the pending business so as to permit doing something else immediately*)
- B. Previous Question (*Immediately to close debate and the making of subsidiary motions except the motion to Lay on the Table*)
- C. Limit or Extend Limits of Debate
- D. Postpone to a Certain Time (*Definitively*)
- E. Commit or Refer
- F. Amend
- G. Postpone Indefinitely

IV. Main Motions-*bring business before the assembly*

V. Motions that Bring a Question Again Before the Assembly- *bring business before the assembly that has already been disposed*

- A. Take from the Table
- B. Rescind; Amend Something Previously Adopted
- C. Discharge a Committee
- D. Reconsider

Boards and Committees (464-484)

Executive Board (464-471)

Except in the simplest and smallest local societies, or those holding very frequent regular meetings, it is generally found advisable to provide in the bylaws for a board to be empowered to act for the society when necessary between its regular meetings, and in some cases to have complete control over certain phases of the society's business.

Under the general parliamentary law, business is transacted in large boards according to the same rules of procedure as in other deliberative assemblies. In smaller boards, these rules apply as far as practical, with the exceptions note below. In any case, a board can transact business only in a regular or properly called meeting, of which every board member has been notified and at which quorum is present.

A record of the board's proceedings should be kept by the secretary; these minutes are accessible only to the members of the board unless the board grants permission to a member of the association to inspect themselves, or unless the association by a 2/3 vote (or a majority of the total membership, or a majority-vote if previous notice is given) orders the board's minutes to be produced.

Procedure in Small Boards

In a board meeting where there are not more than about twelve members present, some formality that is necessary in a large assembly would hinder business. The rules governing such meetings are different from the rules that hold in other assemblies, in the following respects:

Members are not required to obtain the floor before making motions or speaking, which they can do while seated.

Motions need not be seconded.

There is no limit to the number of times a member can speak to a question, and motions to close or limit debate generally should not be entertained.

Informal discussion of a subject is permitted while no motion is pending.

Sometimes, when a proposal is perfectly clear to all present, a vote can be taken without a motion's having been introduced. Unless agreed to by unanimous consent, however, all proposed actions of a board must be approved by vote under the same rules as in other assemblies, except that a vote can be taken initially by a show of hands, which is often a better method in such meetings.

The chairman need not rise while putting questions to vote.

The *chairman* can speak in discussion without rising or leaving the chair; and, subject to rule or custom within the particular board (which should be uniformly followed regardless of how many members are present), *he usually can make motions and usually votes on all questions.*

Boards and Committees (464-484)

Committees (471-484)

A standing committee must be constituted by (a) name by a specific provision of the bylaws or (b) by a resolution which is in effect a special rule or order and therefore requires notice and a 2/3 vote for adoption, if any of the following conditions apply:

if the committee is to have standing authority to act for the association on matters of a certain class without specific instructions from the assembly;

if all business of a certain class is to be automatically referred to the committee; or

if some other rule of parliamentary procedure is affected by the committee's assigned function.

If a standing committee's assigned function does not affect a rule of parliamentary procedure in any of these three ways, it can be established by a standing rule adopted by a majority vote without notice, although, even in such a case, the committee is frequently constituted by name in the bylaws as indicated above.

When the bylaws provide that the president shall be ex officio a member of all committees (except the nominations committee), the president is an ex-officio member who has the right, but not the obligation to participate in the proceedings of the committees, and he or she is not counted in determining quorum. Additionally, since he or she is under the authority of the society, there is no other distinction between him or her and the other committee members in the committee setting.

In a committee-unless it is so large that it can function best in the manner of a full-scale assembly-the same informalities and modifications of the rules generally prevail as for small boards and is repeated below. In committees, the chairman not only has the right to make and debate motions, but he is usually the most active participant in the discussions and work of the committee.

Procedure in Committees

Members are not required to obtain the floor before making motions or speaking, which they can do while seated.

Motions need not be seconded.

There is no limit to the number of times a member can speak to a question, and motions to close or limit debate generally should not be entertained.

Informal discussion of a subject is permitted while no motion is pending.

The chairman need not rise while putting questions to vote.

