

# **Get Organized**

- **Creating a Constitution**
- **Officer Responsibilities**
- **The Effective Meeting**
- **Parliamentary Procedure**
  - **Committees**

## **ASSUMING OFFICE**

The election is over and YOU won! Belated congratulations. Now your leadership opportunities become complex, compounded challenges.

### **As a newly elected officer, you must:**

- Remember all the promises you made during elections
- Fully achieve what you pledged yourself to do
- Keep in mind that leadership is service to your organization

### **You are expected to:**

- Be knowledgeable about most subjects, projects, and available resources
- Spend your time planning, organizing, and implementing
- Be involved with most aspects of the organization
- Work with the organization's officers, advisers, and members

### **You will be:**

- Revered, admired, cheered, loved, maligned, mimicked, ridiculed—but you are expected to lead within this context
- Walking the tight wire between right-wrong; best-worst; greatness-pettiness; humility-pride; laughter-tears; achievements-mistakes
- Continuously expected to serve as a role model, in and out of school

### **You can succeed by:**

- Honestly recognizing your challenges and parameters - vaccinated with hope, dedication, worth, a sense of value, and total understanding
- Learning to laugh at yourself and learning from the mistakes you make
- Being conscious of the basic human dignity and the worth of others
- Knowing your role and the role of others in the organization and school

"May this journey perfect you in every virtue - that you might become a living example of the 'finest" which our civilization is capable of producing - A LEADER."

Dr. Earl Reum

"Things may come to those who wait, but only the things left by those who hustle."

Abraham Lincoln

## GETTING STARTED: THE TRANSITION PERIOD

One of the most crucial points in the life of an organization occurs when old officers leave and a new set begins. Some schools have an installation ceremony to recognize this event, but the formal installation is secondary to the actual process of growth and change in an organization.

All old and new officers should exchange records and equipment as soon as the transition period begins. This exchange may be informal, but in ideal circumstances the old and new members meet to transfer materials and ideas. This is an especially valuable experience for new officers, as it gives them a chance to get to know one another, as well as develop an understanding of the group's philosophy and goals.

A one-day workshop provides an important step in the team-building process. There are five phases to a complete transition workshop:

1. Review of the Past year - all outgoing and new officers should be present. Examine, evaluate, and gather helpful suggestions for the coming year.
2. Team Building - this next phase for new officers only. A sponsor or advisor can lead the group through various exercises designed to break the ice.
3. Review of Bylaws and Past Issues - too often, new officers are inclined to start without any consideration for the history of the organization. A period of discussion and consideration of prior commitments of the organization will give the new officers a sense of direction.
4. Goal Setting - what does the organization hope to achieve in year to come? Keep the goals general and practice good group relations skills.
5. Gather Help - bring in others who may be helpful to the organization. This many include teachers, alumni, and officers from other organizations.

6. Resources - outgoing officers should inform the incoming officers of the resources available to them. The incoming officers should also be informed of the time demands and other informal expectation.

Donat, Griffin, and Lawson: Leadership is Everybody's Business, Impact Publishing, San Luis Obispo, Ca., Copyright 1976, pp. 145-149.

"There is no gold mine so rich in possibilities as your own experience. Buried in your memory, ready to be dug out, evaluated and applied to present problems, is a record of all your mistakes and failures, all your triumphs and successes. You have only to select what you feel will be of aid to you, in the form of some wisdom or judgment of skill you have gained through some past experience - and you have a power at hand to serve your current need. The most successful men and women are those who have learned how to make the best use of the talents and knowledge acquired throughout life."

Harold Sherman

## **DELEGATING RESPONSIBILITY**

### **Why is it difficult?**

Many student leaders find it difficult to delegate. There are a number of reasons for this including: preferring to do the job themselves and see that it is done right; not wanting to impose large responsibilities on other members of the group; some of the spotlight is moved away from the leader. While doing it all yourself may get the job done, it can create apathy among non-involved members of the group.

Sometimes, leaders make the mistake of delegating only the menial work, while keeping the appealing tasks for themselves. This can give members a feeling of being used, rather than being important. The following are some simple guidelines to determine delegating responsibilities.

### **When to Delegate**

- When there is a lot work to be done in a limited amount of time.

## Oklahoma Association of Student Councils

- When you feel someone else has particular qualifications that would suit the task.
- When someone expresses interest in the task.
- When you think that a particular person might benefit from the responsibility.

### Don't delegate

- Things that are usually your specified responsibilities, except in emergencies.
- Something that you yourself would not be willing to do.
- A task to someone who may not possess the capabilities necessary to complete the job. (Never guarantee failure for members of your group.)
- The leftovers.

### Methods for Delegating

- Ask for volunteers. Explain the task and see who is interested.
- Match talents. Don't take over tasks yourself when your request for volunteers is met with silence. Select people with talents for the task and express confidence in their abilities.
- Spread the good tasks around. Avoid favoritism amongst members of your group.

### Guidelines to Delegating

- Co-ordinate and keep communication open with the various people in the group.
- Ensure that the task has been clearly defined and has a set deadline.
- Facilitate the accomplishment of getting those tasks done, but don't take over.
- Remember the importance of tact and concern.
- If things aren't getting done, find out why and act on it.

### Obstacle to Delegation...and Solutions

If you find that you seldom delegate, or resist the idea of delegation, you may be limiting yourself and the success of your organization by giving in to these obstacles:

## Oklahoma Association of Student Councils

1. You are limited by the "I can do it better myself" fallacy. You feel the only way to finish work correctly is to do the work yourself...start with small tasks given to others and increase with each success.
2. You do not know which tasks to delegate...ask others what they are comfortable with.
3. You lack confidence in a volunteer's ability to make proper decision...have them check in with you on a regular basis but less often as they earn your confidence.
4. You feel you will lose control of the work and will not know what is happening...have the group approve a plan of action.
5. You are particularly interested in the work and want to do it yourself because you get satisfaction from this personal involvement...satisfaction can come from sharing success.

### Why Group members May Not Accept Delegation...and Solutions:

1. They find it easier to ask the person in charge than to make a decision by themselves...be available for guidance, but encourage him/her to make decisions where appropriate.
2. They do not understand their own authority level' therefore, they are indecisive...when delegating the project, make the individual aware of his/her limits.
3. They fear criticism of their mistakes and may lack self-confidence...provide confidence by praising his/her work and use positive criticism.
4. They lack resources and necessary information to do a job...act as a resource for the individual and make yourself available for help. Also consider having an individual with experience with the subject to work with him/her.
5. They feel the incentives are inadequate to motivate them...stress that the individual's work is done for the good of the organization.

When you use delegation, you will be able to distribute the workload. More members of your group will be actively involved. The talents of all the individuals will help the organization run smoothly.

## THE ROLE OF THE PRESIDENT

The honor of a presidency carries the attendant responsibilities of hard work, dedication, and determination. It will take both your time and energy. You must know your strengths and weaknesses. You must learn from both success and failure. You must listen and read. Your goals must be unselfishly those, which will benefit the persons your serve. Your challenge is caring - caring enough to win victories for others by helping them succeed.

### The President

Leads or directs the group in carrying out its objectives

Represents the group

## Responsibilities to the Organization's Members

The President must:

- Provide positive leadership
- Stimulate group spirit with awareness of consequences
- Know the talents and abilities of group members and use them to the advantage of the group
- Delegate responsibility, share authority, and follow-up without alienation
- Stress individual roles within the group
- Encourage expression of individual ideas
- Provide opportunities for membership involvement
- Make every meeting significant for the participants
- Stress consensus in decisions
- Plan the agendas with the officers and advisors (see sample agenda)
- Provide agendas for the meeting
- See that the minutes are distributed
- Keep discussion orderly and democratic
  - Keep the meeting centered on its business
  - Maintain rules of order with courtesy
  - Withhold your own involvement in discussion; encourage involvement
  - Contribute in order to help members understand the problems or issues better

## Responsibilities to the Administration

The president is expected to

- Understand the responsibilities and difficulties of the administration
- Understand their pressures and limitations
- Seek the support of the administration to forge lines of communication with school staff

## Responsibilities to Advisors

The president must keep the advisor informed of

- Comments that the principal or members of the faculty make
- The functioning of committees and the progress of projects
- Opportunities to express an opinion on matters of importance
- Times and locations of all officer meetings, group meetings, and all other group activities

## Responsibilities to the Vice President

The president must

- Teach the vice president all important skills and operations in running the council so that he/she may assume the president's duties if necessary
- Include the vice president in all organizational and planning meetings with the advisor and among officers
- Apprise the Vice President of information relevant to the Inter-Club Council/project Approval Committee

## Responsibilities to the Second vice President

The President is responsible for

- Consulting with the second vice president on the progress of committee work and projects
- Informing the vice president of deadlines the organization must meet and all paperwork due to the Inter-Club council/Project Approval Committee

## Responsibilities to the Secretary

The President ensures that

- The secretary receives all main motions and amendments during a business meeting in writing
- He/she summarizes the decisions made during officer meetings so the secretary may clearly record them in the minutes
- All correspondence, reports, etc., are legible to make it easy for the secretary to type them.

