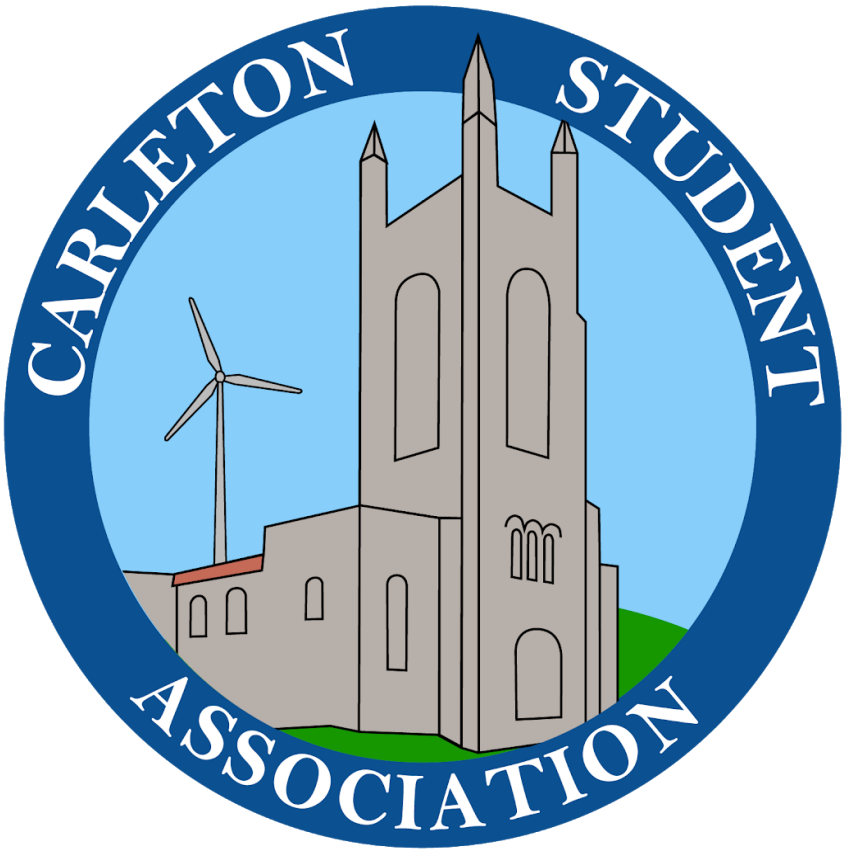
CSA SENATOR GUIDE



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Congratulations and welcome to CSA! The purpose of this guide is to help you navigate CSA and accomplish your set objectives as a student representative. Questions? Contact the CSA President for Senate and general questions and the VP or Treasurer for funding-related questions.

I. Carleton Student Association (CSA)

A. About

The Carleton Student Association (CSA) is Carleton's student government, which primarily exists to advocate for student interests, play an active role in shaping College policy, charter and financially assist student organizations, protect student rights and freedoms, and serve as a forum for the discussion and advancement of student ideas.

B. CSA Structure

The CSA consists of the following bodies:

1. **CSA Senate:**
   Purpose: CSA Senate is the CSA's legislative body. It sets student government policy; makes recommendations on College policy; and approves funding allocations, student projects, charters, and appointments recommended by the following committees.
   Chair: CSA President
   Members: 3 Officers, 1 Secretary, 8 Class Representatives and [insert number] Liaisons.

