



STUDENT GOVERNMENT ASSOCIATION SENATE

OPERATING MANUAL

FIFTY-FIFTH SESSION

COLE HENSLEY
SPEAKER OF THE SENATE
OFFICE OF THE SPEAKER

NIU STUDENT GOVERNMENT ASSOCIATION

MEMBER EXPECTATIONS

Welcome to the team! We are excited to have you as a part of the SGA this school year. SGA is an integral part of the campus community and leadership roles ensure proper functioning of the student government. It is important that in this position, you function as a role model to the campus community and are creative and intentional in providing support to and advocating for our students. Below are the expectations we have of you as student leaders. We reserve the right to update and edit as needed.

I

MISSION STATEMENT

The purpose of the NIU SGA shall be the organization and coordination of activities of student interest and the representation of student views concerning University policy, including working through shared governance.

II

GOALS (review annually):

As the Student Government Association, we strive to:

- Serve our peers and better our campus
- Provide or create oversight for student resources
- Connect the student body to SGA and thus to the NIU administration
- Make sure all students participate in shared governance
- Increase student involvement and Huskie pride
- Make campus more accessible
- Be role models and leaders
- Create and advocate for safer and more equitable policies
- Improve campus safety through public works
- Grow as leaders and as people, and increase our understanding of our peers and the student body
- Hold ourselves and each other accountable and be transparent
- Stand up for our beliefs
- Be considerate and create a respectful, productive working environment
- Be an available resource to students in need

III

Academics

- **You came to NIU to be a student!** Please remember this. However, being a student first is not an excuse for not getting things done, so make sure to plan appropriately. You know when events and meetings are scheduled, typically at the start of the semester.
- **If you are struggling, let us know.** We can and will help! We want to help you in any way we can, however we only know what we are told.
- **Set aside time for you.** College is a busy time, especially when you are a student leader. Self-care is important to keep yourself successful academically, within your role in SGA, and personally.
- **Find an organizational system that works for you!** Outlook calendar, daily planner, bullet journal, monthly calendar, or daily to do list... Find a way to keep yourself organized. Busy times for SGA may sneak up when you are also busy in your academics. Staying organized helps you remain successful.

IV

Communication

Good means of communication are imperative to this position, and as such we expect you to communicate with us appropriately dependent on your needs.

- You will be expected to check your email (A-ID, if applicable) and Teams account daily (M-F).
- Please respond to communications within 24 hours during the weekdays (M-F).
- Keep us in the loop. If you have a question or information, your supervisor should know, and be sure to include all relevant people on messages and emails.
- Non-emergency issues can wait until the next workday (8 am - 4:30 pm). Scheduled emails are your friend.
- Day-of-event emergencies: Please contact the event's organizer.
- Unable to attend meetings: It is expected that you notify a supervisor at least 24 hours ahead of time. Academic requirements will be excused, with communication.
- Everybody makes mistakes. Alert supervisors of mistakes as soon as possible so we can work through them and find the best possible solution. We are all constantly learning!
- Use your resources! Do your own research before asking us. We want to be helpful but often the answer is right in front of you.
- You will be communicating with campus and community partners, as well as professional companies for contracts and services. All these communications should be professional (greeting, body, closing) and you should copy your

supervisors on the email. This will help us advocate for you and make sure we are representing our organization in a positive manner.

V

Office Standards

- The HSC offices should be used for SGA related tasks only. The Agee Conference Room may be used by student organizations who have permission. You can use the spaces for personal studies if you are not being disruptive. Other organizations and their events should use the room reservation process to use campus spaces.
- Be proactive while in your office hours. If you do not have tasks to complete at that time, check in with your team and supervisors!
- Office Hours – keep your office hours consistent. If you need to move your hours to another day in that week, please move the time on your AID Outlook Calendar and update your supervisors via email so we can adjust in SubItUp. You are responsible for staying within your weekly hours limit, which varies by position.
 - Note: Any hour adjustments must be submitted within the pay period.