## Responsibilities to the Treasurer

The President must

- Work closely with the treasurer in preparing a workable year long calendar and budget
- Require the treasurer to keep close watch on expenditures and know the treasury balance

## Oklahoma Association of Student Councils

- Require that the treasurer seek the advice and consent of the membership to spend money

## Responsibilities to the Committee Chairman

### The President

- Praises committee members and chairmen publicly on jobs well done
- Participates as a full member of the committee
- Keeps in touch with what each committee is doing and sits in on committee meetings when time allows
- Participates in the planned activities
- Serves as an available resource by providing guidance to the committee

## Responsibilities to Next year's Organization

### The President

- Maintains an accurate file of all correspondence the president receives or sends
- Keeps a record which indicates when planning for important annual functions should be started, when problems that occurred and how they were dealt with
- Keeps a neat phone and address book of "people to know" in the educational system and the community
- Maintains an up-t-date folder for the permanent files on the duties of the president
- Works with the historian on the year's scrapbook

## SAMPLE AGENDA

### VIRGINIA BEACH LEADERSHIP WORKSHOP STUDENT COUNCIL MEETING

Thursday, August 6, 1998 1:00 p.m.  
Lecture 2 Virginia Wesleyan College

- I. CALL TO ORDER - Linda Leader, President
- II. PLEDGE - David Day, Vice President
- III. INVOCATION - Kelly Kouncil, Second Vice President
- IV. ROLL CALL - Carl counter, Attendance Secretary
- V. MINUTES - Nicholas Note, Secretary
- VI. OFFICERS' REPORTS
  - A. President - Linda Leader
  - B. Second Vice President - Kelly Kouncil
  - C. Secretary - Nicholas Note
  - D. Treasurer - Mary Money
- VII. CLASS OFFICERS' REPORTS
  - A. Senior Class - Grace Jones, Senior Class President
  - B. Junior Class - Bobby Joe, Junior Class President
  - C. Sophomore Class - John Doe, Sophomore Class President
  - D. Freshman Class - Ford Fairlane, Freshman Class President
- VIII. STANDING COMMITTEE REPORTS

## Oklahoma Association of Student Councils

- A. Fundraising Committee - Arthur Account
- B. Orientation Committee - Wendy Welcome
- C. Projects Committee - Patty Planner
- D. Publicity Committee - Drew Nicely
- E. Spirit Committee - Charles Cheerer
- F. Sportsmanship Committee - Fred Friendly
- IX. SPECIAL COMMITTEE REPORT
  - A. Sadie Hawkins Dance - Sarah Leah
  - B. Student-Faculty Basketball Game - Harry Hoop
  - C. Valentine's Carnation Sale - Candi Kane
- X. UNFINISHED BUSINESS - Membership Directory
- XI. NEW BUSINESS
  - A. School Beautification - Petunia Plenty
  - B. Pep Rally Proposal - Roger Rowdy
- XII. ANNOUNCEMENTS - The next meeting will be held on September 5, 1998 at 1:00 p.m. in Room 1
- XIII. ADJOURNMENT
- XIV. REFRESHMENTS

## THE ROLE OF THE VICE PRESIDENT/2<sup>nd</sup> VICE PRESIDENT

The Vice President is the President's closest assistant and official replacement if the president cannot attend a meeting or function of the group. Many organizations have a first and a second vice president, generally elected and appointed, respectively. In this case, the duties of the vice president are shared between the first and second vice president.

### The vice president should

- Know all the leadership skills that are necessary for the president to know (including parliamentary procedure, problem solving process, group dynamics, human relations, facilitation techniques, communication, etc.)
- Help prepare meeting agendas
- Participate in all officer and organization meetings and activities
- Stress harmony in the group
- Encourage membership in the organization and involvement in its activities
- Initiate publicity and public relations

As the chairman of the Inter-Club Council/Project Approval Committee the SCA Vice president must

- Ensure all school clubs and organizations are informed of the ICC/PAC meeting

## Oklahoma Association of Student Councils

- Work with the student activities coordinator in reviewing and scheduling those projects approved

### As a representative to the ICC/PAC the vice president must

- Attend all ICC meetings
- Know information on all group projects (when, where, how, type of project, chairman)
- Maintain ICC paperwork, including organization project forms, monthly reports, project evaluations, membership, and activities
- Be aware of all ICC deadlines, particularly when project forms are due
- Not hesitate to ask the ICC chairperson or ICC secretary any questions about his responsibilities

### The vice president as the Coordinator of Committees must

- Advise, coordinate, and work with all committees, standing and special
- Serve as a consultant to committee chairmen and members
- Maintain and update files on organization projects and committee reports
- Help committees define and understand their roles (See Role of the Committee Chairman)
- Make sure chairmen are apprised of their responsibilities
  - \*Knowing resources available
  - \*Knowing to whom the committee reports
  - \*Knowing when the committee should make decisions and when it should make recommendations to the organization
  - \*Making sure written reports are complete and on time
  - \*Giving oral reports at organization meetings
  - \*Setting deadlines for the committee
  - \*Assisting the progress of the group toward workable solutions
- Help choose committee chairpersons and members
- Help committee recognize and make use of individual talents of members
- Evaluate work of the committees
- Help the chairperson settle arguments
- Take the lead when necessary to help the chairperson
- Keep the officers and advisors up to date with the progress of committee work

## THE ROLE OF THE SECRETARY

### The Secretary

- Must work long and hard to do his/her job right
- Shows enthusiasm in everything he/she does
- Voices his/her opinion at officers' and executive committee meetings
- Encourages every member
- Shapes the organization's personality through public relations
- Communicates with officers and members
- Becomes organized at the beginning of the year and remains so
- Knows how and where to keep records
- Knows what is expected of him/her

The secretary is responsible for keeping the records. The secretary must ensure that

- All records are complete, in good form, accessible, and current
- Business proceedings, meeting minutes, programs, documents, etc., are filed logically and available for the future officers, members, and historians
- All records necessary to the efficient running of the organization are kept
  - \*Attendance records
  - \*Committee rosters
  - \*Reports
  - \*Petitions
  - \*Roster of members
  - \*Constitution
  - \*Phone trees
  - \*Any other lists helpful to members

### A good secretary is helpful to group meetings by

- Working in cooperation with the president to make work tools available (program, papers, pencils, committee and individual assignments for each meeting)
- Publicizing all meetings/distributing copies of minutes
- Taking attendance quickly and efficiently
- Having available the minutes of all previous meetings for the year
- Taking careful notes throughout the meeting
- Recording the actual wording of each motion
- Presenting incoming mail to the organization
- Answering all correspondence according to group instructions
- Writing the minutes in concise, clear sentences, making dates and events accurate and leaving out personal opinion
- Making minutes available to members, teachers, and advisors
- Filing copies of minutes for future reference
- Keeping records in neat and complete form
- Helping build and maintain the group image and reputation

## Oklahoma Association of Student Councils

- Making any necessary written contacts with faculty, members, and administration
- Assuming the responsibility of announcing all meetings

### TIPS ON SECRETARIAL ORGANIZATION

1. First, if you haven't got a file cabinet, get one. If you must, use a cardboard box and manila folders—just find one place to keep everything together. Make a folder for every project and file them alphabetically. Include copies of the school handbook, council constitution, the budget, and see that every file folder has an evaluation of the activity included.
2. If you don't have office space, ask. It need only be a place to hold officer's meetings, your file cabinet, and a corkboard. On the board post a large calendar and your current goal(s).
3. Ask for a mailbox...not just the advisor's. Read mail once only, then do something with it: file it, act on it, pass it along to someone else, or throw it away. When papers pile up your chances of losing them increase.
4. Consider separating secretarial chores between a corresponding and a recording secretary. Establish two trays in which to put material to be filed or material to be typed.
5. Keep a record of phone calls and letters. Always keep a pad of paper by the phone. (And a sign above the phone reminding your answerer to take down caller's name, number, and message, and to date and sign the note!) It is often impractical to have a mailbox for every member of your group, so post a bulletin board in a prominent place (past which everyone must walk daily) on which messages and mail can be posted.
6. Take attendance at meetings. Use a sign-in sheet or assigned seating to quickly spot who is missing. Record attendance in a special folder, which also contains pre-made "form letters" to notify a class their representative was absent; and to notify the individual that they were missed.
7. Get minutes typed as soon as possible. Try and establish a regular day of the week on which representatives can expect to get minutes from the previous meeting...then stick to it! Also put on your "mailing list" the principal, faculty (post a copy in their lounge), school paper, and put several in a file.
8. The secretary should have a book (or ring binder) in which the official copy of the minutes is kept. One copy per meeting should be signed by the president and included in the book after the minutes are approved.
9. Find a shelf and make a "library" of publications from the NASC and your state organization, along with other valuable resources.

## SAMPLE MINUTE TAKER

A tool with which the secretary can record notes for accuracy and orderly writing of the minutes.

Name of Organization \_\_\_\_\_ Type of Meeting \_\_\_\_\_  
Time \_\_\_\_\_ Date \_\_\_\_\_ Meeting Location \_\_\_\_\_

- I. Call to order- Presiding Officer's name and position \_\_\_\_\_
- II. Pledge - Name of person who leads pledge and position \_\_\_\_\_
- III. Invocation - Name of person who delivers invocation and position \_\_\_\_\_
- IV. Roll Call - Name of person who takes attendance and position \_\_\_\_\_
- V. Minutes - Approved as read: Yes \_\_\_\_ No \_\_\_\_  
Corrections :
- VI. Officers' Reports
  - A. President - Name \_\_\_\_\_
  - B. Vice-President - Name \_\_\_\_\_
  - C. Secretary - Name \_\_\_\_\_
  - D. Treasurer - Name \_\_\_\_\_

- VII. Committee Reports (Standing Committees, followed by Special Committees)
  - A. Report of Committee on \_\_\_\_\_  
Presented by \_\_\_\_\_ Written report attached: \_\_\_\_\_  
Report:

Recommendations or motion:

Maker of Motion: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Passed or defeated: \_\_\_\_\_

- B. Report of Committee on \_\_\_\_\_  
Presented by \_\_\_\_\_ Written report attached: \_\_\_\_\_  
Report:

Recommendations or motion:

Maker of Motion: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Passed or defeated: \_\_\_\_\_

- VIII. Unfinished Business

- A. Item: \_\_\_\_\_ Presented by: \_\_\_\_\_

Recommendations or motion:

Maker of motion: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
Passed or defeated: \_\_\_\_\_

- B. Item: \_\_\_\_\_ Presented by: \_\_\_\_\_

Oklahoma Association of Student Councils

Recommendations or motion:

Maker of motion: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Passed or defeated: \_\_\_\_\_

IX. New Business

For each item record A. To which committee consideration of the item is assigned and B. if action is taken, record the motion

A. Item: \_\_\_\_\_ Presented by: \_\_\_\_\_

Recommendations or motion:

Maker of motion: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Passed or defeated: \_\_\_\_\_

B. Item: \_\_\_\_\_ Presented by: \_\_\_\_\_

Recommendations or motion:

Maker of motion: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Passed or defeated: \_\_\_\_\_

X. Announcements

Include for each item: A. who reported or made the announcement B. The essential facts

A.