Sometimes, when a proposal is perfectly clear to all present, a vote can be taken without a motion's having been introduced. Unless agreed to by unanimous consent, however, all proposed actions of a board must be approved by vote under the same rules as in other assemblies, except that a vote can be taken initially by a show of hands, which is often a better method in such meetings.

The ***chairman*** can speak in discussion without rising or leaving the chair; and, subject to rule or custom within the particular board (which should be uniformly followed regardless of how many members are present), ***he usually can make motions and usually votes on all questions.***

Boards and Committees (485-512)

Committee and Board Reports

Except as noted in this paragraph, a report of a board or committee can contain only what has been agreed to by a majority vote at a regular or properly called meeting. An emergency presentation of facts or recommendations made merely upon separate consultation with every member of a board must be described thus to the parent assembly, and not as an official report of the board. In the case of a committee, if it is impractical to bring its members together for a meeting, the report of the committee can contain what has been agreed to by every one of its members. If a committee is appointed from different sections of the country (or state) with the expectations that its work will be done by correspondence, its report can contain only what is agreed to by a majority of its members.

Recommendations in a Report

In any report of a subordinate board or committee, specific recommendations for immediate action by the parent assembly should be grouped at the end-repeating them if they have already been noted at separate places in the report-and should generally be cast in the form of one or more resolutions. Although it is possible for a report to present recommendations which are not in the form of resolutions or motions, the “adoption” of such recommendations by the parent assembly may, depending on the wording or that of the motion to adopt, lead to confusion as to whether their adoption *authorized action*, or only has the force of a declaration of intent. A board or committee is usually best fitted to prepare resolutions to carry out its recommendations, and it should never leave this to others.

Presentation and Reception of Reports

A report of a board or committee to an assembly is presented at the proper time by a “reporting member” of the board or committee. In the case of a committee the chairman is the reporting member unless he does not wish to give it, in which event the committee chooses another one of its members.

A reporting member presents a report on behalf of a board or a committee when, having been assigned the floor, he done one of the following things: (a) renders the report orally, if it is not in writing; (b) reads it to the assembly and passes it to the president or the secretary; or (c) announces that he is submitting it and passes it to one of these officers to be read by a reading clerk.

Motions for Actions on Reports

When a report contains recommendations the reporting member usually makes the necessary motion to implement the recommendations at the conclusion of his presentation. No second is required in these cases, since the motion is made on behalf of the board or committee.

A common error is to move that a report “be received” after it has been read. This is completely unnecessary as the presentation of the report has already been established by the order of business. Another error is to move that it “be accepted” after it has already been read. If a motion “to accept” is adopted and is given proper interpretation, it implies the assembly has endorsed the complete report-including facts and reasoning as its own.

Boards and Committees (485-512)

Executive Board Reports (492-493)

The executive board of an association reports to the assembly annually on the work done during the year. A board report is usually drafted by the president or secretary and is considered and adopted by the board at one of its meetings. A board report should be signed by the president and its secretary only. After the reading of the report to the assembly, the reporting member moves the adoption of any resolutions included in it as mentioned above. An association need not endorse the report of its board, and can even decline to allow the report to be printed, or it can adopt only a part; but whatever it prints or records from the report must show any changes clearly marked.

+ The executive board report is separate and distinct from officer reports.

Committee Reports (493-512)

All committee reports should in general be submitted in writing. Usually a written committee report is not addressed or dated. It is understood to be addressed to the assembly, and its date is that on which it is presented in a meeting of the assembly as recorded in the minutes. A committee report should always be worded in the third person and is always spoken of by the chair and others as, for example, “the report of the Awards Committee.

A committee report should begin with an identification of the committee submitting it. If a written committee report is of considerable importance, it should be signed by all members concurring. Otherwise, the committee can authorize the chairman to sign the report alone, in which case he adds the words *Chairman* after his name—adding *Chairman* should be done only when signing alone.