VI

Administrative

- Chairs are expected to lead their committees in the planning and implementation of initiatives within their areas and through collaborations with other committees, where appropriate. Meeting with committee members and supervisors regularly is important to keep updated on planning and get questions answered early on. It is easier to correct or change directions earlier on in the planning process than further in.
- All SGA members are expected to communicate regularly with their supervisor(s) and to provide updates about tasks, projects, questions, challenges, and struggles. Your supervisors report to other areas of campus and it is important that we provide accurate and up-to-date information. We also aim to give you advice and support to make your efforts as successful as possible!
- If you are unable to meet deadlines, communicating with your supervisor(s) early is helpful so we can provide appropriate support and work to accommodate your needs when appropriate.
- Be an active participant! You are in your position for a reason... We want to hear from you. If you disagree with another officer in a meeting, be sure to do so by discussing the information and ideas. This keeps our team focused on consistent goals and not personal feelings.
- Work with your supervisor(s) to set reasonable timelines for your committees to work with. Set earlier deadlines than you realistically need to provide an internal buffer so our final 'product' can be produced on time or early.

VII

Working as a Team

- You are a part of an important team! Being mindful and cultivating relationships within SGA will help with the organization's success and to fulfill the purpose of the SGA as the voice of the students.
- We will set team expectations within the executive and legislative branches. Be mindful of these expectations and personal boundaries of your teammates. It is important to know and understand one another to work successfully as a team.
- If you feel there is tension or struggle within our team, bring it to one of the supervisors as soon as possible. This will help us work through things before they grow and affect our effectiveness as a team and our responsibilities to our community.

VIII

INTRODUCTION TO THE SENATE

The main function of the Senate is to govern all aspects of the Student Government Association and University policy and to legislate on matters pertaining to student interest. Article VII §7.1 of the Northern Illinois University Constitution and Bylaws states, "The right of students to organize an association to provide a means for participation in the governance of the university is recognized," and that, "it (the Student Government Association) will be accepted by the university community (i.e., faculty, staff, students, and administrators) as an integral part of the university's system of governance." Furthermore, according to Article IV of the Student Government Association Constitution, "the legislative authority of the Student Government Association shall be vested in the Senate." The Senate is codified within the SGA Constitution, and, through it, by the University.

The Senate deliberates and discusses legislation that is sponsored by its members on a variety of topics. The powers of the Senate, as outlined in Article II §1 of the Northern Illinois Student Government Association Bylaws include the allocation of student activity fee monies as well as to "investigate, initiate, and recommend student government and University policy and present such recommendations or orders to the proper people." Additionally, the Senate is charged with approving all SGA appointments

(i.e., Executive Staff, Supreme Court justices, etc.). Members of the Executive Branch and the Executive Staff are required to report to the Senate at least once a month. They do so by presenting oral reports at the Senate meetings while the members of the Cabinet report to various Senate Committees, as well as reporting to the Senate.

The Senate is governed, as is the entire Student Government Association, by the Student Government Association Constitution, Bylaws, and Operating Rules and Procedures. These three separate documents establish the rights and duties of the three branches of the Student Government Association.

IX

SPEAKER OF THE SENATE

The Speaker of the Senate (referred to as “the Speaker”) is the leader and spokesperson for the Legislative Branch and “shall manage all affairs of the body.” In this role, the Speaker alone moves legislation from the various committees and places them on the agenda of the Senate. As the chief executive of the Senate, the Speaker acts as the principal member of the legislative branch within the Student Government Association, University, and areas outside of Northern Illinois University.

X

OFFICE OF THE SPEAKER

The Office of the Speaker is the official organization for all positions that fall under the direction and supervision of the Speaker. These positions are Deputy Speaker, Senate Clerk, Executive Assistant to the Speaker, Sergeant-at-Arms, and other various positions that are deemed necessary by the Speaker.

The Speaker’s staff is an important link between the Senators and the daily working of the Senate and the Office of the Speaker. Additional duties may be assigned to staff to assist Senators in their elected duties, such as scheduling rooms for meetings and correspondence with constituents.

XI

STANDING COMMITTEES OF THE SENATE

The Speaker assigns all Senators to serve on a minimum of one of the following standing committees:

Rules and Procedures Committee (R&P) — The main function of the Rules and Procedures Committee is to review and recommend the revisions of any procedures, guidelines, rules, or legislation of the SGA and the Senate. For maximum accountability and efficiency, legislation should be presented to the body before it comes before the Senate; however, it may first move into New Business and then be moved to committee before reaching Old Business. The Rules and Procedures Committee, after its review, may send legislation to another committee that has direct purview over the subject matter of the legislation. The Speaker, by virtue of their office, is the chairperson of the committee but may direct another Senator to take the chairpersonship.