B.

C.

D.

XI. Adjournment - Presiding Officer's name and position \_\_\_\_\_

Time of Adjournment \_\_\_\_\_

Secretary's Signature \_\_\_\_\_

## SAMPLE MINUTES

### VIRGINIA BEACH LEADERSHIP WORKSHOP STUDENT COUNCIL MEETING

Thursday, August 6, 1998 1:00p.m.  
Lecture 2, Virginia Wesleyan College

- I. CALL TO ORDER - Linda Leader, President
- II. PLEDGE - David Day, Vice President
- III. INVOCATION - Kelly Kouncil, Second Vice President
- IV. ROLL CALL - Carl Counter, Attendance Secretary, compiled attendance forms. Fifty members and one advisor were present.
- V. MINUTES - Nicholas Note, Secretary, read the minutes from the previous meeting of May 23, 1998, which were approved as read.
- VI. OFFICERS' REPORTS
  - A. President - Linda Leader announced that the officers had held two successful organizational meetings during the summer and were ready for the New Year. She welcomed all new members and encouraged everyone to recruit new members for committees.
  - B. Second Vice-President - Kelly Kouncil reminded members that the ICC meetings would be held every second Monday of the month in the Student Activities Office at 3:00 p.m.
  - C. Secretary - Nicholas Note reminded members to please keep in mind deadlines for papers to be typed: 10 days for long forms and 3 days for shorter reports, notes, and forms.
  - D. Treasurer - Mary Money reported that the treasury held \$807.77 at the last meeting. \$30.00 was spent for carnations for "Welcome Back, Teachers Day," bringing the current treasury to \$777.77.
- VII. CLASS OFFICERS' REPORTS
  - A. Senior Class - Grace Jones, Senior Class President, announced that the seniors held their first meeting where they began preparing for the homecoming float competition and discussing ideas for locations for the prom.
  - B. Junior Class - Bobby Joe, Junior Class President, reported that the juniors were planning a visit to Hope Haven Children's Home and ordering rings.
  - C. Sophomore Class - John Doe, Sophomore Class President, announced that the sophomores had held their first meeting where they discussed fund raising ideas.
  - D. Freshman Class - Ford Fairlane, Freshman Class President, announced that the freshman class is planning a charity fund drive for the fall. Further details will follow at the next meeting.
- VIII. STANDING COMMITTEE REPORTS
  - A. Fundraising Committee - No report
  - B. Orientation Committee - Wendy Welcome, Chairman, reported that a preliminary plan has been developed for this year's orientation program. She reviewed the events of the program and invited any interested

## Oklahoma Association of Student Councils

members wishing to participate in the program to contact her after the meeting.

- C. Projects Committee - No report
- D. Publicity Committee - No report
- E. Spirit Committee - Charles Cheerer, Chairman, announced that anyone interested in helping with the "Welcome Back, Students" Pep Rally should contact her after the meeting.

### IX. SPECIAL COMMITTEE REPORTS

- A. Homecoming Committee - Danny Wade, Chairman, announced that this year the school would be electing a homecoming king as well as a queen in accordance with the S.C.A. vote last year. He also reviewed the events of homecoming week.
- B. Student-Faculty Basketball Game - No report

### X. UNFINISHED BUSINESS

Ann Michaels, Vice-President, reported on the status of the organization's membership directory, which had been suggested at the last meeting. She reported that printing would cost the organization \$80. Bobby Brown moved that the organization compile and print a membership directory. Jan Brady seconded the motion, which was unanimously passed. A committee headed by Bobby Brown was formed to work on the project.

### XI. NEW BUSINESS

Jan Brady suggested that the group acquire a list of teachers' birthdays so they could be recognized. Beth Anderson, Teacher Appreciation Committee Chairman, agreed to take charge of the task.

### XII. ANNOUNCEMENTS

Bobby Brown announced that there would be a blood drive in the school cafeteria on August 28, 1998, from 1:00p.m. to 6:00 p.m.

### XIII. ADJOURNMENT - The meeting was adjourned at 3:30 p.m.

Nicholas Note

Reported by,

Nicholas Note  
Secretary

## THE ROLE OF THE TREASURER

The treasurer has the most technical job of all offices, and he must have:

- Specific bookkeeping skills
- A knowledge of financial policies and procedures
- Ability to express ideas
- Good judgment
- Foresight
- Honesty

The treasurer is responsible for:

- Maintaining a financial record of his organization's expenditures and income *on paper*
- Making available information on group finances
- Providing regular financial reports to the group
- Aiding the Fundraising committees
- Working closely with the advisor and school bookkeeper on all money activities
- Preparing a budget for year along with the president and other officers
- Making recommendations for approval of an activity in question
- Reviewing all budget requests from committees and their purchase orders
- Checking all billings and goods and services before authorizing payment
- Going to the school bookkeeper and learning the uses of all forms (i.e. activity receipts, transmittal envelopes, purchase orders, expenditure vouchers, fund ledgers) and explaining the purpose of these forms to the other officers

**It is important for the treasurer to develop a good working relationship with the school bookkeeper. If the treasurer's job is done properly, the bookkeeper can act as a valuable resource.**

## THE EFFECTIVE MEETING

How many times has this happened to you? The meeting you've planned for 2:15 begins at 2:38 with only one-third of your organization in attendance. You're fourteen agendas short, the room feels like Anchorage, Alaska, and one-half of the front row is suffering from frostbite. All of a sudden, the Canadian Mounted Police burst through the door and confiscate your gavel and microphone because you lack a meeting permit. Your members argue amongst themselves while you begin shouting offensive parliamentary procedure terms in a futile attempt to limit debate and stop discussion. Eventually, your group is arrested for disturbing the peace and having the flag on the wrong side of the stage. Sound Familiar? Want to do something about it? Here's how:

- Effective meetings are the key to the success of any organization. Possibly the most important factor in considering the effectiveness of the meeting is the **planning**. Your meeting should be well publicized including announcements and advertisements. Your members should know well in advance of the time, date, and location of the meeting.
- The location of your meeting should be comfortable with plenty of chairs. Temperature, lighting, and noise should all be taken into consideration.
- The agenda should have been discussed and decided upon by the executive board or other governing body of equal stature. Agendas and minutes should be printed and ready to hand out to all the attending members.
- Guest speakers or outside instructors should be informed well in advance with written invitations.
- Make sure that all the equipment you need including the flags, a podium a gavel, decorations, and a microphone/sound system is ready and operating properly before your meeting begins.
- Add a little variety to your locations and make sure any instructional props or visual aids are set up and ready to go. You may even want to try a seating arrangement.
- Start your meeting on time. Punctuality is the sign of an organized group. Follow the agenda that was prepared before the meeting. You as a leader should be able to discern the best type of procedure to be

## Oklahoma Association of Student Councils

used by your group (parliamentary law, buzz groups, large group discussions, etc...)

- The purpose of your meeting is to work towards a goal and not to debate issues. Focus upon real differences, not technicalities, and avoid arguments just for the sake of arguing.
- It is the job of the leader to draw shy people out and hear everyone's opinion. Limit debate to concise statements and not lengthy orations, which have nothing to do with the question at hand.)
- Make sure you do not dominate discussions or allow another person in the group to do so. Get all the opinions, both pro and con, out into the open. Work towards compromise, not a hard-line proposal. Consensus is always best, for the group as a whole can see farther than one individual. Use the problem-solving process to its fullest capacity. Brainstorming, keep scratch, buzz groups, and positive debate all help a group make intelligent decisions.
- **MOST OF ALL**, keep your meetings interesting, exciting, and fun. The average person has an attention span of 23 minutes or less. Keep your meeting moving. Have skits, games, jokes, and slide shows. Utilize guest speakers and instructors. The school library has cartoons and short movies on hand continuously. Do off-the-wall commercials. Have a person dress up in a costume for a small comedy routine. Talk to your band, drama, and art departments to accentuate our program. Serve refreshments at the end of your meeting to give it yet another boost. Your meeting isn't effective if the members do not want to come to the next one.
- Just because the meeting is over does not mean your job's finished. Clean-up is in order, and it should be extremely efficient. Most
- Importantly leave the location cleaner than you found it. Make sure the information, which was reported in the meeting, gets out to the people who need to be informed. Post the agenda and minutes in the proper locations. Release news to the newspaper. Announce it over the PA system. Get your message out.
- Do not forget about the guest speakers or instructors. Make sure your than-you notes are prompt and cordial. You may need the speaker back again. Questionnaires or evaluations submitted to the group and others will be the true test. Include in your feedback places for additional comments and the name of someone your member can get in touch with if he has any specific comments or suggestions.