Special Note on Resolutions Committee Reports (616, 619-620)

Even when resolutions are submitted to the committee before the opening of the convention, the report on each resolution is treated as if it had been moved and seconded in the assembly before being referred to the committee. ***It is never necessary for the Resolutions Committee chairman or reporting member to move the adoption of a resolution being reported—unless the committee itself originated it.***

In instances where it is advisable for a resolution of overriding importance it can be considered as a special order, and, if desired the committee’s report can include a preliminary motion establishing special rules for the consideration of the resolution. The following is an example:

Resolved, That at the time prescribed in the agenda the resolution relating to _____ be considered as a special order, the general debate to be limited to twenty minutes and equally divided between, and controlled by Mr. A, the leader for the affirmative, and Mr. B, the leader for the negative; that at the expiration of general debate on said amendment(s) to be limited to two minutes for each member.

Under such a rule, the leaders of the two sides are recognized alternately by the president and can speak themselves or *yield* the floor to other member(s) for a portion of the time at their disposal.

Except as the rules may provide otherwise, ***the Resolutions Committee is required to report all resolutions referred to it***; but the committee can, if it wishes, report a resolution with “no recommendation.”

Minutes (451-463)

The record of the proceedings of a deliberative assembly is usually called the minutes. In an ordinary society, unless the minutes are to be published, they should contain mainly a record of what was *done* at the meeting, not what was *said* by the members. The minutes should never reflect the secretary's opinion... on anything said or done.

Content

The *first paragraph* of the minutes should contain the following:

- The kind of meeting-regular, special, adjourned regular, or adjourned special;

- The name of the society or assembly;

- The date and time of the meeting, and the place, if it is not always the same;

- The fact that the regular chairman and secretary were present or absent, in their absence, the names of the persons who substituted;

- Whether the minutes of the previous meeting were read and approved-as read, or corrected- and the date of that meeting if it was other than a regular business meeting. Any correction is made in the text of the minutes being approved; the minutes of the meeting making the correction merely state that the minutes were approved "as corrected."

The body of the minutes should contain a *separate paragraph for each subject matter*, giving, in the case of all important motions, the name of the mover, and should show:

- All main motions or motions to bring a main question again before the assembly-except normally any that were withdrawn-stating:

 - The wording in which each motion was adopted or otherwise disposed of (debated and/or amended referenced parenthetically)

 - The disposition of the motion including, if *temporarily* disposed of, any primary or secondary amendments and all adhering secondary motions that were then pending

- Secondary motions that were not lost or withdrawn, in cases where it is necessary to record them for completeness or clarity.

- All notices of motions

- All points of order and appeals, whether sustained or lost, together with the reasons given by the president for his ruling.

The *last paragraph* should state the hour of adjournment.

Minutes should be signed by the secretary and can also be signed by the president.

Minutes (451-458)

Additional rules and practices:

The name of the seconder of a motion should not be entered in the minutes unless ordered by the assembly.

When a count has been ordered or the vote is by ballot, the number of votes on each side should be entered.

When voting by roll call, the names of those voting on each side and those answering "Present" should be entered. If members fail to respond on a roll-call vote, enough of their names should be recorded as present to reflect that quorum was present at the time of the vote. If the president voted, no special mention is made in the minutes.

The proceedings of a (quasi) committee of the whole, should not be entered in the minutes, but the fact that the assembly went into one or the other and the committee report should be recorded.

When a question is considered informally, the same information should be recorded as under the regular rules, since the only informality in the proceedings is the debate.

When a committee report is of great importance or should be recorded to show the legislative history of a measure, the assembly can order it "to be entered in the minutes" in which case the secretary copies it in full in the minutes.

The name and subject of a guest speaker can be given, but no effort should be made to summarize his remarks.

MINUTES TO BE PUBLISHED

When minutes are to be published, they should also contain a list of the speakers on each side of every question, with an abstract or the text of each address, in which case they may be called "proceedings."

Reports of committees should be printed exactly as submitted, the minutes showing what action was taken by the assembly in regard to them; or they can be printed with all additions in italics and parts struck out enclosed in brackets, in which case a note to that effect should precede the report or resolution.

Treasurer's Report (459-463)

Treasurer's Report

Verbal statement of the cash balance on hand

Or

This balance less outstanding obligations

Full Annual Financial Report

Must be audited by board

Compiled and dated as of the last day of the fiscal year (April 30th).