2. **CSA Budget Committee:**
   Purpose: The Budget Committee recommends funding allocations to Senate in accordance with the CSA Financial Guidelines and Bylaws. You can find the Financial Guidelines here: [insert website here] and Bylaws here: [insert website here].
   Chair: CSA Vice President
   Members:

3. **CSA Appointments Committee:**
   Purpose: The Appointments Committee recommends appointments to College Committee and CSA positions.
   Chair: CSA President
   Members: All Class Representatives

4. **CSA Governance Committee:**
   Purpose: The Governance Committee recommends charters for approval to Senate, interprets the Constitution, Bylaws and Rules of Order and formalizes language in referenda and other documents.
   Chair: College Council Liaison
   Members: 3 Senators, 3 Students-At-Large, 1 College Council Liaison

5. **CSA Student Projects Committee (SPC):**
   Purpose: The SPC solicits, recommends and, with formal approval of the Senate, implements student projects on campus that will benefit many students for a long time.
   Chair: CSA Treasurer

Members: CSA Treasurer,

6. **CSA Communications, Outreach, Media & Publicity (COMP):**
   Purpose: COMP manages and develops the CSA's student outreach, media presence, and public image.
   Chair: Public Relations Officer
   Members: Public Relations Officer, CSA Secretary, 1 Senate Liaison, 1 Budget Committee Liaison, 1 SPC Liaison, 4 Students-At-Large.

The CSA Senate achieves most of its major objectives/projects/initiatives through subcommittees and working groups.

1. **Working Groups:** Working groups are ad hoc or temporary committees that work on specific issues in CSA Senate. Most of them meet two or three times a term. They are usually comprised of both Senators and students-at-large. And most Senators are part of more than one working group. Examples of ongoing working groups (2019-2020) include the **CSA Textbook Library**, which collects textbook donations and distributes them to low-income students on-campus and the **Mental Health** working group, which collaborates with OHP to improve the mental health and wellness environment at Carleton.

2. **Subcommittees:** The CSA Senate (or its subsidiary bodies, e.g. Governance Committee) sometimes renews or creates subcommittees to focus on a particular issue of Senate or student interest, e.g. Executive Pay. They report directly to Senate.

The CSA Senate also convenes the following committees to assist with major events.

1. **Election Committee:** This committee is convened by the CSA President to plan, conduct, monitor, and tally the election and referendum results, and enforce the Election Rules outlined in the Bylaws.

2. **Constitutional Review Board:** The Board, when charged by the CSA President or a majority vote of the Senate, conducts an annual review of the Constitution and Bylaws during Winter Term and recommends changes to the Senate after this review.

II. CSA Senators

A. Primary Responsibilities & Expectations:

a. Attend CSA Senate meetings.
b. Read Senate and Budget Committee minutes before each meeting.
c. Represent student interests, values, opinions, and ideas on the CSA Senate.
d. Read CSA Constitution and Bylaws. Pay special attention to articles on Senate Procedures, CSA Financial Regulations, CSA Chartered Organizations and CSA Committees.

e. Act as voting members of the CSA. At each Senate meeting, Senators vote to fund student organizations, charter new clubs, approve SPC projects, pass resolutions, appoint students to college advisory committees, etc.
f. Keep the CSA and Senate abreast of pertinent developments and ongoing initiatives within your office, committee, constituency.
g. Serve as a link between students and the College i.e. administration, faculty, and staff.
h. Disseminate information about College policy and business to the student body.
i. Volunteer two (2) hours of service per term.
j. Serve in at least one CSA working group.
k. Compile two reports each academic term detailing your projects, initiatives, or accomplishments.
l. Draft and pass resolutions, statements, and letters on an issue of student interest. Senators can also pass resolutions on behalf of students, student groups, or the College.
m. Consistently reach out to constituencies i.e. class, community, etc.
n. Inform CSA President if going abroad.

III. Senate Meeting Structure

As previously mentioned, during Senate meetings, Senators usually vote on funding, chartering, or appointments recommendations or discuss pressing student issues.

A. Agenda:

The CSA President, who sets the agenda, sends out an email each Wednesday to solicit agenda items for the next meeting from students and Senators. Any Senator or member of the Carleton community can request time to speak at a CSA Senate Meeting.

