



Senate Agenda

Monday, August 22, 2016, 2:15 PM

College Center Building 10, College Heights Conference Room (Room 468)

The public is invited and encouraged to attend all ASCSM Senate Meetings. All meetings are open to the public, and are accessible to those with disabilities. Start times are approximate. The public may address the Senate on non-Agenda items during the Announcements & Hearing of the Public items on the Agenda. Members of the public may participate in discussions only when recognized by the Chair.

I. Call to Order

II. Swearing In

III. Roll Call

IV. Approval of the Agenda

V. Approval of the Minutes of Prior Meeting(s)

VI. Announcements & Hearing of the Public (15 minutes per topic, 3 minutes per speaker)

At this time, members of the public may address the Senate on non-Agenda items.

VII. Reports

a. Officers

i. President	James Roe
ii. Vice President	Katarina Stein
iii. Finance Director	Sennai Kaffl
iv. Vice Chair	Stephen McReynolds
v. Secretary	Andrew Darzi

b. Senators

Including reports from ASCSM boards and committees, ASCSM task forces, College and District participatory governance committees, and reports from other boards, committees, or organizations.

c. Advisors

- i. Aaron Schaefer, Student Life and Leadership Manager
- ii. Fauzi Hamadeh, Student Life and Leadership Assistant
- iii. Jennifer Hughes, CSM Vice President of Student Services

VIII. Unfinished Action, Discussion, and Information Items

a. Appointments – President Roe

The Senate shall discuss and consider any and all appointments and/or recommended appointments to the Senate, the Advocacy Board, the Cultural Awareness Board, the Programming Board, any College and/or District participatory governance committees, and/or any other appointments that may be deemed necessary; possible action to take place.

b. Legislative Bills – Advocacy Board Chair Topete Eng Goon

The Senate shall discuss and consider recommendations from the Advocacy Board regarding positions on local, state, and national legislation that may have an impact on students; possible action to take place.

- IX. New Business, Discussion, and Information Items**
- a. Review of Parliamentary Procedure – Advisors Schaefer & Hamadeh**
The Senate shall review and discuss a presentation on parliamentary procedure; no action to take place.
 - b. Overview of Participatory Governance and Student Participation – Advisors Schaefer & Hamadeh**
The Senate shall review and discuss a presentation on Participatory Governance and student participation in that process; no action to take place.
 - c. ASCSM Senate Meeting Rules and Guidelines – Advisors Schaefer & Hamadeh**
The Senate shall discuss and consider establishing a set of rules and guidelines for conduct at ASCSM Senate meetings; possible action to take place.
 - d. Review of ASCSM Office Rules – President Roe & Advisor Schaefer**
The Senate shall review and discuss the rules governing use of the ASCSM Office in Building 17, Room 155; no action to take place.
 - e. ASCSM Summer Leadership Retreat Debrief – Advisor Schaefer**
The Senate shall review, discuss, and provide feedback regarding the ASCSM Summer Leadership Retreat; no action to take place.
- X. Agenda Items for Future ASCSM Senate Meetings**
At this time, members of the Senate may suggest agenda items for consideration for future meetings.
- XI. Final Announcements & Hearing of the Public (15 minutes per topic, 3 minutes per speaker)**
At this time, members of the Senate and members of the public may voice any concluding comments.
- XII. Adjournment**



Senate Minutes (Unapproved)

Monday, August 8, 2016, 2:15 PM

College Center Building 10, College Heights Conference Room (Room 468)

The meeting was called to order at 2:18 PM.

Hearing no objections, the Swearing In item was tabled until the next Senate meeting.

Members Present	President James Roe; Vice President Katarina Stein; Secretary Samantha Trump; Senators Alicia Chiang, Laurie Chin, Natalia Gomez, Stephen McReynolds, Katrina Relos, Gabriela Topete Eng Goon, Chak Haang (Vina) Wong
Advisors Present	Aaron Schaefer, Student Life and Leadership Manager; Fauzi Hamadeh, Student Life and Leadership Assistant
Members Absent	Senators Luke Awwad, Ben Chettipally, Jingwen (Allison) Zhao

APPROVAL OF THE AGENDA

Motion to approve the agenda as presented by Senator Chin; seconded by Senator McReynolds. Hearing no objections, the motion carried.