## Oklahoma Association of Student Councils

- The meeting is now over, and it was effective because of the pre-planning and set-up. It was group-oriented rather than individual dominated, and there was sufficient post-meeting reporting and evaluation. How many times has our example happened to you? Hopefully never again.

Richard Schlimgen

"Our greatest glory consists of not in never falling but in rising every time we fall."

Oliver Goldsmith

"Go as far as you can see, when you get there, you will be able to see further."

Unknown

"The time when you need to do something is when no one else is willing to do it, when people are saying it can't be done."

Mary Frances Berry

### KXY PXOPLX

Xvxn though my typxwritxr is an old modxl it works quitx wxll xxxcpt for onx of thx kxys. It is trux that all thx othxr kxys work wxll xnough, but just onx kxy not working makxs thx diffxrxncx.

Somxtimxs it sxxms likx a committxx is somxwhat likx my typxwritxr - not all thx kxy pxoplx arx working.

You may say to yoursxlf, "Wxll, I am only onx pxrson. I won't makx or brxak a committxx." But it doxs makx a diffxrxncx, bxcausx a committxx, to bx xffxtivx, nxxds thx activx participation of vxryonx.

So thx nxxt timx, you think your xfforts will not bx missxd, rxmxmbr my typxwritxr.

## SAMPLE AGENDA FOR A MEETING

### ***I. Call to order***

The chairman calls the meeting to order

### ***II. Pledge and invocation***

The pledge and the invocation are optional, depending on the formality of the organization and the type of meeting, and/or the preference of the membership.

### ***III. Roll Call***

A formal roll call can be time consuming but effective. Other ways to take roll include: 1) having assigned seats; 2) passing around a sheet of paper to sign; or 3) getting signed in or out by someone at the door. The recording secretary can take attendance, but it may be more advantageous to give this assignment to someone else.

### ***IV. Approval of the Minutes of Last Meeting***

Approval of the minutes can take a long time if they are read aloud. Having the minutes from the last meeting distributed at the beginning of the meeting, so people can read them silently saves time. The chairman should ask, "*Are there any corrections or additions to the minutes?*" If there are none, "*They stand approved.*"

### ***V. Officers' Reports***

List the officers who will be reporting, perhaps include their announcements under their report.

### ***VI. Standing Committee Reports***

List the committees to give reports, and if possible, the person reporting.

### ***VII. Special Committee Reports***

List the committees to give reports, and if possible, the person reporting.

### ***VIII. Special Orders***

Special orders become a specific category in a meeting only when business is left over from the last session. They are then taken up in the order they were to have been considered in the last session.

### ***IX. General Orders/Unfinished Business***

General orders/unfinished business includes:

- A question that was pending at the last session when it adjourned
- Any unfinished business that did not come up at the last session
- Any general orders from the last session that were not reached
- Matters made general orders by a majority vote

A motion to take from the table is in order at this time if no motion is pending.

### ***X. New Business***

Motions that introduce new items of business or motions to take from the table are now in order at this time.

### ***XI. Announcements***

Announcements must be made before the meeting is adjourned; motions are out of order at this time. The chairman may make important announcements at any time during the meeting.

### ***XII. Program***

A program is an optional item that may include, but is not limited to, speakers, entertainments, and instructional sessions.

### ***XIII. Adjournment***

Adjournment ends not only the meeting but also the session. The next time the assembly convenes it must start from the beginning of the agenda.

## WHAT TO AVOID IN MEETINGS

1. **No clear, agreed-upon agenda**
  - At the start of the meeting, know the specific results you want to have achieved at the end of the meeting. Either get together to plan the agenda, assign a person to phone around and then write the agenda, or develop one on the spot at the start of the meeting.
  
2. **Leaving the process of the meeting to “fate”**
  - Separate out the power (authority) and content (subject matter) from the *process* (how the meeting proceeds) as a meeting facilitator, either choose to facilitate yourself, or ask a group member to do so—(facilitating is helping the group stay on track, on time, encourage participation, reach the goal, etc.)
  
3. **Speeding off without a map**
  - Ask, “Where does this meeting fit in the overall plan for dealing with the issues?” Take time to plan your meeting map - lay out the time frame, steps, interim deadlines, etc. *Go slow now to go fast later.*
  
4. **Mixing purposes**
  - Be clear (by using your agenda) whether you're *planning* a procedure (drawing the map) for dealing with a topic, *or* actually dealing with it. In other words, you're either (1) laying out the steps you'll take or (2) actually taking a step - one purpose at a time.
  
5. **Too many agenda items**
  - An over-ambitious agenda is very easy to fall into—and sets the group up to fall short of its goals. Always ask, “ Are these goals realistic within our time frame?”
  
6. **Jumping in too soon with a solution**
  - There is a danger in coming up with or arriving at a pet solution before clearly identifying or agreeing on the problem with others involved. Involve all the players in agreeing on the problem and developing the solution. “Buy-in” assures support.
  
7. **Shifting focus**
  - Stay on one subject at a time; use one process at a time. For example, either brainstorm or evaluate ideas, not both at the same time. List possible

## Oklahoma Association of Student Councils

solutions or alternatives, and then talk about criteria for selecting among them (time, cost, people required, likelihood or administrative support, etc.)

### **8. Lack of visual helpers**

- Find a way for participants to follow the subject as the meeting proceeds. Use a flip chart or other means to help everyone focus on the content flow.

### **9. Unclear or incomplete action items or decisions**

- Pin down the who, what, where, and when on the spot. Check out all agreements made during the meeting and at the end of the meeting.

### **10. Too many participants, the wrong participants, and missing key people**

- When there are many items on the agenda, a meeting may have more participants than normal. However, make sure all essential participants, be they guests or representatives, attend the *entire* meeting. Questions may arise later in the meeting. Make sure those with answers are *always* present.

### **11. Meeting being dominated by one or two people**

- When this occurs, pull back and ask someone to facilitate. Don't miss the opportunity to make the most of your staff; make the most of the opportunity to participate yourself.

### **12. Not taking time to assure mutual understanding**

- Learn the issues facing other members. Explain your own position. Ask the other people to repeat back in their own words what they hear you saying. This will head off frustration and reluctance to cooperate.

### **13. Uneven preparation, varying levels of understanding**

- When discussion takes place during the meeting, make sure *all* people are adequately prepared on the issues to ensure a more consistent level of understanding.

### **14. Premature motions**

- Don't make a motion until the problem is adequately discussed and analyzed. If you can't agree on the problem, you probably can't agree on the solution (the motion). Premature motions divide the group and create artificial disagreements.

## HINTS FOR THE PRESIDER

An effective meeting depends upon a leader who has mastered the skills of presiding.

1. Help all to view the process as a quest, not as a debate. Each, including the leader, should expect to come away with his or her viewpoint modified, with more truth than he or she brought.
2. When general and abstract problems are proposed, as for illustrations. Embody general issues in concrete cases. "Do you remember a specific instance?"
3. Share with the group, at the beginning, a rough outline of the process, so they will feel that they "know where they are going." This is in terms of steps of process rather than outcome, or questions to be raised rather than answers to be attained.
4. The responsibility to initiate discussion when there is none lies with the presider.
5. Keep your eyes open. Watch members and try to catch their non-verbal cues (i.e., readiness to speak, agreement, disagreement).
6. Avoid tangles over words and definitions. The meaning of any term is not its definition but the many concrete experiences, which have become tied up with the general phrases.

## FACILITATING COMMENTS

Here are some examples of comments (gathered at random) that promote clear communication and help get the job done.

- "Let's check that out with the rest of the group."
- "Do you see it differently?"
- "How do you see the problem?"
- "It sounds like that's a problem we should address."
- "I still don't have a handle on the real problem. What is it?"
- "What would you like to be doing?"
- "Oh, your perception is ... (describe). That's how you see the problem."
- "It sounds like you're really concerned about this issue."

## Oklahoma Association of Student Councils

- "It feels like we're wasting valuable time. How could we make better use of our time?"
- "What are we doing right now?"
- "Tell us a little more about that."
- "What's the purpose of this presentation?"
- "Hold on. I think we're talking about two problems, \_\_\_\_\_ and \_\_\_\_\_. I think they are both important, but let's talk about them one at a time."
- "It's a big agenda today. Do you want to get through the whole agenda?" (Yes.)
- "Okay, if I push too hard, let me know."
- "What do you want to have happen?"
- "Wait a second. We're jumping all around. We're brainstorming, discussing, clarifying, and debating. Let's stay in one phase at a time."
- "That's an important consideration. Let's get that down. I'd like to come back to that after we finish the subject we're on, okay?"

"We are what we repeatedly do. Excellence, then, is not an act, but a habit."

Aristotle

## THE FIRST MEETING

Your group's first activity of the year that directly affects its membership is the first meeting. This meeting will tend to set the pace for your group's effectiveness the rest of the year. A great first meeting makes a great first impression on members and gives them optimistic expectations of your group's activities for the rest of the year. A poor first meeting will turn your members (and prospective members) off to your organization, reducing your group's effectiveness to the point where it takes months to bring it back to its former level. But there are steps you can take to make sure your group's first meeting is a successful one.