To request time on the agenda, send an email to the CSA President before Sunday at 5 p.m. The request should include the following:

Agenda Item:
Description:
Time Required:
Presenter(s):

A **typical CSA Senate Meeting agenda** looks like the following:

1. **Call to Order,** *7:00*
    a. *The President starts the meeting.*

2. **Approval of the Minutes,** *7:01- 7:02 p.m.*
    a. *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.*
    b. *Arriving after this time is considered half an absence.*

3. **Budget Committee Approvals,** *7:02 - 7:10 p.m.*
    a. *Senate approves funding recommendations from the Budget Committee.*
    b. *Amendments to BC recommendations can be made in accordance with the CSA Bylaws. See cheat sheet for number of votes required.*

4. **Guest Speaker,** *7:10 - 7:55 p.m.*
    a. *Sometimes CSA invites administrators to speak on an issue of student interest or field questions from students and/or Senators.*
    b. *Non-voting portion of the agenda.*

5. **Short Break,** *7:55 - 8:00 p.m.*

6. **Old Business,** *8:00 - 8:30 p.m.*
    a. *Old business is important business previously planned for discussion at the current meeting.*
    b. *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.*
    c. *Old business can include votes.*

7. **New Business,** *8:30 - 8:50 p.m.*
    a. *Any new business or resolutions before the body that requires a vote.*
    b. *This must also include a description on the agenda.*

8. **Updates & Open Comments,** *8:50 - 9:00 p.m.*
    a. *Senators bring updates from their respective committees or offices.*
    b. *Students advertise events happening on campus.*
    c. *Anyone can speak during this time.*

9. **Potential Adjournment,** *9:00 p.m.*
    a. *The meeting leader will move for adjournment.*
    b. *CSA Senate meetings rarely go beyond 9:00 p.m.*
    c. *It is the Chair's responsibility to keep track of time.*

B. How Are Senate Meetings Conducted?

CSA Senate meetings are governed by *Robert's Rules of Order Newly Revised,* as stated in the CSA Bylaws. Senate meetings are open to all members of the Carleton community, with speaking privileges limited by *Robert's Rules.* External observers may be asked to leave a Senate meeting during an Executive Session.

C. Types of Motions:

Motions are typical methods used by CSA Senate members to express themselves during a meeting. A motion is a proposal that the entire Senate can take action on. There are five (5) basic types of motions used in CSA:

1. **Main Motions:**

a. Introduces items to the Senate members for their consideration.
b. They cannot be made when any other motion is on the floor.

2. **Subsidiary Motions:**
    a. Change or affect how a main motion is handled and is voted on before a main motion.

3. **Privileged Motions:**
    a. Bring up items that are urgent about special or important matters unrelated to pending business.

4. **Incidental Motions:**
    a. Provide a means of questioning procedure concerning other motions and must be considered before the other motion.

5. **Motion to Table:**
    a. Used in the attempt to "kill" a motion.
    b. Used to postpone or "kill" legislation.
    c. It can be for a set date or tabled indefinitely (brought back only by a motion).

D. How to Present a Motion:

Motions are presented by:

a. Obtaining the floor:
    i. Wait until the last speaker has finished.
    ii. Raise your hand to be recognized.
    iii. Wait until the President recognizes you.
b. Make Your Motion using "I move that we..." or "Motion to..."
c. Wait for Someone to second your motion.
d. Another member can second your motion or the Chair will call for a second. If there is no second to your motion, it is lost.

E. Parliamentary Procedure at a Glance

The following tables depict parliamentary procedure at a glance. The motions in the first table are listed in order of precedence. For all motions, you need a second and you may not interrupt the speaker. For more information, you should consult *Robert's Rules of Order Newly Revised,* which is provided to you by the Chair or is available on the CSA website.