APPROVAL OF THE MINUTES OF PRIOR MEETINGS

Motion to approve the minutes of the Monday, July 25, 2016, meeting by Senator McReynolds; seconded by Senator Relos. Hearing no objections, the motion carried.

ANNOUNCEMENTS AND HEARINGS OF THE PUBLIC

None

REPORTS

President James Roe had no report.

Vice President Katarina Stein had no report.

Secretary Samantha Trump announced that this would be her last Senate meeting serving as Secretary. Ms. Trump stated that due to her fall class schedule, she would not be able to continue in her role with the A.S. She thanked everyone who had been a part of her two years in student government and wished the Senate the best for the upcoming year.

Student Life and Leadership Manager Aaron Schaefer first thanked everyone who had helped out with Welcome Day. He stated that feedback regarding the event has been positive and that everyone liked the additions and changes that were made. In particular, the addition of the ice breakers and the wonderful job done by the tour leaders, both members of student government and the Ambassadors, contributed a great deal to the day's success. The new students were very much engaged in the activities, and some were comparing schedules and sharing contact information in order to stay in touch.

Mr. Schaefer also announced that the ASCSM Summer Leadership Retreat is coming up, and will take place between Sunday, Aug. 14 and Tuesday, Aug. 16. The itinerary for the retreat will be sent out later this week. Mr. Schaefer asked that everyone be on time on Sunday, arrive ready to immerse themselves in the retreat, be completely engaged for the three days we are there. reminded anyone who had not completed the Myers-Briggs assessment to do so as soon as possible. He also reminded anyone who may have food allergies or dietary restrictions to send that information to Mr. Hamadeh. Mr. Schaefer also asked that if anyone needed to leave their vehicles on campus during the retreat, they should send make, model, and license plate information to Mr. Hamadeh.

Student Life and Leadership Assistant Fauzi Hamadeh had no report.

UNFINISHED ACTION, DISCUSSION, AND INFORMATION ITEMS

APPOINTMENTS

President Roe made the following appointments:

- Senator Topete Eng Goon as Chair of the Advocacy Board
Motion to approve the appointment by Senator Wong; second by Senator Gomez.

Vice President Stein asked Senator Topete Eng Goon why she wished to be Chair of the Advocacy Board. Ms. Topete Eng Goon stated that she is very interested in the impact legislation has on students. In addition, she is currently interning with the office of Congresswoman Jackie Speier. Senator Topete Eng Goon stated that she feels students are unengaged with government and she would like to find ways to encourage student participation in the legislative process.

By a vote of 7 in favor, 0 opposed, and 0 abstaining, the motion to approve the appointment of Senator Topete Eng Goon as Chair of the Advocacy Board carried.

- Senator Wong as Chair of the Cultural Awareness Board
Motion to approve the appointment by Senator Topete Eng Goon; second by Senator Chiang.

Mr. Schaefer inquired as to why Senator Wong is interested in being Chair of the Cultural Awareness Board. Senator Wong stated that she served as Vice Chair of the board last year and found the experience very interesting and that she learned a lot from last year's chair. Ms. Wong commented that she would like to further increase the ties between the College's international student population and the rest of the campus, and she sees this as an opportunity to do so. Senator Wong also wishes to highlight several issues of social justice this year.

By a vote of 7 in favor, 0 opposed, and 0 abstaining, the motion to approve the appointment of Senator Wong as Chair of the Cultural Awareness Board carried.

- Senator Chettipally as Chair of the Programming Board
Motion to approve the appointment by Senator McReynolds; second by Senator Chin.

In the absence of Senator Chettipally, President Roe stated that he felt Mr. Chettipally would be an effective leader for the board. Senator Chin remarked that Senator Chettipally has reached out to her and she was very impressed by his passion for the position. Senator Chin added that Mr. Chettipally has the energy and willingness to learn and she feels he will be effective at conducting outreach and bringing others into ASCSM events.

By a vote of 7 in favor, 0 opposed, and 0 abstaining, the motion to approve the appointment of Senator Chettipally as Chair of the Programming Board carried.

- Senator Gomez as a member of Advocacy Board
Motion to approve the appointment by Senator Wong; second by Senator McReynolds.