University Services Oversight Committee (USO) — The University Services Oversight Committee will promote an understanding of current University policies to the Senate and recommend to the Senate the appropriate courses of action concerning University policy. The committee is encouraged to focus its attention on academic and housing concerns of students amongst other policies and services provided to students by the university. *The Directors of Academic Affairs, and Student Life and Cultural Affairs* serve as non-voting, ex-officio members of the committee, focusing on giving reports and direction to the committee.

Public Affairs Committee (PA) — The Public Affairs Committee will promote and publicize the Student Government Association and its initiatives, provide legislative oversight, and establish new policies to better facilitate the goals of all public affairs activities. The committee shall serve as the public face of the Senate in the creation of informational campaigns related to community service, diversity and inclusivity, and the work of the SGA. *The Directors of Public Affairs and Student Life and Cultural Affairs*

will serve as non-voting, ex-officio members of the committee as well as deliver reports pertaining to critical issues.

Campus Life and Greek Affairs Committee (CLGA) — The Campus Life and Greek Affairs committee is responsible for the promotion and improvement of the living conditions at the University so long as it does not conflict with the responsibilities of another committee. The focus shall be the improvement of residential and Greek life on Campus as well as supporting the needs of commuter and post-traditional students. *The Directors of Greek Affairs, Athletics, and Student Life and Cultural Affairs* shall serve as non-voting, ex-officio members of the committee.

Environmental Affairs Committee (EA) — The Environmental Affairs committee is concerned with the improvement of environmental quality on campus and the contribution to environmental initiatives launched by the University or the Student Government Association. The committee shall focus on assisting the Director of Environmental Affairs in their initiatives and on educating students about environmental issues. *The Director of Environmental Affairs* shall serve as a non-voting, ex-officio member of the committee.

Organization Oversight Committee (OO) — The Organization Oversight Committee is concerned with the oversight of student organization functions, including but not limited to recognition, constitution and bylaw amendments, additional funding, serving on organization committees, etc. The Organization Oversight Committee provides initial authorization for student organizations seeking official recognition, funding, or conflict resolution. One (1) university staff member from the Division of Student Affairs will serve as a non-voting ex-officio member to provide further guidance to the committee when needed.

Committee on the Management of the Student Art Collection (SAC) — This committee is responsible for the management, upkeep, inventory, and appraisal of the Student Government Association Art Collection. This committee is chaired by the SGA Historian and shall collaborate with all university departments in possession of pieces in the SGA art collection to ensure their proper management, such as the Founders Memorial Library and the College of Art and Design. The committee may coordinate fundraising

events to purchase or maintain the collection and has the authority to sell or lease assets. Insurance and security measures for the collection are also in its purview.

XII

SENATE LEADERSHIP

The Speaker shall appoint Senators to the position of Chairperson to lead the various standing committees. The individual committees will elect their Vice Chairperson and other officers. Chairpersons shall be given authority and autonomy within their committees. Each Chairperson shall be responsible for ensuring that the minutes of each committee meeting including records of the discussion and decisions made are taken by the secretary and published to NIU Student Organization Platform submitted to the Speaker and the Deputy Speaker for accountability purposes. The Speaker shall also appoint Senators to the positions of Sergeant-at-Arms, Historian and Clerk. The position of the Clerk is to be responsible for public transparency by uploading senate minutes and the recordings and transcripts of meetings to NIU's Student Organization Platform as well as the NIU website by contacting Webcommunications@niu.edu.

Additionally, Chairpersons and those holding Senate leadership roles are required to attend one leadership meeting per week when the Senate is in session with the Speaker and the Deputy Speaker to monitor the progress of committees as well as encourage cooperation among the various leadership. If the Speaker cannot attend a General Meeting of the Senate or other notable events, the Deputy Speaker shall temporarily fill the role of Speaker.

As Senate's leadership, it is expected that Chairpersons and all appointed positions held by Senators be knowledgeable on all parts of the SGA Constitution, SGA Bylaws, Senate Operating Manual, and Robert's Rules of Order. To ensure knowledge and understanding, a test of the governing documents shall be administered to all appointed positions held by Senators within a week of appointment. A score of 67% or higher must be achieved to maintain the appointed position. If this percentage is not achieved, a second test can be taken within two (2) business days of the original test

and must be passed with a 75% or higher. Any Senator may take a leadership test for their personal benefit and/or to receive points towards the Senator of the Year Award.