To do this:	You say this:	Is it debatable?	Can it be amended?	Votes needed?	Can it be reconsidered?
Call an intermission	"I move to recess for…"	NO	YES	Majority	NO
Temporarily suspend considering an issue	"I move to lay the motion on the table."	NO	NO	Majority	NO
End debate	"I motion to end the debate."	NO	NO	⅔	NO
Postpone discussion for a certain time	"I move to postpone discussion until…"	YES	YES	Majority	YES
Give closer study of something	"I move to refer the matter to the committee."	YES	YES	Majority	YES
Amend a motion	"I move to amend the motion by…"	YES	YES	Majority	YES
Introduce business	"I motion to present new business…"	YES	YES	Majority	YES

The motions listed in the following table are not in order of precedence. Except for the motion to protest the breach of conduct or rules, all other motions CANNOT be reconsidered.

To do this:	You say this:	Interrupt speaker?	Second?	Is it debatable?	Can it be amended?	Votes needed?
Vote by verbal Aye/Nay	"Motion to vote by acclamation"	NO	YES	YES	YES	Dep.[1]
Vote individually by Yay/Nay	"Motion to roll call vote by acclamation"	NO	YES	YES	YES	Dep.
Vote by secret ballot[2]	"Motion to vote by secret ballot"	NO	YES	YES	YES	Dep.
Protest breach of conduct or rules	"I rise to a point of order…"	YES	NO	NO	NO	No votes needed.
Amend legislation	"Motion to amend…"	NO	NO	YES	YES	Majority
Vote on a ruling of the President	"I appeal from the chair's decision."	YES	YES		NO	Majority
Suspend rules temporarily	"I move to suspend the rules so that…"	NO	YES	NO	NO	⅔
Request information	"Point of information…"	YES	NO	NO	NO	No votes needed.
Take up matter previously tabled	"I move to take from table…"	NO	YES	NO	NO	No votes needed.
Reconsider a hasty action	"I move to reconsider vote on…"	YES	YES	YES	NO	Majority

[1] Dep. = Depends on item to be voted on.
[2] The secret ballot is recorded later.

IV. Guide to Writing Legislation

A. What Is Legislation?

a. Legislation expresses the opinion of the student body via the body of representatives it has elected, declares the actions and plans of the Student Government, and sets up the structures for its operation. The CSA Senate is the legislative body of the CSA i.e. it makes student government legislation.

B. Who Writes Legislation?

a. Legislation often originates in committees or working groups, whose members have become aware of an issue or program because of their own initiative and investigation of their area of responsibility.
b. Legislation can also be written by individuals. All legislation should be sponsored by at least one Senator, though it may be authored by anyone in CSA Senate or even other student organizations or individuals.

C. What Are the Different Kinds of Legislation?

CSA Senate recognizes three (3) types of legislation, namely, **Resolutions**, **Acts**, and **Amendments**. Other student governments across the United States also recognize **Bills** and **Procedural Motions.**

1. **Resolutions:**

    a. Resolutions express the opinion of the CSA and, thereby, of the student body. They can reflect on college policies or actions, recent events, or proposed changes in policy or plans for the future.

    b. Resolutions are the most common form of legislation. Anything that we want changed at Carleton but can't physically enact or enforce is made official by resolutions. Past CSA resolutions have addressed dining hall food, Minnesota Voter ID laws, gender-neutral bathrooms, and many other topics.

    c. Sponsorship from a voting member of Senate is needed for legislation written by a non-student government member.

    d. Number of readings needed to be voted on: 1. Votes needed: simple majority.

2. **Acts**:
    a. Acts are President or Vice-President sponsored/authored legislation. Acts represent initiatives and campaigns under individual CSA administrations. They are presented and voted upon the same way as normal legislation.

b. An act can have multiple parts and is usually more substantial than regular legislation.
c. Number of readings needed to be voted on: 2. Votes needed: ⅔.

3. **Amendments:**
    a. Amendments propose changes to the CSA Constitution or Bylaws, our founding documents. They can correct and clarify, or improve the organization of the existing document(s), or they can propose substantive changes to the way CSA is run.

D. How Should a Resolution be Formatted?

Resolutions of the CSA Senate take the form outlined in *Robert's Rules of Order Newly Revised (10th ed., pp. 100-105).* For more information, you should consult the CSA Resolutions Guide here .