### ***Before the meeting...***

- Review the purposes, goals, and objectives of your organization and the kinds of activities that may assist in accomplishing them.
- Meet with your executive group, and develop a plan for the first meeting. Make sure everyone knows the total plan and is prepared for his/her part in it.
- Prepare the printed agenda.
- Have a meeting place which is easily identifiable and easily reached. Have a sign to welcome new members.
- Have seating, which allows everyone to see the podium and hear what is going on. Also have extra chairs readily available. Set up so that latecomers enter and sit in the rear of the room to minimize interruptions.
- Bring nametags and several marking pens.
- Bring membership information cards and a sufficient amount of pens and pencils.
- Prepare a display of club mementos—photos, a club scrapbook, awards, newsletters, etc.
- Have a basic handbook for all members of your organization that includes the above items, officers and chairmen, how to contact them job descriptions; and to which agendas, minutes, and other special information may be added.

### ***As people enter the room...***

- Have old members come early to greet newcomers, help with nametags, talk to the newcomers in small groups, and help in other parts of the meeting.
- Have everyone fill out a membership information card, and collect them immediately.

## Oklahoma Association of Student Councils

- Give an information sheet about your organization to everyone, and invite him or her to read it.
- Distribute copies of the agenda and/or program.
- In a friendly, non-pushy way, invite each person to join your organization. If they are interested, let them become members at this first meeting. Follow up after the meeting with those not yet ready to join.

### ***Starting the meeting...***

- Have officers and old members help get people settled.
- Start the meeting on time, and have people at the door to greet any latecomers. Announce the start of the meeting.
- Introduce yourself.
- Welcome new people attending and recognize them if possible. Remember to be sensitive about whether someone would want to be "publicly" recognized the first time they attend a meeting.
- Welcome returning members, and give them recognition similar to that given the newcomers.
- Acknowledge continuing members who have achieved special recognition (i.e., scholarship recipients, outstanding athletes, and class or school officers).

### **Presenting your organization...**

- Let each officer participate in the meeting in some major way. This helps the president, gives the officers recognition, and informs others who the officers are.
- Explain your organization's purpose (make mention of the printed handout).

## Oklahoma Association of Student Councils

- Explain your group's organizational structure. Use visual aids as needed, but, above all, emphasize brevity and simplicity.
- Highlight major past accomplishments (refer to displays).
- Review continuing projects which require involvement during the coming year.
- Describe important upcoming events, and tell both newcomers and old members how they can get involved.
- Explain important decisions the group may face in the coming year.
- Announce committee appointments, or name the appointments that will be made. Tell members how they can get on a committee.
- For fun, hold a drawing for a door prize, have a simple contest, or play a getting-acquainted game.
- Show slides or a video of the group's past activities.
- Have refreshments.
- End the meeting by having key members (officers and committee chairpersons) available to talk to interested newcomers and continuing members. Invite people to talk to these key members and to turn in their membership information cards.
- End the meeting on time and before members get bored or impatient.

### ***After the meeting...***

- Make it easy for members and newcomers to contact officers and committee chairpersons for information and to answer any questions they might have (especially about how to get involved).

## Oklahoma Association of Student Councils

You might want to make phone numbers available by handouts or by posting them.

- See newcomers about joining, and answer any questions they might have. Do not oversell.
- Clean up your meeting place.
- Have the secretary write up the minutes and the treasurer update the ledger.
- File the membership information cards so that committee chairpersons can seek out new members who might be especially qualified to help on their committee.
- Have the executive body meet and evaluate the group's meeting, share individual feedback, and plan the next meeting.

These steps are probably a bit more involved than any you have seen before. You do not have to use all of them, but your executive body should put together a good combination of these steps to start your organization off right. This gives you a good chance at having a successful year ahead of you. Select the steps you think are important, and do them well.

Lawson, Donant, Lawson. *Lead On!*. Impact Publishers, San Luis Obispo, Ca., 1982.

## CREATING A CONSTITUTION

Creating a constitution can sometimes be a difficult, time-consuming process. This is especially so if a group doesn't know the steps to creating a constitution. Here are some tried and true steps to creating your own excellent constitution:

- Gather ideas and information from group members, faculty, administration, the student body, past constitutions, and constitutions from other schools. You might want to use a constitution survey

## Oklahoma Association of Student Councils

similar to the ones on the next pages to gather ideas from your organization's members. To complete the survey you might try dividing your organization into groups of four. Each group will then complete the survey together.

- Review the gathered information. This can get tedious for a group of 25 members to pore over, so a smaller committee is recommended. You might want to have a constitution committee or a group of executives compile all the information.
- Decide the basics for each part of the constitution. You don't necessarily have to use complete sentences and ornate language at this point. Right now you just want to put down on paper what each topic will consist of. For example, now you would actually list the duties of each officer.
- Revise the constitution. Smooth out the rough edges and write everything out in complete sentences. It might help to have a dictionary handy at this point.
- Edit again. Make sure the constitution is clear and easy to understand. At this point it would be a good idea to get the feedback of the entire organization (if you haven't done so already). You might also seek feedback from your advisor, principal, English teacher, civic or government teacher, and from other students.
- Ratify (vote to adopt) your constitution. One suggestion for ratification is to vote on each part of the constitution separately. Then the organization will know which parts they agree on so they can be adopted as is. The group will then also know which parts are controversial and need to be discussed further. If necessary, continue to edit the constitution until ratification is completed.
- Distribute copies of your constitution. Give it to all members, your advisor(s), faculty, administration, and other interested students.

**AN EFFECTIVE CLUB, CLASS, OR STUDENT COOPERATIVE  
ASSOCIATION BEGINS WITH A CONSTITUTION!**

CONSTITUTION OF \_\_\_\_\_ (Name of Organization)

**Article I. Name and Purpose**

Section 1. The name of this organization will be \_\_\_\_\_ (name)

Section 2. The purpose of this organization will be \_\_\_\_\_ (state purpose)

**Article II. Membership**

Section 1. Membership is open to all students who are interested in \_\_\_\_\_.  
(Examples include science, math, chess, etc.)

Section 2. Any member who is absent for (number) meeting(s) without reasonable excuse will have his/her name taken off the roll.

Section 3. Dues shall be (amount) to be paid each (eg. year).

**Article III. Officers**

Section 1. The officers of this organization shall be (eg. President, Vice-President, Secretary, Treasurer, and Historian).

Section 2. Criteria for office.

Section 3. Elections shall be held in the following manner:  
a) Nominating committee. (eg. The nominating committee shall consist of \_\_\_\_\_. Their duties are \_\_\_\_\_.)

## Oklahoma Association of Student Councils

- b) Applicants for the office shall be selected in the following manner. (Eg. Nominations from the floor or through applications.)

Section 4. The duties of the officers shall be (list officer responsibilities).

Section 5. Vacancies in an office shall be filled by \_\_\_\_\_. (E.g. Nominations for the office with secret ballot elections, except when the presidency is vacant. In this case, the Vice-President will become President and an election will take place for the Vice-President.)

Section 6. The officers shall be installed at the last meeting of the year or the first meeting after being elected to fill a vacancy.

Section 7. Impeachment Procedure of an Officer (E.g. An officer may be impeached by a  $\frac{3}{4}$  vote of the membership or by a petition signed by  $\frac{3}{4}$  of the membership.)

### **Article IV. Meetings**

Section 1. Meetings will be held (e.g. the second Thursday of every month at 2:30 p.m.)

Section 2. The number of people needed to meet quorum to carry on business is \_\_\_\_\_. (e.g. 3/5 of the members).

Section 3. The order of business shall be

- a) Call to order
- b) Reading of minutes
- c) Reports (Treasurer, Standing Committee, Special Committee)
- d) Unfinished Business
- e) New Business
- f) Program (optional)
- g) Adjournment

### **Article V. Committees**

- Section 1. Standing Committees  
(e.g. Publicity - handles all publicity for the organization  
Programs - in charge of selecting and securing guest speakers for the meetings  
Projects - in charge of initiating new projects)
- Section 2. Special Committees shall be appointed by the President as the need arises.

### **Article VI. Rules of Order**

- Section 1. This organization shall follow the revised edition of *Robert's Rules of Order* in running its meetings.

### **Article VII. Amendments**

- Section 1. This constitution may be amended by \_\_\_\_\_. (e.g. a motion passed by a  $\frac{3}{4}$  vote of the entire organization).
- Section 2. The amendments will take effect at the next meeting.

## **PARLIAMENTARY PROCEDURE**

Parliamentary procedure is your key to effective facilitation in large groups. It opens the door to organized meetings and controlled discussion. By following the rules of parliamentary procedure, your group insures its awareness of what business is at hand and the orderliness of its discussion. Advantages of parliamentary procedure are: justice and courtesy are extended to each person, only one item of business is considered at a time, the majority opinion is maintained, and rights of the majority are respected.

In the pages that follow, you will find an illustration of the main motion, an outline of the five types of parliamentary procedure motions, a reference chart that gives specific requirements of motions (whether they require a second, are debatable, etc.), and a glossary of parliamentary procedure terms.

## Oklahoma Association of Student Councils

It is difficult to follow parliamentary procedure unless your group members are familiar with it. However, you can gain a strong working knowledge of parliamentary procedure by studying this section closely. Such a working knowledge in combination with some basic training for your group members is exactly what you need to make your meetings orderly and productive.

"Your position never gives you the right to command. It only imposes on you the duty of living your life that others can receive your orders without being humiliated."

Dag Hammarskjold

"Some men see things as they are and say, 'Why?' I dream of things that never were and say, 'why not?'"

George Bernard Shaw

"The difference between the impossible and possible lies in a person's determination."

Unknown

"Nothing liberates our greatness like the desire to help, the desire to serve."

Marianne Williamson

"Demand the best from yourself, because others will demand the best of you...successful people don't simply give a project hard work, they give it their best work."