Senator Gomez stated that she interested in joining the Advocacy Board because she wants to learn more about the challenges that students face and find ways to assist them in addressing those challenges.

Mr. Schaefer informed the group that the appointment of members to the ASCSM boards do not require a vote and that Vice President Stein will ask for any objections.

Hearing no objections, the motion to approve the appointment of Senator Gomez as a member of the Advocacy Board carried.

- Senator Relos as a member of the Cultural Awareness Board
Motion to approve the appointment by Senator Gomez; second by Senator Wong. Hearing no objections, the motion carried.
- Senator Awwad as a member of the Programming Board.
Motion to approve the appointment by Senator Chin; second by Senator Chiang. Hearing no objections, the motion carried.

LEGISLATIVE BILLS

None

NEW ACTION, DISCUSSION, AND INFORMATION ITEMS

ELECTION OF ASCSM SENATE VICE CHAIR

Mr. Schaefer explained that the position of Vice Chair serves three functions: First, as the back-up to the Vice President for purposes of running meetings and the line of succession; two, as the chair of the Inter Club Council; and three, as the Senate's representative to the Executive Board. The process of electing the Vice Chair is as follows: The chair will entertain a motion to open the floor to nominations. Any member of the Senate may be nominated to the position. After it appears there are no additional nominations, the chair will entertain a motion to close the floor to nominations. The candidates will then have the opportunity to make a statement and answer questions. At this point, the candidates will be asked to leave the room so the Senate may engage in a free discussion, however, the candidates will not be required to leave the room and may stay if they wish to do so. After the Senate concludes its discussion, the Senate will take a public vote and the candidate with the most votes will win. If the candidates have left the room and are not present to vote, a vote in each of their favor will be recorded on their behalf. The candidates will then be invited back into the room and the announcement of the winner will be made.

Motion to open the floor for nominations for the position of ASCSM Senate Vice Chair by Senator McReynolds; second by Senator Topete Eng Goon. Hearing no objections, the floor is open for nominations.

Vice President Stein nominates Senator McReynolds for the position of Vice Chair. Senator McReynolds accepts the nomination.

Hearing no further nominations, Senator Gomez motions to close the floor for nominations; second by Senator Topete Eng Goon. Hearing no objections, the floor is closed for nominations.

Because there is only one candidate, the members of the Senate will vote yes, no, or abstain to confirm Senator McReynolds as Vice Chair.

By a vote of 7 in favor, 0 opposed, and 0 abstaining, Senator McReynolds is confirmed as Vice Chair.

WELCOME WEEK BUDGET FOR FALL 2016

Senator Chin and Vice President Stein reviewed plans for the Welcome Week. The event will take place between Tuesday, Aug. 23 and Thursday, Aug. 25. Each day will have different activities and food offered. On Tuesday, Aug. 23, the Games2U video game truck will be on campus and food will be provided by Mango Grill. On Wednesday, Aug. 24, there will be carnival games and fair food provided by Nob Hill Pizza. On Thursday, Aug. 25, Casino Day will take place in the Bayview Dining Room with food provided by Pacific Dining. In addition, the details are still being finalized to have a radio station on campus for one, possibly two, of the days. The total proposed budget comes to \$9,500.00.

Motion to approve \$9,500.00 from the Programming account (#5150) for the Fall 2016 Welcome Week event by Vice Chair McReynolds; second by Senator Chin.

By a vote of 7 in favor, 0 opposed, and 0 abstaining, the motion carried.

Vice President Stein urged members of the Senate to check their email, particularly their junk/spam folders, for a message regarding signing of up for shifts during the event. Mr. Schaefer urged members of the Senate to sign up to help with the event, particularly because the Programming Board is not fully up and running yet.

REVIEW OF ASCSM OFFICE RULES

Mr. Schaefer and Mr. Hamadeh reviewed the rules governing the use of the ASCSM Office in Building 17, Room 155. Mr. Schaefer asked that members consider if there are any additional rules or changes that may need to be made to these rules. Mr. Schaefer also stated that the group would review the rules again once the rest of the members of the Senate have returned from summer leaves.