1. **"Whereas"** clauses list the reasons for taking the particular stance the resolution requests. It should lay out the logical premises for the conclusion its author wishes CSA to adopt as its official opinion.
2. Then, the resolution lists a number of clauses stating what CSA resolves. The first such clause is **"Therefore, Let It Be Resolved,"** middle such clauses read **"Let It Be Further Resolved,"** and the final such clause is **"Finally, Let It Be Resolved."**
3. All **"Whereas"** clauses should end with "and," except for the last **"Whereas"** which ends with a period. All resolved clauses should do the same. Each of these beginning clauses should be bolded.
4. The **"Therefore, Let It Be Resolved,"** clause is our acting clause. The sponsored course of action should be put in this segment. Make sure the main point of the summary is repeated in this section.
5. There can be multiple segments of the acting clause. The pattern is simple; the first phrase is always the transitional phrase, **"Therefore, Let It Be Resolved."** Any phrases after that are, **"Let It Further Be Resolved,"** and the concluding phrase is always, **"Finally, Let It Be Resolved,"**

E. How Do You Pass Each Type of Legislation?

a. Resolutions require only one reading, and thus can be voted on at the meeting they are introduced, and need a simple majority vote in order to be passed.
b. Amendments to the CSA Constitution require approval of the entire student body. Amendments to the CSA Bylaws do not.

F. Before Submitting Legislation, Please Consider:

a. Has enough research been done on the topic?
b. Have the authors talked to the relevant administrators?
c. Might it require funding?
d. Is there an alternative solution?

e. Is the legislation possible?
f. Does the solution fit the nature and mission of Carleton College?

V. CSA Rules Cheat Sheet

⅙	⅓	**Simple Majority (51%)**	⅔	¾
% of signatures required from general CSA[3] for Senator seeking reinstatement after impeachment.	Refer matters to Governance Committee.	Pass Motions.	Update policy.	Suspend Bylaw(s)
Convene non-traditional meeting (from general members of the CSA).		Senate to convene for General Meeting (meeting with the entire student body).	Amend CSA Constitution.	
Quorum of CSA for General Meeting.		Passing of any proposal.	Amend BC recommendation.	
		Approve BC recommendations.	Overturn Governance Committee ruling.	
		Approve BC recommendations for Support Fund and CSA Activity Fee.	Remove CSA Officer/Executive.	
		Charge BC to review the Financial Guidelines.	Update Conflict of Interest policy.	
		Approve chartering of a student organization recommended by the Governance Committee.	Waive requirement to send resolution 5 days before Senate meeting.	
		Confirm committee chair nominated by the President.	Emergency use of the Capital Reserve	

[3] General CSA refers to the entire student body, who, by being enrolled at Carleton, are automatic members of the CSA.

			Fund when the fund is below $45K.	
		Remove ad-hoc committee members who have missed two or more meetings.	Revise the BC recommendation for Support Fund and CSA Activity Fee.	
		Publish SPC project proposal on CSA website.	Establish, reissue, revise, or revoke ad-hoc committees.	
		Approve SPC recommendation(s).	Amend SPC recommendation.	
			Bar candidates found in violation of CSA Election Rules from running in a CSA election.	

VI. Useful Administrative Resources

Here is a list of administrators you can contact or direct students to for help with student-centric questions, thoughts, or concerns.

Steven Poskanzer
President
To schedule an appt: Jenny Pexa, Administrative Assistant, 507.222.4305.

Carolyn Livinsgton
Vice President for Student Life & Dean of Students
Contact: clivingston, 507.222.4248.

Joe Baggot
Associate Dean of Students
Class Dean - 1st & 2nd Years
Contact: jbaggot, 507.222.4075.

Cathy Carlson
Associate Dean of Students
Class Dean - Juniors & Seniors
Contact: ccarlson, 507.222.4075.

Sindy Fleming
Associate Dean of Students

Contact: sfleming, 507.222.5439.