Win Borden

## PARLIAMENTARY PROCEDURE AT A GLANCE

When You Want to	You say This	May You Interrupt Speaker	Must It be Seconded	Is the Motion Debatable	What vote is required ?
Introduce Business (main motion)	"I move that..."	No	Yes	Yes	Majority
Amend a Motion	"I move that this Motion be Amended By..."	No	Yes	Yes	Majority

## Oklahoma Association of Student Councils

Study Something In detail	"I move we refer this matter to Committee"	No	Yes	Yes	Majority
Ask about Noise, room Temperature, Etc.	"Point of privilege."	Yes	No	No	No Vote
To stop the Discussion On one Subject	"I move to table the motion."	No	Yes	No	Majority
Object to Discussion Of some Undiplomatic Matter	"I object to consideration of this question."	Yes	No	No	2/3 Vote
Take up a Matter Previously Tabled	"I move to take from the table..."	No	Yes	No	Majority
When You Want to	You say This	May You Interrupt Speaker	Must It be Seconded	Is the Motion Debatable	What vote is required ?
Reconsider Something Already Disposed of	"I move we reconsider our action relative to ..."	Yes	Yes	Yes	Majority
End or Adjourn The meeting	"I move that we adjourn."	No	Yes	No	Majority
Appeal a Decision	"I appeal the decision Of the	Yes	Yes	Limited Majority	

Oklahoma Association of Student Councils

Chair."

End  
Discussion

"I move the  
previous  
Question."

No

Yes

No

2/3 Vote

**WOW!!**

## PARLIAMENTARY PROCEDURE MOTIONS

**Definition of a MOTION:** a proposal for action by the group made by a member of the group.

### I. THE MAIN MOTION

A. Definition: The major proposal or suggestion for action. The *only* way to bring business before the group.

#### THE MECHANICS OF A MAIN MOTION

1. A member raises his/her hand and is recognized by the chair.  
"The chair recognizes\_\_\_\_\_."
2. The member states his/her motion.  
"I move that..." or **I move the adoption of the following resolution,"** and state the resolution.
3. Another member seconds the motion (he/she does not need to be recognized by the chair).  
"I second the motion."
4. The chair restates the motion.  
"It has been moved and seconded that..."
5. The chair asks for discussion.  
"Is there any discussion?"
6. Members wishing to speak for or against the motion must raise their hands, address the chair, and be recognized. One at a time, members state their opinions regarding the motion. Members generally limit their remarks to pertinent comments. The maker of the motion should have the first option at stating his/her opinion, and no person may speak twice unless everyone else who wishes to speak has had a chance.
7. When there seems to be a lull in the discussion, the chair may ask for further discussion.  
"Is there further discussion?"  
If there is no further discussion, the chair calls for a vote.  
"Hearing no further discussion, we'll take a vote."
8. The chair again repeats the motion and takes a vote.  
"It has been moved and seconded that... All in favor of the motion say 'aye.'" All those opposed say 'no.'"

If the chairman is not sure of the vote, he/she may ask for a show of hands or a standing vote. On some important matters, there may be need for a roll call vote. This is also the time for a call for the "division of the house."

9. The chair announces the results of the vote.  
**"The motion carries (or passes)." OR "The motion fails (or is lost)."**

Procedures: Any member may make a motion after securing the floor and being recognized by the chairman. A main motion is out of order if other business is on the floor. A second is needed. The motion is debatable, can be amended, and needs a majority to carry.

## II. **SUBSIDIARY MOTIONS**

A. Definition: Subsidiary motions in some way alter the disposition of the main motion. They are always decided upon before the main motion.

B. Rank Order: Each subsidiary motion may be acted upon in the order listed below. The farther down the list, the higher the priority.

1. Postpone indefinitely: *"I move the matter be postponed indefinitely."* A second is required; it is debatable, and a majority vote is needed. It is not amendable. This motion gives the opponents of a main motion an opportunity to test their strength without risking a vote on the main motion. If they carry the subsidiary motion, they can, in effect, kill the main motion. If they lose, they will still have a chance during the procedure for the main motion.

2. Amend Motion: An amendment to a motion may be made by deleting and/or adding to the main motion. *"I move to amend the motion by striking out the words...and inserting the words..."* A majority vote is needed. Only the amended part of the motion may further be amended.

- a. Substitute Motion: A substitute motion ranks as an amendment to the main motion. Its purpose is to strike out the entire motion and insert in its place a more satisfactory motion. The procedure is the same as for an amendment. *"I move the following substitute motion: (state the substitute motion)."*

- b. Amend Amendment: In general, this is the same procedure as for an amendment to a main motion. However, it is not amendable and pertains only to the part previously amended.

3. Motion to Refer: Generally, the motion to refer is made to a committee. *"I move that this matter be referred to the (name the committee)"* A second is required; it is debatable and amendable, and requires a majority vote.

4. Postpone to Set Time: *"I move that we postpone consideration of this motion until (state time)."* A second is required; it is debatable and amendable, a majority vote is needed. Generally motions are postponed until the next meeting.

5. Limit or Extend Debate: The purpose of this motion is to limit or extend the speech time or the number of times a person can speak. Also used to set a time for closing the debate.

6. Previous Question: The purpose of this motion is to close debate and vote immediately on any and all pending questions. *"I move the previous question, namely, the main motion."* A second is needed; it is not debatable or amendable, and it requires a two-thirds vote.

7. Lay on Table: The purpose of this motion is to dispose of troublesome questions which will need long debate in order to deal with more important matters. *"I move that we postpone consideration of this motion until (state time)"* or *"I move the question be laid on the table."* A second is required; it is not debatable or amendable, and it requires a majority vote.

### III. PRIVILEGED MOTIONS

A. Definition: Privileged motions are of such importance or urgency that they outrank all other motions.

B. Rank Order: The following rank order is suggested and generally accepted. The further down the list, the higher the priority.

## Oklahoma Association of Student Councils

1.Call of Order of the Day: The main purpose of this motion is to bring the group back to the agenda or planned program. *"Mr., Chairman, I call for the orders of the day."* Or *"I move the consideration of the item on the agenda, namely (state)."* A second is not required; it is not debatable or amendable, and a majority vote is needed.

2.Question of Privilege: This relates to the personal rights, privileges, and comfort of the members. Business must continue after matters are cared for. A member interrupts a speaker, stands and says, *"I rise to a question of privilege (states question)."* The chairman generally decides whether to proceed as requested or to declare the suggestion out of order. It is not debatable, amendable, or voted upon.

3.Recess: The purpose is to hold an intermission for meals, counting ballots, etc. If carried, the recess begins immediately. A second is required; it is not debatable, but is amendable. A majority vote is needed.

4.Adjourn: The purpose is to adjourn to a fixed time or until the next regular or special meeting. *"I move we adjourn until (state date, time, and place)"* or *"I move to adjourn."* A second is required; it is not debatable, amendable only as to date, time, and place, and a majority vote is needed.

5.Fix Time Until Which to Adjourn: The purpose is to fix a time for the continuation of the meeting. The present meeting is not adjourned. *"I move that when we adjourn, we adjourn to (state date, time, place)."*

### IV. INCIDENTAL MOTIONS

A. Definition: Incidental motions are concerned with matters or procedure arising out of business and must be settled at once.

B. Examples:

1. Point of Order: This means that there has been a breach of parliamentary rules, the constitution, bylaws, etc. it is in order at any time. A member may stand and interrupt the speaker.

2. Appeal the Decision of the Chair: used when it is thought the chair made a wrong decision. Must be made immediately after decision and settled by vote. "*I appeal the decision of the chair (state appeal).*" This motion requires a second, is debatable, and needs a majority vote. It is not amendable.
3. Suspend the Rules: An agreement to temporarily waive rules or order for a specific reason. "*I move to suspend the rules in order to...*" (brainstorm, etc.) A second is required, and it requires a two-thirds vote. It is not debatable or amendable. An example would to use some to the group dynamics techniques not generally compatible with parliamentary procedure.
4. Objection to Consideration of Question: This is used to avoid consideration of an embarrassing, irrelevant, or contentious motion. Must be made before any debate. "*I object to the consideration of this motion.*" It is permissible to interrupt a speaker. A second is not required; it is not debatable, and a two-thirds negative vote is needed (meaning 2/3 agree with the objection by stating "aye").
5. Division of the House: Verifies by a standing vote-a vote just taken by voice or hand. "*I call for division of the house.*" Chairman decides and proceeds. If abused, the chair may declare the speaker out of order. A second is not required; it is not debatable or amendable.
6. Parliamentary Inquiry or Information: A request for information. "*I rise to ask a question (state question).*" The chairman may refer the question to the parliamentarian.
7. Motions relating to Nominations or Creating/Filling blanks: This is used to open nominations (majority vote?). These cannot interrupt the speaker on the floor, require a second, are not debatable, but are amendable.
8. Request to Read papers: This must be used if one desires to read excerpts from books or other written materials. Usually agreed upon by general consent. "*If there is not objection, I would like to read from...*" if there is an objection, a majority vote is required to approve the reading.
9. Permission to Withdraw Motion: the person who made the original motion must make a request for a motion to be withdrawn. Presiding officer decides.

10. Request to be Excused from Duty: This is used for formally resigning from office. After submitting a letter of resignation and having a majority vote of acceptance, the officer may resign. Not used as a method for removal of an officer from Office.

V. **RESTORATORY AND RELATED MOTIONS**

A. Definition: Restoratory and related motions are those, which are not classified above. These cannot be made if any other matter is pending.