XIII

STUDENT GOVERNMENT ASSOCIATION AND UNIVERSITY COMMITTEES

Finance Committee — The Finance Committee will assist the Student Government Association Treasurer with the oversight of all financial matters of the Student Government Association, including the allocation and oversight of Student Activity Fee money. In addition to oversight of financial matters, the Committee works to create the annual Student Government Association budget. The committee is comprised of eight (8) Senators, the Deputy Treasurer, and the Treasurer, who serves as the chairperson. The SGA advisor or their designee will serve as a non-voting, ex-officio member.

Board of Elections (BOE) — The Board of Elections is charged with monitoring all SGA elections. The five members of the BOE are headed by a chairperson, all of which are chosen by the Senate when it is in session. The BOE is a board of appeals for any candidate for office, or other affected person, who wishes to dispute any ruling of the Election Commissioner. The duties and parameters are outlined within the Election Policy.

Northern Illinois University Committees — The SGA President may make appointments to various university committees and Senators are encouraged to serve on one of these committees in addition to their Senate standing committee appointment. These committees usually meet only once a month, and the time obligation is minimal. It is important for Senators to remain active with the university and its community. By serving on a university committee, Senators will increase their knowledge and awareness of university events and get the chance to work with more senior university leadership.

XIV

ATTENDANCE

In accordance with Article IV §3.C of the Student Government Association Constitution, “all regular and special Senate meetings must be attended by all Senators and missing any regular Senate meeting shall count as an absence. Any Senator having three (3) absences during a single semester or five (5) absences during their one-year term of office from regular Senate meetings or from regular Senate committee meetings will be considered removed from office and shall so be notified.”

Two roll call votes are taken for attendance purposes during a meeting; one after the call to order and another on the motion to adjourn. One-half absence will be assigned for each roll call missed. Additionally, one-half absence will be assigned for any committee meeting missed. In the event of an absence, Senators have two (2) business days to fill out a Senator Leave Absence Form to request to have the absence excused, unless extreme circumstances exist. The Speaker may excuse the absence or not. Should the Senator wish to appeal the Speaker’s decision, they may petition the Rules and Procedures Committee for the absolution of that absence. The Rules and Procedures Committee has the power to grant or deny the request.

XV

COMMUNITY SERVICE

Per Article II §2.C of the Student Government Association Bylaws under Part I, all Senators are required to complete at least five (5) hours of community service per semester to promote further involvement in the community. The Speaker will collaborate with the appointed Director of Community Service to organize Senate-sponsored events

which will count towards this requirement. Senators must attend at least one (1) of the Senate sponsored community service events and follow all other requirements as set by the bylaws. Senators will be required to turn in a form documenting the community service as verification to the Director of Community Service. If a Senator does not complete the required hours or submit a written statement to the Rules and Procedures Committee explaining why the hours were not completed, a Senator may face removal from office.

XVI

LEGISLATION

The Senate acts upon issues of student concern through legislation. It is the duty of all Senators to understand the needs of their districts and to promote improvements to the university community. Legislation is the vehicle by which the Senate may affect change; therefore, it is imperative that a Senator author and sponsor legislation to assure involvement. While legislation does not have to be authored by a Senator, it must bear the names of Senate sponsors to be considered. There are three distinct types of legislation: a bill, a resolution, and a petition. Each serves a different function.

A bill is used for several purposes. The various purposes of a bill are as follows: **amend** the Student Government Association bylaws, **appropriate** for the approval of disbursement of funds, **recognize** student organizations, or to be the vehicle for legislation that may not be considered a resolution. A bill requires a majority vote of those Senators present and voting for passage, except in situations where the Constitution requires a two-thirds majority. A sample bill has been provided to illustrate the preferred format.

A Senate Resolution is to convey the feelings of the Senate on any issue that is not required to be submitted as a bill. For example, if the Senate wished to oppose or support any University policy or the actions of an organization, a resolution would be in order. Additionally, resolutions are used as follows: **consent** of the Senate for appointments, **ratify** amendments of the Student Government Association

Constitution, **amend** the Senate Operating Rules, and **remove** a person from office. A resolution requires a majority vote of those Senators present and voting for passage, except in situations where the Constitution requires a two-thirds majority. A sample resolution has been provided to illustrate the preferred format.

A Petition is a written request from the Student Government Association Senate for a change in NIU policy that affects the NIU student body. The petition is rarely used because its intended purpose is to show Senate support for extraordinary circumstances. This is evidenced by the fact that petitions must be voted upon at two consecutive Senate meetings and must pass with at least a two-thirds vote of the Senate on both occasions.

