
SGA

THE SGA REPRESENTATIVE GUIDE

FOR SGA REPRESENTATIVES
2009-2010

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Welcome to SGA Assembly!

We are excited you're here. As a member of Assembly you'll be on the "in" with what's going on and will be able to share this information to the rest of campus. Through presentations and guest speakers, we promise to make your experience worthwhile.

This document serves as a guide for you as an SGA Representative to understand your role and responsibilities. Here are a few terms you'll need to be familiar with:

Assembly: Body of voters representing students.

Constituency: The group of students that you represent (a student organization or residence hall).

Constituents: Members of your constituency.

Please keep the SGA Representative Guide as a resource that you can refer back to as needed.

We look forward to working with you this year! Thanks!

The SGA Executive Board

Mission Statement:

The Student Government Association is the governing body for student life at Butler University. As representatives, members are responsible for making sound and ethical decisions to best represent their constituencies. SGA promotes campus unity and diversity, represents the voice of all students, addresses important campus issues, and encourages student involvement.

Contact Information:**SGA Executive Board**

President: Chad Lesczynski, clesczyn@butler.edu
VP Administration (chairs CPA): Christina Koteff, ckoteff@butler.edu
VP Finance (chairs Finance Board): Nicole Ehlert, nehlert@butler.edu
VP Programming (chairs Program Board): Alisha Cahue, acahue@butler.edu
VP Diversity Programs (chairs REACH): Nishaat Yunus, nyunus@butler.edu
VP Public Relations (chairs PR Board): Jonathan Spear, jspear@butler.edu
VP Operations (chairs Operations Board): Anna Guariglia, aguarigl@butler.edu
Parliamentarian: Zeb Watkins, zwatkins@butler.edu

General Questions or Concerns: sga@butler.edu

CPA: cpa@butler.edu

Finance Board: grants@butler.edu

Program Board: programboard@butler.edu

REACH: reach@butler.edu

Office Hours (in AU 307):**MONDAY**

10:00-10:50 – Chad

11:15-12:15 – Anna

12:00-12:50 - Nishaat

1:00-2:15 – Nicole

3:30-4:30 – Christina

TUESDAY

11:00-12:00 – Jonathan

12:30-1:30 – Christina

WEDNESDAY

10:00-10:50 – Chad

11:00-11:50 – Nishaat

1:00-2:15 – Nicole

2:30-3:30 – Anna

THURSDAY

11:00-12:00 – Jonathan

2:30-4:30 – Alisha

FRIDAY

12:00-1:00 – Chad

YOUR ROLE & EXPECTATIONS AS AN SGA REPRESENTATIVE 3

Communication with constituency

As an SGA Representative serving your organization or residential hall, you are expected to communicate vital information to your constituency. This includes, but is not limited to, **asking for the opinions** of the students you are representing regarding new policies or elections.

Your job entails your reporting of your *entire constituency's* opinions on an issue, not your personal opinion, because you are representing the voice of your whole constituency.

You can gather this information through:

- Voting at your constituency's meetings
- Questions to constituents
- Discussion in meetings
- Emails to your organization's listserv or members of your residential hall.
- Presentations at your constituency's meetings
- Requesting a place on your constituency's meeting agenda
- Posting information on bulletin boards, Facebook, etc.

How SGA empowers you to communicate to your constituency

SGA offers a few modes of communication that will help you to successfully engage your constituency, including:

- The "Assembly" section of www.butler.edu/sga, which includes:
 - Minutes
 - Agendas
 - Constitution and Bylaws
 - Other pertinent documents
- Weekly recap emails to the SGA Listserv, which includes all SGA Representative e-mail addresses.

Check-In Procedure

Report to the tables in the west hall of Gallahue Hall by 4:15pm. Check-In is arranged alphabetically by organization and residence hall. Only the registered representative or the registered alternate representative can retrieve a placard. *Please arrive before 4:15 to ensure that you will be seated and ready for Assembly's start at 4:30.*

Attendance Policy

Excused absence requests are to sga@butler.edu by 10PM the Monday before the intended absence. The Vice President of Operations determines if an absence will be considered excused. *Just because an email is sent on-time does not guarantee that an absence will be excused.*

Alternate representatives should be used as much as possible if the primary representative is unable to attend. Use of an alternate representative does not penalize your constituency.

After 3 unexcused absences a representative loses voting rights for the semester. Organizations without a voting representative in Assembly are not eligible for SGA grants.

Late Arrival, Early Departure

If you leave early (before adjournment) or arrive late (after call to order) to Assembly, it counts as 1/2 unexcused absence. After 3 unexcused absences a constituency loses voting rights for the semester. Organizations without a voting representative in Assembly are not eligible for SGA grants.