B. Examples

1. Take from the Table: This motion brings up for consideration a previously tabled motion. May be used after some other business has intervened, but not later than the next meeting. A second is required; it is not debatable or amendable, and needs a majority vote.

2. To Reconsider: This motion must be made by a person that voted with the prevailing side of the motion. *"I move to reconsider the motion that..."* A second is required and a majority vote is needed. This is generally done later in the meeting after new facts have been presented or not later than the next regular meeting.

"The secret joy in work is contained in one word—excellence. To know to do something well is to enjoy it."

Pearl Buck

"The way to get things done is not to mind who gets the credit of doing them."

Benjamin Jonett

PARLIAMENTARY PROCEDURE REFERENCE CHART

<u>MOTION</u>	Can Interrupt Speaker	Requires a Second	Debatable	Can Be Amended	Vote Required
<b>MAIN</b>	No	Yes	Yes	Yes	Maj
<b><i>SUBSIDIARY</i></b>					
1.Lay on table	No	Yes	No	No	Maj
2.Previous question	No	Yes	No	No	2/3
3.Limit/extend debate	No	Yes	No	No	2/3
4.Postpone definite	No	Yes	Yes	Yes	Maj
5.Refer to committee	No	Yes	Yes	Yes	Maj
6.Amend	No	Yes	Yes	Yes	Maj
7.Postpone indefinite	No	Yes	Yes	No	Maj
<b><i>PRIVILEGED</i></b>					
1.Fix the time until which to adjourn	No	Yes	No	Yes	Maj
2.Adjourn	No	Yes	No	No	Maj
3.Recess	No	Yes	No	Yes	Maj
4.Raise a question	Yes	No	No	No	No vote
5.Call of orders	Yes	No	No	No	No vote

Oklahoma Association of Student Councils

<b><u>MOTION</u></b>	<b>Can Interrupt Speaker</b>	<b>Requires a Second</b>	<b>Debatable</b>	<b>Can Be Amended</b>	<b>Vote Required</b>
<b><i>INCIDENTAL</i></b>					
1.Point of order	Yes	No	No	No	No vote
2.Appeal	Yes	Yes	Yes	No	Maj
3.Suspend the rules	No	Yes	No	No	2/3
4.Objection to consideration of question	Yes	No	No	No	2/3neg
5.Division of the house	Yes	No	No	No	No vote
6.Parliamentary inquiry or information	Yes	No	No	No	No vote
7.Motions relating to nominations of creating or filling blanks					
A.Opening Nominations	No	Yes	No	Yes	Maj
B.Closing Nominations	No	Yes	No	Yes	2/3
8.Request to read papers	No	No	No	No	General consent/maj
9.Permission to withdraw	No	No	No	No	General consent/maj

***RESTORATORY AND RELATED***

1.Take from the table	No	Yes	No	No	Maj
2.Reconsider	No	Yes	Yes*	No	Maj
3.Discharge a committee	No	Yes	Yes	Yes	**

\* If original motion was debatable

\*\* Depends on reason for motion

A Nomination is the formal presentation to the assembly of the name of a candidate for the office to be filled.

## **PARLIAMENTARY PROCEDURE FOR NOMINATIONS AND ELECTIONS**

### **1. Nominations from the floor:**

- Nominations do not require a second
- Nominations are in order as soon as the chair calls for them.
- As a nomination is made, the chair repeats it and the secretary records it.
- No member may nominate more than one candidate for each office.
- If the chair calls for nominations three times and there are no further nominations, the chair may declare the nominations closed.
- A motion to close the nominations requires a two-thirds vote.
- Prior to voting but following the formal closing of nominations, nominations may be reopened by a motion, which requires only a majority to carry.

### **2. Nominations by Nominating Committee:**

- A committee may be appointed or elected as the assembly may choose or as stated in the by-laws.
- The nominating committee report presents to the organization the names of candidates for each office.
- The nominating committee may present one or more names for each office.
- The report of the nominating committee is not adopted, but the names are posed and treated as if the persons named had been nominated from the floor.
- Further nominations may be made from the floor.

### **3. Nominations by Ballot:**

- The chair directs tellers to pass out ballots and the member writes after each office the name of one person whom he/she desires to nominate.
- If a candidate receives a majority in this manner, it is usual to declare that candidate elected.

- If no majority is received, a second ballot is then taken, in which candidates nominated by previous ballot are voted upon. The candidate receiving a majority on this ballot is elected.
- If no one is elected on the second ballot, a motion that only the two highest candidates on the previous ballot be considered on the next ballot is in order before this third ballot. The third ballot then becomes the decisive vote, or the electing ballot.

**4. Voting for candidates not nominated:**

- Voters may vote for anyone who is eligible regardless of whether or not that person has been nominated, and anyone receiving the necessary majority is elected. This is commonly called a "sticker ballot."

**5. Voting on Nominations:**

- After the nominations are closed, the assembly proceeds to vote upon the names by the method prescribed in the constitution.
- An election becomes effective immediately if the candidate is present and does not decline, or, if he is absent and has not consented to this nomination, the election becomes effective as soon as he is notified and he does not decline immediately.

Most organizations make specific and detailed provisions for nominating and electing new officers in their Constitution and By-laws. The provisions ordinarily include such details as time of nominations, time of elections, method of nominating and electing, and time of installation.

## ALTERNATIVES TO PARLIAMENTARY PROCEDURE

- **Action Planning** - A team of people develops a new action plan to handle a situation or solve a problem, or evaluates and updates an existing plan. Consensus without formal voting is usual.

- **Interaction Methods** – This system uses a facilitator and recorder to post the group agenda, give ground rules, and help with interaction and participation. The facilitator keeps the group focused and keeps it on track. The recorder writes down group member ideas on paper, posted so people can see them. This method is effective because it fosters participation of all members of the group, and consensus is built by sharing ownership of plans.
- **Informal Conferences** – Meeting where members share personal knowledge and experiences to make both the group and the individuals composing it more efficient in their work. This meeting produces information only and doesn't isolate, examine, or solve a problem.
- **Roundtable Discussions** – Closed discussion for a group that is trying to achieve a specific goal or solve a problem.
- **Panel Discussions** – A panel of three to eight participants carrying on a discussion in front of an audience in order to benefit that audience.
- **Symposium** – Experts in specific subjects come to make short speeches. Speakers ask questions and make statements in regard to what the others have said. Audience may join in.
- **Buzz Groups** – Divided into groups of six to eight, participants address specific questions and then their ideas are presented to the group as a whole after an allotted time period.
- **Brainstorming** – All members give as many ideas as come to mind to the group. The ideas are recorded and addressed at a later time.
- **Open Forum** – Each group member is given the opportunity to express an opinion on a topic.

## GLOSSARY OF PARLIAMENTARY TERMS

- **Accepting a Report** – adopting a report (should not be confused with receiving a report)
- **Address the Chair** – to speak to the presiding officer as Madame or Mr. Chairman
- **Adjourn** – to close a meeting
- **Adopt** – to pass or carry a motion; to approve a committee report

## Oklahoma Association of Student Councils

- **Amend**—to add, to strike, or substitute another phrase or clause in a motion by way of a subsidiary motion
- **Amendment**—any alteration made or proposed to be made in a bill, motion, or constitution, by adding, changing, substitution, or omitting
- **Announcing the Vote**—declaration by the chair of the result of the vote
- **Assembly**—members of a society actually assembled for the transaction of business; the words "club," "society," "board," "convention," etc., may replace "assembly" in motions
- **Audit** - a formal inspection of an organization's accounts and records
- **Aye and no**—terms used in the ordinary forms of voting; aye is pronounced "I" and means yes
- **Business** -a motion, resolution, topic, question, or any matter brought before a group for consideration
- **Bylaws**—the fundamental rules or laws of an organization which include its object, its membership, its officers, and their duties, how and when it meets for business, a quorum, and how the bylaws may be modified
- **Carried**—to pass a motion (i.e., "The motion has been carried.")
- **Chair** -the presiding officer, whatever his/her title may be; referred to as Chairman (Madame or Mr.)
- **Chairman Pro Tempore**—any person who acts in place of the regular presiding officer
- **Commit** -if a matter is committed, it is referred to a committee for consideration

## Oklahoma Association of Student Councils

- **Consensus**—agreement in matters made by all members; arrived at without formal voting
- **Debate**—discussion and consideration over a subject
- **Division**—when a vote is taken by voice or by show of hands, any member who is not satisfied that the vote is a true expression of the opinion of the assembly or who thinks that the chair make a mistake in announcing the vote may have the vote taken again simply by calling out “division of the house”
- **Ex-officio**—from the office, or “by virtue of the office”
- **General Consent**—method of voting in which the actual vote is dispensed with; the chairman asks approval and if there is not dissent, the motion is carried (i.e., “Are there any corrections to the minutes?” (pause) “Being none, the minutes stand approved.”)
- **Germane**—related to or pertinent to
- **Honorary**—a title carrying privilege of attending the meeting and speaking
- **House**—same as assembly
- **Immediately Pending**—the last motion stated by the chair
- **In Order**—correct from a parliamentary point of view
- **Main Motion**—a motion which brings before the group a subject for consideration
- **Majority**—more than half of the votes
- **Mass Meeting**—a public meeting called for a specific purpose, in which all who attend have the right to vote; it has no bylaws or permanent organization