XVII

FLOW OF LEGISLATION

All legislation must be sponsored, but not necessarily authored, by a sitting Senator. The various committees and their chairpersons will coordinate the movement of legislation from their respective committees with the Speaker to place them on the Senate Agenda to be heard by the entire body. Once a piece of legislation is created, only the Speaker may place legislation on the Senate's agenda, but all legislation must be given to the Senate Clerk the Wednesday before the Senate meeting. The Committee on Rules and Procedures will convene to ensure that all proposed legislation is submitted in proper form before being heard on the Senate floor.

The legislation may be on the agenda for two weeks, once in new business, where it will be introduced, and then in old business to be voted on by Senators. Standing committees may vote to place legislation on the agenda and will pass it on to the Speaker. If the committee votes down a piece of legislation, it may not pass to the Speaker for consideration to be placed on the Senate's docket. Under extraordinary circumstances, the Speaker may place legislation on the Senate's docket after it failed a committee vote. Committee Chairpersons will present legislation passed by their committee during the weekly leadership meeting. After placement on the Senate's

agenda, the Senate may require legislation to be sent back to the respective committee for revision. Following revision, the committee must vote on the changes prior to the legislation's movement back to the Senate floor.

XVIII

REFERENDA POLICY

During campus-wide elections, the Senate can place referenda (policy questions asked directly of the student body) on the election ballot. For the rules of placing a referendum on the ballot, refer to Article VIII of the SGA Constitution. In addition to those rules, all referenda must be passed two weeks prior to the designated date of when the ballots will be printed. All referenda shall be passed with a two-thirds majority vote by the Senate. Within two days of the passing of the referenda, the Speaker of the Senate must send the approved wording to the Chief Justice of the Supreme Court for final approval.

XIX

ROBERT'S RULES OF ORDER

It is important for Senators to understand the basic principles of parliamentary procedure. Robert's Rules of Order is designed with a regard for the rights of the majority, the minority, of individual members, of absentees, and of all these together. A deliberative body such as the Senate is "a free agent—free to do what it wants to do with the greatest measure of protection to itself and of consideration for the rights of its members," according to Robert's Rules. With a respect for a well-run and orderly meeting, the Senate is bound by the rules of parliamentary debate as described in the most recent edition of Robert's Rules of Order Newly Revised. A deliberative body as large as the Senate and with such an important objective must behave itself in a dignified manner and observe a certain level of decorum. Senators are encouraged to become more educated regarding Robert's Rules to become more effective participants in Senate proceedings and thereby heighten the Senate's level of student advocacy.

XX

MEETING DECORUM

Several rules will be enforced during Senate meetings by the Sergeant-at-Arms under the authority of the Speaker. No Senator, guest, or other visitor shall consume food or beverages except for water during the procession of meeting. Nor shall any Senator, guest, or other visitor be permitted to chew gum. The Sergeant-at-Arms will not permit the usage of cell phones, silent or otherwise, during meetings by any person present during the Senate proceedings. Computer usage, however, for the purpose of Senate-related business such as note taking shall be permitted. Senators, in the interest of exhibiting respect for their fellow Senators, are expected not to speak except when recognized to do so. Speech at other times during the meeting will be considered out of order and counter to the decorum expected by this body.

XXI

Senate Meeting Schedule Guideline

The senate should produce and hand out the agenda prior to the meeting start to members of the public in the audience. The Senate shall have their meetings follow a schedule similar to the one provided below;

- I. Call to Order
- II. Roll Call
- III. Verification of Quorum
- IV. Opening Ceremony
 - a. Pledge of Allegiance *
 - b. Land acknowledgement **
- V. Public Comments
- VI. Approval of the Minutes

- VII. Approval of the Agenda
- VIII. Speaker's Report
- IX. Special Report(s)
- X. Office of the Speaker Report(s)
- XI. Committee Report(s)
- XII. Executive Reports(s)
- XIII. Cabinet Report(s)
- XIV. Old Business
- XV. New Business
- XVI. Good of the Order
- XVII. Announcements
- XVIII. Adjournment
- XIX. Roll Call

** the current iteration of the land acknowledgement is as follows; We acknowledge that we are on the traditional land of the Peoria, Kaskaskia, Piankashaw, Wea, Miami, Mascoutin, Odawa, Sauk, Mesquaki, Kickapoo, Potawatomi, Ojibwe, and Chickasaw Nations. the land acknowledgement should be updated as required.