Content

Since the financial report is made for members, it should not contain details of dates and separate payments, which are a hindrance to the report's being understood.

Action on Report

No action of acceptance by the assembly is necessary or proper unless it is of sufficient importance to be referred to auditors (E.g. annual report). In which case the auditors' report is what the assembly accepts.

If the auditors' report consists only of an endorsement of the financial report (i.e. it has been found correct), the treasurer can simply read out this certification as he concludes the presentation of his own report. After the treasurer had made his report to the assembly (and after any detailed report presented by the chairman of the auditing committee, if it is needed), the president states the question on adopting the *auditors'* report. The adoption of the auditors' report essentially relieves the treasurer of responsibility for the period covered by the report, except in cases of fraud.

If the treasurer presents an unaudited annual report or other financial report that the by-laws require to be audited, and if auditors have already been designated, the president, without waiting for a motion when the treasurer has finished his report, immediately refers the report to the auditors.

General Pointers

Point of Inquiry (280-282) - a question directed to the president to obtain information on a matter of parliamentary law or the rules of the organization bearing in the business at hand. It is the president's duty to answer such questions when it may assist a member to make an appropriate motion, raise a proper point of order, or understand the parliamentary situation or the effect of a motion. The chair is not obliged to answer hypothetical questions.

Point of Information (282-283) -Request directed at the president, or through the president to another officer or member for information relevant to business at hand but not relating to parliamentary procedure.

When addressed to the chair, it is treated as a parliamentary inquiry. If information is desired of a member who is speaking, the inquirer may use the following form:

“Madam President, will the member yield for a question?” or “Mr. president I would like to ask the member a question.”

If the speaker consents to the interruption, the time consumed will be taken out of his or her allowed time. The president will ask the presenter if he or she will allow the interruption. Although the president generally remains silent during the ensuing exchange, the inquiry, the reply, and the resulting colloquy are made in the third person through the chair. An inquiry might also be used to remind the presenter of a point made in argument or to rebut his or her opinion; but it must always be put in the form of a question.

Point of Order (240-246) -directed to the president for the enforcement of the regular rules of the assembly. It also:

- Takes precedence over any pending questions out of which it may arise. It yields to all privileged motions and if it adheres to the pending question it yields to a motion to lay on the table.

- Can be applied to any breach of the assembly's rules. So long as it is handled in the normal matter by being ruled upon by the chair, no other subsidiary motion can be applied to it.

- Is in order when another has the floor

- Does not require a second

- Is not debatable nor amendable

- Is normally ruled on by the chair. No vote is taken unless the chair is in doubt or the ruling is appealed and it cannot be reconsidered.

TEXAS JUNIOR COLLEGE STUDENT GOVERNMENT ASSOCIATION

TJCSGA CONVENTION 2010-2011

MOTION FORM

Date: _____ Region: (please circle) I II III IV V VI

Name: _____

School: _____

Motion:

I move to/that _____

Second:

Name: _____

School: _____

Region: I II III IV V VI

(SECRETARY USE ONLY)

Vote Results:

Aye _____ Nay _____

Time: _____

Article: _____

Section: _____

Subsection: _____



TEXAS JUNIOR COLLEGE STUDENT GOVERNMENT ASSOCIATION

TJCSGA CONVENTION 2010-2011

POINT OF ORDER/INQUIRY/INFORMATION FORM

Date: _____ Region: (please circle) I II III IV V VI

Name: _____

School: _____

Point of Order

Point of Inquiry

Point of Information

Ruling by chair

(SECRETARY USE ONLY)

Time: _____

INTENT TO RUN FOR TJCSGA EXECUTIVE BOARD

Any member school interested in running for office should return this form, signed by their SGA President and Advisor, to the TJCSGA Parliamentarian at the Annual Convention. Prompt submission of this form will enable the Bulletin School to publicize the list of school's that will be running for office. This form must be accompanied by a letter of support from a school administrator and should be returned as soon as possible after your SGA has decided to run. Letters of support from appropriate administrators are due no later than 10 a.m. on the Friday of convention to the registration table.

At the State Convention, please also designate the individual your school intends to appoint if elected to office, if possible. They and an advisor must attend the nominations committee to be certified for office.

