

**STUDENT GOVERNMENT ASSOCIATION**  
**Schenectady County Community College**  
**STUDENT SENATE GUIDE**

**Senate Meetings**

The student senate meets once each week. Time/location of meetings will be posted in advance.

**Attendance**

As a senator, it is your responsibility to attend all meetings. If you are unable to attend due to a conflict or illness, please contact a member of the Executive Board by telephone or in writing before the start of the meeting in order to receive an excused absence. Unexcused absences will result in a deduction in your stipend. Remember, good attendance gives your constituents proper representation and develops a sense of unity on the senate.

**Preparation**

Minutes are a written record of what has occurred at a meeting. Previous meeting minutes should be read prior to the start of each meeting for accuracy as well as to keep up to date with current issues. A meeting agenda will be distributed prior to each meeting and should be reviewed by each senator so that everyone will be familiar with the items to be discussed. Full preparation means staying in touch with constituents and bringing their ideas, questions and concerns to the senate.

**Parliamentary Procedure**

A modified form of parliamentary procedure is followed. The most effective way to ensure an orderly meeting is to be recognized by the President and be granted "the floor" before addressing the senate. With only one person speaking at a time, order is maintained and the meeting can run smoothly.

**Office Hours**

Each senator is asked to serve at least one hour per week. In order to facilitate the establishment of office hours, each senator should submit a copy of their weekly schedule early on in the semester.

The Student Government Office is to be kept neat at all times. The office is to be presentable and professional. In the event that a senator is unable to serve his/her office hour, it is the responsibility of that senator to find someone to "fill in."

**Mailboxes**

All officers should remember to check their mailboxes daily for minutes, agenda, letters/memos and special announcements.

**Committees**

Members of the student senate are expected to serve on 2-3 senate committees of their choice.

**Leadership Training Workshop (LTW)**

The senate has two LTW's per year that are mandatory. The purpose of these workshops is to improve leadership and communication skills to make the senate a more effective group. It serves to boost morale, develop a sense of unity and establish good working relationships. It is mandatory that all elected representatives attend these workshops.

**FOR MORE INFORMATION ON THE STUDENT GOVERNMENT ASSOCIATION SENATE:** Student Activities Office, Student Services, 222 Elston Hall OR Student Government Association Senate Office, 220 Elston Hall (across from Admissions Office)