Commented [CE1]: SR 55028

XXII

SENATOR OF THE YEAR

The Senator of the Year shall be decided upon by a session-long point total. The Senator with the most points by the penultimate meeting of the year will be declared the winner. The points shall be kept and monitored by the Speaker of the Senate. Updates on the status of the race shall be given by the Speaker, when necessary, to maintain interest and involvement amongst Senators. The activities that can awarded points are detailed on the following page:

ACTIVITY	POINT PER EVENT	NOTE
Perfect Attendance at Senate Meetings (per semester)	10	Must be true perfect attendance. No absence excusals will count.
Perfect Attendance at all Committee Meetings (per semester)	10	Must be true perfect attendance. No absence excusals will count.
Perfect Attendance at SGA Events	10	Must be true perfect attendance. No absence excusals will count.
Perfect Attendance at all Senate Workshops	5	Does not extend to events requiring attendance by virtue of holding a position.
Authoring Legislation	5	Legislation must at least advance to a vote.
Attendance at University Events	4	Does not extend to events requiring attendance by virtue of holding a position.
Authored Legislation passes	3	Authored Legislation must pass.
Attendance at SGA-Recognized Organization Events	3	Does not extend to events that are held by an organization in which one is a member.
Community Service Hours	1	Each hour results in one point per hour.
Community Outreach	1	Points will be awarded for advancing the name of the SGA

Knowledge of Constitution and Bylaws	95%+=5 90-94%=4 80-89%=3 70-79%=2 67%-69%=1	Points will be awarded based upon scores on the voluntary Constitution, Bylaws, and Robert's Rules quiz.
Above and Beyond	Given at Speaker's Discretion	Awarded at will with justification from Speaker

By signing below, I affirm that I have read, understood, and agree to the policies, procedures, and guidelines set forth above.

Name (print): _____

Signature: _____

Date: _____

APPENDIX

A

PARLIAMENTARY PROCEDURE PRIMER

Basic Principles

The membership acting can empower its leaders and/or limit their authority. The majority determines the group's decision, but only two-thirds of the members of a group can deny a minority opinion the right to discussion. Everyone has the right to advocate their belief if over one-third of the group wishes discussion to continue. Decorum in debate must be maintained with discussion limited to the immediate pending question or issue. Changing a past decision requires a vote larger than the one needed to take the original action in the first place.

Main Motions

The adoption or rejection of main motions is how a group makes decisions.

There are traditionally six steps taken to bring a motion before a group:

1. A member *makes* a motion. (ex. "I move that the Student Government Association purchase the White House.")
2. A member *seconds* the motion. A second is merely an expression of support for a motion to come before the group to be discussed, not necessarily that a member wants the motion adopted. In small boards or committees, seconds are often not used.
3. The chair *states the question* of the motion, "it has been moved and seconded that the Student Government Association purchase the White House. Is there any discussion or debate on this motion?" At this time, the motion becomes the property of the group; the group is the only one that can change it, reject it, adopt it, postpone considering it, etc. (The consent of the original maker or seconded of the motion cannot change the motion or prevent a change to a motion.)

4. Members *debate* the motion (unless no one wants to discuss it). During this step, amendments can be introduced along with other subsidiary motions.
5. The chair then restates the motion and puts the question to a *vote* (“All those in favor, please say ‘Aye.’ All those opposed, please say ‘Nay.’”).
6. The Chair announces the *results* of the vote (“The ‘Ayes’ have it and the motion is adopted.”).

These motions are used to assist a group with treating or disposing of a main motion:

Amend: The motion to amend is used to change a main motion. Amendments may be additions (language added to the end of the motion, “move to amend by adding...”), deletions (language removed from a motion, “move to amend by striking...”), insertions (language inserted into the middle of a motion, “move to amend by inserting A between B and C”), or replacements (language used to replace parts of a motion—“move to strike out A and replace with B”).

- Secondary amendments (amendments to primary amendments) may be proposed, but not additional levels of “amending” are permitted. Using the motion, “That the Student Government Association purchase the White House,” a primary amendment to add “not to exceed \$2,000” may be proposed. If a member does not support the amount, a secondary amendment to “strike out \$2,000 and replace with \$1,000” could be proposed.
- When debating or voting on amendments, first assume whatever being amended has been adopted. Then ask yourself if you would prefer the version with or without the amendment. For example, if you did not want the Student Government Association to purchase the White House, you would be in favor of the secondary amendment (if the White House is going to be purchased and have a budget, it should have the smallest budget possible).