Special Permission

We understand that there are extenuating circumstances that may require you to always arrive late or leave early. If you feel your organization needs to arrive late or leave early for every meeting based on a constituency-wide issue (i.e., everyone in your organization has class until 4:45pm), you must email sga@butler.edu by the third meeting of the semester. The Vice President of Operations determines if special permission is granted.

Please consider these policies when
considering to represent a constituency.

	To do this:	You say this:	Requires second?	Order of precedence	May be amended?	May be debated?	Who decides?
Main Business	Introduce business	"I move that"	Yes	13	Yes ¹	Yes	Majority
	Change a motion	"I move that this motion be amended by..."	Yes	11	Yes ²	Yes	Majority
Delaying or Blocking Actions	Postpone indefinitely	"I move to postpone consideration of this question indefinitely."	Yes	12	No	Yes	Majority
	Refer to Committee	"I move that we refer this to the _____ Committee."	Yes	10	Yes	Yes	Majority
	Postpone definitely	"I move to postpone this question until..."	Yes	14	Yes	Yes	Majority
	Lay on the table	"I move to table this question."	Yes	6	No	No	Majority
	Recess a meeting	"I move to recess until..."	Yes	2	Yes	No	Majority
	Adjourn the meeting	"I move to adjourn."	Yes	1	No	No	Majority
Speeding Up Actions	Limit Debate	"I move that discussion be limited to [period of time]."	Yes	8	Yes	No	2/3 vote ³
	Stop debate by calling for a vote	"I move the previous question." OR "Call the question."	Yes	7	No	No	2/3 vote
	Get a matter taken up ahead of schedule	"I move that the rules be suspended to consider..."	Yes	___ ⁴	No	No	2/3 vote
Other Actions	Obtain the floor to call attention to a nuisance, emergency, etc.	"Point of privilege!" ⁵ "I wish to raise a question of privilege."	No	3	No	No	Chair
	Object to an improper procedure	"Point of order!" ⁵	No	4	No	No	Chair
	Get information	"Point of information." ⁵	No	5	No	No	Chair
	Parliamentary Inquiry	Obtain floor and ask question regarding procedure.	No	N/A	N/A	N/A	Chair
	Get a vote verified	"I call for a division of the assembly." Or, simply, "Division!"	No	___ ⁶	No	No	Majority
	Reconsider a matter already disposed of	"I move to reconsider [now or later] our action to..."	Yes	___ ⁴	No	Yes (if originally debatable)	Majority
	Take up a tabled motion	"I move to take from the table the motion to..."	Yes	___ ⁴	No	No	Majority
	Try to reverse a decision by the chair	"I appeal the chair's decision."	Yes	___ ⁶	No	Yes ⁷	Majority

For easy reference, the principal kinds of parliamentary action are grouped according to the general purpose they're intended to accomplish. Each action is bracketed with the specific words used to initiate it and the basic rules that will affect its outcome. If you want to know which actions get prior consideration over other actions, refer to the column "order of precedence."

The lower the rank-number, the higher the motion's rank

¹Amendment must be germane to the motion. An amendment that would nullify a motion is out of order.

²An amendment may be amended only once.