## Oklahoma Association of Student Councils

- **Minutes**—record of the business transacted at the meeting
- **Motions**—a formal proposal to a group in order to propose certain action to be taken by that group; motions are divided into main, subsidiary, privileged, and incidental
- **Nomination**—a proposal of a person's name for an office (elected and/or appointed)
- **Obtaining the Floor**—securing permission or recognition from the chairman to speak
- **Orders of the Day**—the agenda or order of business for a meeting
- **Outrank**—when one motion takes precedence over another
- **Parliamentary Law**—the established rules for the conduct of meetings of deliberative assemblies
- **Parliamentary Procedure**—the application and use of parliamentary law
- **Pending**—a motion which has been stated by the chair and not yet disposed of either permanently or temporarily
- **Plurality**—highest number of votes (not necessarily more than half)
- **Point of Order**—a member raises a point of order when he/she asks the chair whether a certain action was out of order; a point of order may interrupt the speaker
- **Precedence**—priority, order, rank
- **Present**—members who are in attendance
- **Present and Voting**—those who vote

## Oklahoma Association of Student Councils

- **Previous Question**—name given to that motion which closes debate and calls for an immediate vote on the pending motion
- **Pro Tem**—for the time being
- **Proxy**—a person authorized to act or vote for another
- **Put to a question**—take the vote without further debate
- **Question**—the business or subject under consideration
- **Quorum**—the minimum number of members required to be present at a meeting so that the assembly may transact business; the exact number is usually stated in the organization's constitution or bylaws
- **Receiving a Report**—merely permitting a report to be read to the assembly or presented to the assembly; it should not be confused with accepting a report
- **Recess**—a short intermission taken by the assembly; it may end the meeting for the day if it is a meeting lasting several days
- **Recognize**—recognition gives the member the floor; it may be done by calling the member's name or by nodding to the member
- **Refer**—to refer debate or discussion to a committee
- **Reporting Member**—member of the committee that submits the committee's report; it may or may not be the chairman
- **Rescind**—to repeal something already adopted
- **Roll Call Vote**—a vote taken by calling the members present and voting and recording their vote; all members vote either "yes," "no," or "abstain"
- **Secondary Amendment**—an amendment to an amendment

## Oklahoma Association of Student Councils

- **Seriatim**—to consider by paragraph
- **Sine Die**—Latin meaning “without day;” when an assembly adjourns sine die, no date is set for a future meeting
- **Slate**—list of candidates for election
- **Speaker**—the one who has the floor
- **Special Committee**—committee which is appointed only for a specific purpose and then dismissed when that purpose is accomplished
- **Standing Committee**—committee which is provided for in the organizations bylaws
- **Standing Rules**—minor rules dealing with matters of procedure rather than with fundamental rules
- **Stating the Question**—as soon as a motion is made and seconded, if it is in order, the chair states the question
- **Tellers**—those persons appointed to count the votes and report the same to the assembly
- **The Vote**—the official act of the assembly
- **Unanimous**—when assembly is of one mind and one vote
- **Viva Voce**—by the voice; usually the method of voting
- **Yeas and Nays**—a vote is said to be taken Yeas and Nays when the question is put and a roll call vote is taken' members not wishing to vote respond “abstain”
- **Yield**—concede to, outranked by, suspended by

## PARLIAMENTARY PROCEDURE WORKSHEET

1. List the situations in which a two-thirds vote is required.
2. List the situations in which a speaker can be interrupted.
3. List the circumstances under which no second is required.
4. What is used to test the strength of a main motion?
5. What is used to gain permission to ask another member about something instead of addressing the chair?
6. How can you change the order or method of conducting business?
7. How do you ask permission to be excused?
8. How do you call a matter to vote?
9. How do you ask for a vote by roll call or hand count?
10. How can you change a motion?
11. How are you going to keep the chairperson from abusing his/her power?
12. Explain the way to postpone an issue to the next meeting.
13. Explain the method for asking about a parliamentary question you have.

## COMMITTEES

Committees should be the backbone of any organization. They enlist the help of a large number of students outside the officers and elected councils to secure more resources and involvement. Committees give students a voice in shaping the organization.

### ***What is a Committee's Purpose?***

- Plan activities.
- Present the best ideas to the club or council.
- Research a topic for the large group.
- Carry out the actual work of a project.
- Avoid wasting the time of the whole organization unnecessarily on minor details.
- Get more work completed in less time.

Effective committees are the key to a successful organization. When a committee is established, the purpose should be clearly defined so that the committee will know what its goals are and what its job entails.

Committees, though extremely important, are not all-powerful and should understand their restrictions as well as their responsibilities. Any major decisions made by committees are subject to the approval of the organization. The authority for committees to make any decision on their own must be given to them by the voting delegation.

Too often, committees take it on themselves to make a decision and report it to the group when they should actually narrow down the top choices and allow the organization to vote. *Committees suggest/recommend; they do not decide unless that authority has been granted to them.*

### ***How Do Committees Secure Membership?***

- Enlist volunteers at meetings.
- Conduct sign-ups.
- Appoint members.
- Elect members.

You leave yourself open to less criticism if you avoid appointing *all the time*. Many times you will feel it best to appoint the chairs of your committees, especially the standing committees with which you will have to work all year. If you appoint these chairs, be sure you do not always draw from the same group of people. Try to get a cross-section of your organization, which is much more pleasing and beneficial to the group. If you trust the group to make good decisions, you may consider elections in some situations.

Some committees will not need to be limited in size, while others will. Committees that are too large can become unmanageable because meetings could consist of the entire membership. If a committee is large, perhaps there is a need for sub-committees (example: small, planning sub-committee; larger, working sub-committee).

Committees are the perfect opportunity to get people involved. *Ask* new people to help *personally*. A more diverse membership guarantees greater access to school and community resources.

### ***What Are the Responsibilities of a Committee?***

- Research assigned topic thoroughly, including cost, facilities, time, number of people, etc.
- Discuss only those topics related to the purpose of the committee.
- Report committee decision to the large group for approval.
- Submit all financial obligations to the large group for approval.
- Begin committee action after the project has been passed by the advisor, governing body within the school (ICC), and principal.
- Organize action to be taken and details after the large group decision.
- Evaluate the success of the project.

### ***What Are the Kinds of Committees?***

- *Standing*—usually elected or appointed for the entire year. Some examples include elections, sportsmanship, and student/faculty relations.
- *Special*—appointed for a specific purpose. The committee is dissolved once the purpose is accomplished. One example is a committee

appointed to develop a code of ethics. Committees such as these may be appointed to investigate or act for the group.

- *Executive*—usually composed of officers, chairmen of committees, or an elected board. This group assists in planning meetings and initiating and organizing activities. The secretary from the minutes of their meetings compiles reports from this group.

*For information on committee chairs, see the Committee Chair section in Officer Responsibilities.*

### ***What is the Structure of the Committee?***

- Committee members may be appointed, chosen from volunteers, or elected by the members of the entire group. The committee should be a congenial group, yet represent several points of view. The chairman of the committee may be appointed by the president or elected by the group itself or the council.
- The size of committees may vary according to the project and the scope of work to be accomplished. Smaller groups work more effectively: five to seven constitute a workable number. Committees should be large enough to represent a variety of opinions yet small enough to make meeting schedules possible.
- Committees may use informal procedures appropriately designed to get the job done.
- Reports must be prepared and presented to the council by the committee chairman or secretary. These may be progress reports or recommendations resulting from study.

### ***What Are suggestions for Successful Committees?***

- When a committee is established, the purpose should be clearly defined, so that the members will know what their goals are and what the job entails.
- Any major decision made by the committee is subject to the approval of the whole organization. The authority to make any decision on their own must be given to them by the group.
- Committees suggest, they don't decide. Too often committees take it on themselves to make a decision and tell the group what it is, when

they should actually narrow down the top choices and allow the organization to vote.

- Committees establish clear deadlines by which work should be completed.
- Committees coordinate actions with other committees through the vice president to avoid duplication or overlapping of effort.
- Meetings should be regular. Arrange committee meeting times so that all members are aware of them and can attend.
- Committee size should vary according to the project and the scope of work to be accomplished. Smaller groups work more effectively.
- Involving different kinds of people increases your resources in the school and community.

### ***What Are Examples of Standing Committees?***

- *Alumni*—coordinates all alumni activities.
- *Assemblies*—organizes and plans all assemblies.
- *Budget/Finance*—prepares budget for school year and proposes and carries out fundraising.
- *Bulletin Boards/Showcases*—makes bulletin boards and exhibits for showcases to advertise projects and display aspects of the school and activities program.
- *Dances*—organizes dances throughout the year for the student body.
- *Elections*—coordinates school-wide elections.
- *Evaluation*—evaluates all projects completed by organization to determine their level of success and to make recommendations for future reference.
- *Exchange*—organizes exchanges with local schools.
- *Homecoming*—plans annual Homecoming activities.
- *Hospitality*—in charge of buying and setting up refreshments for all applicable organization activities.
- *Marquee*—places all information on marquee and sees to its timely removal/replacement.
- *Open House*—coordinates activities of open house with administration.
- *Orientation*—responsible for the orientation of all new students; greets new students throughout the year.
- *Projects*—thinks of new projects and suggests them to the organization.

## Oklahoma Association of Student Councils

- *Publications*—organizes newsletters or reports to be distributed to student council/body.
- *Publicity*—responsible for any publicity needed for school related activities.
- *Scholarships*—coordinates the awarding of scholarships to students; recommends scholarship amount and criteria for selection of recipient.
- *Scrapbook*—makes scrapbook of the year for the organization, using pictures and news clippings; works closely with the Reporter and/or Historian of the organization.
- *Spirit/Sportsmanship*—conducts pep rallies, spirit weeks, and other school spirit projects plans activities that aid in fostering good sportsmanship.
- *Student-Teacher Relations*—plans projects and activities to help promote better student/faculty/administration relations.