Refer: Sometimes, motions may require further study or debate that can be better achieved in a committee. If that is the case, a motion can be referred in an existing committee (“I move to refer the motion to the Finance Committee...”) or to a special committee (I move to refer to a committee yet to be named...).

When making a motion to refer, it is wise to include the following instructions:

- The authority the committee has with the motion—with power (can make changes) or just to study and give a recommendation.
- The date/meeting the committee will report.
- With special committees, the motion must include the number of members and who will appoint them (usually the chair).

Postpone or table: If the group prefers to consider a motion later or time, someone can “move to postpone/table until...” making sure to specify when the motion will be considered (a specific time later that day, another meeting, etc.).

Debate: Certain topics may warrant special rules for debate. In those circumstances, it may be wise to either limit or extend limits of debate. These motions require a two-thirds vote including adjusting the following areas of debate:

- The number of times a member can speak (default 2)
- The length of time a member can speak (default 5 minutes per speech)
- The overall amount of time available for debate (default no limit)

Previous Question: This motion ends debate and causes the group to immediately vote on the pending question. It requires two-thirds vote. ("I move to previous question.")

B

SAMPLE STUDENT GOVERNMENT ASSOCIATION SENATE BILL

New Business

Agenda Item: A

Author: Senator Victor E. Huskie, Senator Lotta Hart

Sponsor:

First Reading

8 September 2036

**ENROLLED SENATE BILL 54001
FIFTY-FOURTH SESSION**

Summary: A bill to purchase the White House

Legislation:

WHEREAS, The Student Government Association feels that the students of Northern Illinois University would be better served if the SGA began making land acquisitions; and

WHEREAS, it has become known that a certain prominent landmark has become available for purchase on the open market; and

WHEREAS, such a deal cannot be passed up and since the salesperson agreed to lower the asking price considerably because we are "just cool people";

THEREFORE, The Students of Northern Illinois University represented in this Senate approve the allocation of \$100.00 for the purchase of the White House. The allocation will be drawn from the General Reserve Fund.

This act is ordered to take immediate effect.

C

SAMPLE STUDENT GOVERNMENT ASSOCIATION SENATE RESOLUTION

New Business

Agenda Item: B

Author: Senator Mission & Chairperson Mission II

Sponsor: Senator Joe Mama

First Reading

8 September 2036

**ENROLLED SENATE RESOLUTION 54001
FIFTY-FOURTH SESSION**

Summary: A resolution to support the annexation of Canada

Legislation:

WHEREAS, the citizens of Canada have rejected their membership in the Commonwealth of Great Britain; and

WHEREAS, the Canadian Prime Minister, with the consent of the Canadian Parliament, has declared his inability to govern over a country that is protected by "Mounties," and

WHEREAS, the government of Canada has long known America as its friendly ally to the south with whom they have enjoyed free trade and the longest unprotected border in the world; and

WHEREAS, the United States of America has agreed to annex the land formerly known as Canada because of our amicable relations;

THEREFORE, The Students of Northern Illinois University represented in this Senate enact that the Student Government Association stands in concurrence with the decision of the United States to annex Canada and rename the territory formerly known as Canada to "The United States of America Part II Electric Boogaloo"

This act is ordered to take immediate effect.

D

SAMPLE CORRECTIVE ACTION LETTERS

VERBAL WARNING LETTER

Date

DeKalb, IL 60115

Dear NAME,



This letter is a follow-up to our meeting on DATE. During this meeting we discussed (absence at staff meetings, lack of communication, missing staff reports, etc.)

The major concerns addressed include (indicate the exact actions, decisions, etc. Include dates and the exact expectation or policy not met)

In our conversation you talked with me about (personal issues they are struggling with, time management issues, etc.)

I have issued a verbal warning because of our conversations. I remind you to be cognizant of your behaviors so that your actions are reflective of a positive student leader at Northern Illinois University. Furthermore, I would encourage you to meet with me or other SGA leaders if you have questions or concerns.

Sincerely,

Supervisor Signature

DATE

Acknowledged:

Officer Signature

DATE

CC:
SGA Advisor

WRITTEN WARNING LETTER

Date
DeKalb, IL 60115

Dear NAME,

This letter is a follow-up to our meeting on DATE. During this meeting we discussed (continued absence at staff meetings, lack of communication, concerns of safety and security of student information, etc.)