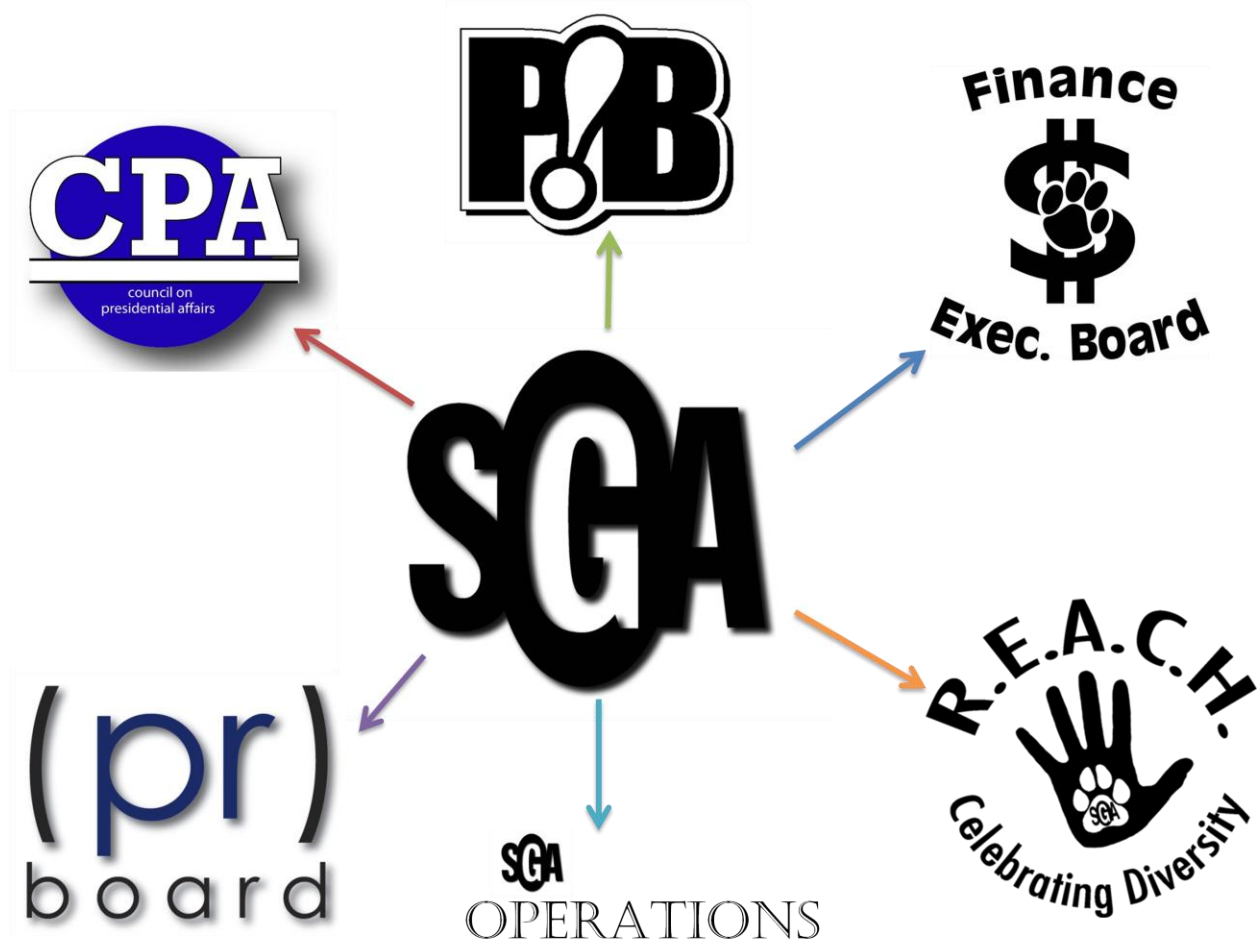
³Generally, any action that interferes with members' rights requires a 2/3 vote.

⁴These motions have no fixed rank, but they may not be brought up while any other motion is pending.

⁵A person wishing to raise a point of privilege, order, or urgent information may interrupt another person who has the floor; otherwise it's out of order to interrupt a speaker.

⁶A motion for a vote-count must be made during or immediately after a voice vote, and an appeal motion must be made immediately after the chair's ruling is announced; both kinds of motions must be disposed of immediately. Neither has a general ruling.

⁷Except when the ruling being appealed has to do with the appealing member's conduct or behavior in the meeting.



The full organizational chart is available on the SGA website, www.butler.edu/sga.

- **CPA (Council on Presidential Affairs):** CPA works actively and positively toward the betterment of the Butler community by advocating student concerns to the Butler administration
- **Finance Board:** Finance Board is responsible for maintaining the Student Government Association Budget. Comprised of three important committees, the Finance Executive Board strives for fiscal responsibility and accountability.
- **Operations Board:** Operations Board is responsible for general operations for SGA assembly meetings. Additionally, the board sponsors special assembly meetings.
- **Program Board:** PB strives zealously to provide quality well-rounded, recreational, yet educational events to best satisfy the student body of Butler University. We serve to stimulate thought, expand knowledge, engage activity, promote servant leadership, and contribute to a vibrant campus life.
- **Public Relations Board:** PR Board is responsible for the oral and written communication of the Student Government Association.
- **REACH (Respecting, Embracing, Achieving Community Harmony):** R.E.A.C.H. is committed to promoting diversity within race, spirituality, gender and sexual orientation in order to foster tolerance while cultivating an open-minded environment. Through programming and campaigns, R.E.A.C.H. strives to educate Butler's community to appreciate and respect differences in others, while being a support system for diversity organizations and a voice of justice for students

I have read the roles, responsibilities, policies, and procedures as outlined in the SGA Representative Guide. By signing this Statement of Understanding, I agree to uphold these to the best of my ability for the time that I serve as an SGA Representative.

SIGNATURE

DATE

PRINTED NAME

CONSTITUENCY