Amy Sillanpa
Assistant Dean of Students & Director of Community Standards
Contact: asillanp, 507.222.4406.

VII. Frequently Asked Questions

1. **What are the CSA Bylaws?**
    a. Bylaws are the rules and regulations of the CSA.

2. **What is Robert's Rules of Order?**
    a. A set of rules and procedures used during Senate Meetings for deliberation and debate.
    b. For more info: www.robertsrules.org.

3. **What are the most common procedural actions?**
    a. Motions
    b. Yield: defer to the next person on the Speakers List
    c. Points:
        i. Points of inquiry: clarifications on the motion on the table or regarding voting procedures.
        ii. Points of privilege: regarding noise or personal discomfort.

4. **What are the most common motions?**
    a. Motion to move to the next item on the agenda
    b. Motion to call for a vote/Motion to call to question
    c. Motion to cap the Speakers List
    d. Motion to amend a resolution/bylaw/document:
    e. Move to straw poll: call for a non-binding vote on a question
    f. Motion to continue debate
    g. Motion to suspend the bylaws

    NB: Motions interrupt the Speakers List.

5. **What is a Speakers List?**
    a. The Speakers List determines the order in which people can speak in Senate. If you raise your hand, the President will add you to the list. Once your turn comes on the list, the President will call on you to speak.

6. **I have a new topic to bring up to Senate. When should I say it?**
    a. Generally, Senators bring up comments on topics not discussed during the meeting during Open Comments. Open Comments are generally not discussed by Senate.
    b. If you wish for your comment to be discussed by the Senate, you should contact the President to place it on the agenda for next meeting. Agenda items should be submitted to the President by Sunday at 5:00 p.m. to make the following CSA Senate Meeting.

7. **What other kinds of committee are there?**
    a. College Committees (e.g. College Council) are committees established by the College. You can find a complete list of them here. CSA has liaisons on most of these committees and it also appoints all the student-at-large members that serve on College Committees.

8. **How can Senate support personal projects?**
    a. Funding: You should contact the CSA Treasurer to see available funding options. Sometimes the Dean of Students also provides funding for small CSA projects.
    b. Collaborations: Collaborate with other Senate members with similar interests; collaborate with other offices (e.g. Career Center); collaborate with other student organizations on campus.
    c. The CSA President can also point you to various resources that you can leverage on campus. You should reach out to them.

9. **How can I actually accomplish stuff on Senate?**
    a. Attend CSA Senate meetings to:
        i. Write or enact policy
        ii. Write or pass resolutions
        iii. Approve funding, chartering, or appointments recommendations
    b. Volunteer on projects proposed or initiated by Officers and other Senators
    c. Volunteer at the CSA Textbook Library (at the start and end of each term)
    d. Volunteer in the community.
    e. Attend your working group meetings outside of Senate to:
        i. Discuss policy proposals and ideas
        ii. Write documents
        iii. Prepare presentations
    f. Create and implement an individual project (see Q8).

10. **What happens every term?**
    a. Fall: Best time to start personal projects
    b. Winter: Elections (Officers and Class Representatives)
    c. Spring: Elections (Liaisons), Spring Allocations

11. **What funds are available at the Budget Committee?**
    a. Special Allocations Fund: general fund for programming
    b. Diversity Initiative Fund: funding to "...further the awareness and discussion of race, ethnicity, culture, gender, socioeconomic status, sexuality and sexual orientation, religion, spirituality, and other forms of diversity"
    c. Honoraria Fund: fund to bring speakers and performers to Carleton
    d. Treasurer's Discretionary Fund/Alt-Bev: fund for non-alcohol beverages or food
    e. Third Center Fund: funding for "...social events that connect students with faculty administrators, trustees, staff and alumni"
    f. Metro Arts Access Fund: funds trips to the Twin Cities area

g. Student Activity Support Fund: provides scholarships to support students with financial needs in paying the CSA Activity Fee
h. Capital Reserves: a fund that supports capital projects and other miscellaneous expenses