The major concerns addressed include (indicate the exact actions, decisions, etc. Include dates and the exact expectation or policy not met)

In the future, you must (list specific duties that must be fulfilled, any modifications or accommodations, who to report to, etc.)

This letter shall be considered a written warning as a result. I again remind you to be cognizant of your behaviors so that your actions are reflective of a positive student leader at Northern Illinois University. Furthermore, I would encourage you to meet with me or other SGA leaders if you have questions or concerns.

Sincerely,

Supervisor Signature

DATE

Acknowledged:

Officer Signature

DATE

CC:
SGA Advisor



SUSPENSION LETTER

Date

DeKalb, IL 60115

Dear NAME,

This letter is a follow-up to our meeting on DATE. During this meeting we discussed (state concern or violation here along with dates and times of violations).

(Describe how these issues impact the position. Include specific information and examples of how it is in violation of expectations, job description or contract.) Please remember that the actions you display affect the entire University and organization and can set a negative tone for other officers.

Due to your inability to meet the requirements of your position, you are on probation from your duties as (SGA position) until (insert date and time here). You will need to work with me to create an action plan to ensure accountability upon your return. Continuing issues could result in termination of your position. I again remind you to be cognizant of your behaviors so that your actions are reflective of a positive student leader at Northern Illinois University. Furthermore, I would encourage you to consider coming to talk to me or other SGA leaders if you have questions or concerns.



Officer Signature

DATE

Supervisor Signature

DATE

Advisor Signature

DATE

ACTION PLAN

Date

DeKalb, IL 60115

Dear NAME,

This letter is a follow-up to our meeting on DATE. During this meeting we discussed your challenges in LIST DUTIES AND RESPONSIBILITIES HERE. As part of your continued membership in the Student Government Association, we collaborated to create the action plan below.

EXAMPLE: Visibility in the Office: You must spend a minimum of 10 hours in the office between 9 am and 5 pm during the week (Monday – Friday). During these minimum 10 hours during the week, you should be visible to your peers and fellow staff. This can be done by having your door open and being in the HSC. You must submit a weekly schedule to your supervisor outlining the 10 office hours and post the schedule publicly.

EXAMPLE: Committee Meetings/Administrative Responsibilities: You must attend all committee meetings and complete all administrative responsibilities at least 24 hours before the due date. Tasks that fall into this category include (but are not limited to) committee meetings, events, reports to the Senate, and supervisor 1-on-1s. If you cannot do this, you will need to communicate with (SUPERVISOR/ADVISOR NAME) at least 2 days before the deadline about why you cannot complete the task on time.

EXAMPLE: Conduct: You must maintain professional conduct while in the office, even when not on the clock.

If at any time these expectations need to be amended, (SUPERVISOR/ADVISOR NAME) will communicate changes to you.

By signing this Action Plan, I, (OFFICER NAME), agree to abide by the expectations set out by my supervisor. I understand that failure to abide by these expectations may result in termination from my position.

Officer Signature

DATE

Supervisor Signature

DATE

Advisor Signature

DATE

TERMINATION LETTER

Date

DeKalb, IL 60115

Dear NAME,



This letter is a follow-up to our meeting on **DATE**. During this meeting we discussed the following:

1. **LIST EACH TOPIC DISCUSSED**
2. **IF APPLICABLE:** Not meeting expectations set in your Action Plan associated with your Probation Letter as discussed in our meeting on **DATE**.

(Indicate dates, times, and details of what happened which led to termination of employment. Include which policies or expectations were violated.)

Your position as the **(TITLE)** of the Student Government Association plays an integral role in serving our students. As a result of your failure to meet the requirements of your position, you have been terminated effective immediately **(DATE)**. You must arrange a time to return any keys and remove personal belongings from your desk by **(DATE AND TIME)**.

Your removal from this elected or appointed position will include a piece of legislation that will be presented to the Senate, authored by your supervisor, so the Senate may vote to remove you. Should this removal be denied, you will have the option to continue your work in SGA, but without pay.

We thank you for the time, commitment, and contributions that you have provided to SGA through your position. However, it is important that in the pursuit of providing the best possible experience for our students that our officers meet their expectations.

Sincerely,

Supervisor Signature

DATE

Advisor Signature

DATE

Acknowledged by*

Officer Signature

DATE

(*Officer does not have to acknowledge or sign for termination to proceed)