School: _____

Office: _____

Representative: _____

We, the members of the Student Government Association of the above named school, hereby announce our intent to run for the TJCSGA Executive Board position listed above. We agree to abide by all rules regarding campaigning asset by the current Executive Board and, if elected, to fulfill the duties of the office we are seeking. This decision has been endorsed by the administration of our school and our school accepts responsibility for the conduct of said office if elected.

SGA President

SGA Advisor

Submit to the registration table by 10 a.m. the Friday of Convention to be eligible.

Failure to attend the Nominations Committee can result in disqualification. Advisors of Executive Board members are required to attend all meetings to ensure they are aware of their college's responsibilities.

Nomination for TJCSGA Chapter of the Year

Each Region may nominate one member to be considered for TJCSGA Chapter of the Year. Nominations must supply seven copies with a maximum of 20 pages (not including cover page and letters of support). Completed Nominations are due to the registration table no later than 10:00am on the Friday of convention.

College:
SGA President:
SGA Advisor:
Region: I II III IV V VI

Please submit documentation following the Competition Guidelines demonstrating how your school's SGA has positively affected its individual members, its school, its community, and the State of Texas. Include a description of all activities your SGA has undertaken that merit consideration for this award.

I hereby certify that this chapter has been nominated by the Region Executive Board to represent our region in consideration for the TJCSGA Chapter of the Year 2011.

Region Board Member

College

Nomination for TJCSGA Student of the Year

The TJCSGA Student of the Year will be selected at the State Convention by the TJCSGA Awards Committee from nominees put forth by each Region. One Student of the Year will be selected. Each member college may nominate one student, and each Region will consider the nominations and select one student from that Region to represent them at the State Convention.

The following requirements have been stipulated for this competition. Failure to abide by these rules will result in disqualification.

Entries must no longer than 8 pages in length not including the cover page and letters of support.

Entries must be typed, 12 point font and only 8.5"x 11" paper.

Nominated Individual:	
College:	
Major(s):	
Cumulative GPA:	Total Credit Hours:
Expected Graduation Date:	
Region: I II III IV V VI	

Region Board Member

School

Nomination for the *Joel Franke* Memorial Advisor of the Year Award

This award is named in memoriam for Joel Franke, who served as an advisor to TJCSGA from Blinn College-Brenham from 1986 to 1995. During his tenure, Mr. Franke worked vigorously to promote student issues at the state, region, college and local levels. Each Region may nominate one member to be considered for TJCSGA Advisor of the Year. Nominations should describe in detail the particular contributions of the nominated advisor, with an emphasis on how that advisor has impacted their individual members, their school, their community, and their state. Nominations must supply seven copies with a maximum of ten pages (including cover page and letters of support) for their. All nominations must be submitted to the registration table no later than 10 a.m. on the Friday of convention.

Nominated Advisor:
Advisor's College:
SGA President:
Nominating College:
Region: I II III IV V VI

I hereby certify that this advisor has been nominated by the Region Executive Board to represent our region in consideration for the TJCSGA Advisor of the Year.

Region Board Member

School



Come show off your
talent at the Texas Star
Competitions



Preliminaries for this singing competition
will take place Thursday night.
Finals will be on Saturday night

Other talents can be shown off at the Saturday night
Talent Show!!





ATTENTION!!!

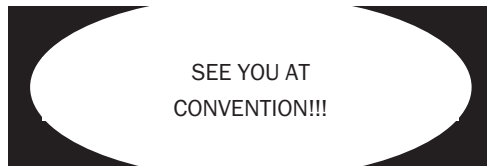
**BREAKFAST HAS BEEN
ADDED FOR SATURDAY
MORNING
YAY!!!!**

2011

CHECK OUT THE WEBSITE FOR
COMPETITION GUIDELINE UPDATES AND
THE SCHEDULE!!

CONVENTION IS NEAR!!!!

*CAN'T WAIT TO SEE EVERYBODY! WE HAVE WORKED
HARD TO MAKE THIS CONVENTION A BLAST SO WE
HOPE YOU ARE LOOKING FORWARD TO ATTENDING!!*



SEE YOU AT
CONVENTION!!!