ASCSM SUMMER EVENT DEBRIEF

Mr. Schaefer explained that after each event, the Senate does a debrief in order to discuss what went well with the event, what did not, and review any issues that may need to be addressed as future events are planned.

Senator Chin stated that she felt the event went well, but that the first day saw a majority of students from the Bay Area Pathways Academy (BAPA) summer program take food early leaving very little for CSM students. The second day seemed to fair better in this respect. It was suggested that for the next summer event, signs be posted that BAPA students will be served after 12 PM (noon) with any remaining supplies.

WELCOME DAY DEBRIEF

Mr. Schaefer stated that College staff had held a debrief meeting earlier in the day and that the feedback was overwhelmingly positive. In particular, everyone felt that the tour guides did a fantastic job. Moving forward there is discussion about starting the event later and providing lunch instead of breakfast. The date of the event will also be moved back to the Thursday of the week prior to the start of the semester. Tour guides and other volunteers will also be recruited earlier and provided a training a few days prior to the event.

Vice President Stein said that she felt the event went well and was impressed by how attentive the tour groups were. Vice Chair McReynolds stated that the size of the tour groups were very conducive to the ice breakers and to engaging in one-on-one conversations. Senator Chiang suggested that the tour groups be given different routes to prevent them from running into one another.

FUTURE AGENDA ITEMS

Members of the Senate suggested the following items for future Senate meetings:

- Leadership Retreat Debrief

- Review of ASCSM Office Rules
- Overview of Parliamentary Procedure
- Establishment of Rules and Guidelines for Senate Meetings
- Overview of Participatory Governance

FINAL ANNOUNCEMENTS AND HEARING OF THE PUBLIC

Senator Gomez stated that several international students had asked her about the stipends for serving as ushers at the spring commencement ceremony. Mr. Schaefer asked that Senator Gomez direct the students to Mr. Hamadeh to complete the required paperwork.

Mr. Schaefer again reminded the group to complete the Myers-Briggs assessment by the Aug. 9 deadline in preparation for the retreat. He also asked that the board chairs remain behind after the meeting for a short discussion.

ADJOURNMENT

Motion to adjourn at 3:22 PM by Vice Chair McReynolds; second by Senator Topete Eng Goon. Hearing no objections, the motion carried.

Submitted by,

Fauzi Hamadeh
Student Life and Leadership Assistant

ASCSM Senate - Vote Record for Monday, August 8, 2016

Name	Confirming Senator Topete Eng Goon as Advocacy Board Chair	Cultural Awareness Board Chair	Confirming Senator Wong as Programming Board Chair	Confirming Senator Chettipally as Vice Chair	Electing Senator McReynolds as Vice Chair	Approving Fall 2016 Welcome Week Budget							
Luke Awwad	Absent	Absent	Absent	Absent	Absent	Absent							
Ben Chettipally	Absent	Absent	Absent	Absent	Absent	Absent							
Alicia Chiang	Yes	Yes	Yes	Yes	Yes	Yes							
Laurie Chin	Yes	Yes	Yes	Yes	Yes	Yes							
Natalia Gomez	Yes	Yes	Yes	Yes	Yes	Yes							
Stephen McReynolds	Yes	Yes	Yes	Yes	Yes	Yes							
Katrina Relos	Yes	Yes	Yes	Yes	Yes	Yes							
Gabriela Topete Eng Goon	Yes	Yes	Yes	Yes	Yes	Yes							
Chak Haang (Vina) Wong	Yes	Yes	Yes	Yes	Yes	Yes							
Jingwen (Allison) Zhao	Absent	Absent	Absent	Absent	Absent	Absent							
Katarina Stein*	n/a	n/a	n/a	n/a	n/a	n/a							
Vote Result†	7-0-0	7-0-0	7-0-0	7-0-0	7-0-0	7-0-0							

* only votes in case of a tie
† Yes-No-Abstain

/s/ Samantha Trump
Verified by Samantha Trump, ASCSM Secretary

ASCSM Oath of Office

I, <<state your name>>, do solemnly swear to uphold the Constitution of the Associated Students of College of San Mateo. I commit myself to making fair, ethical and informed decisions about issues that affect students while keeping their best interests at heart. I will ensure an open, supportive, and welcoming environment for our students and surrounding community. Finally, I will strive to be a positive role model who leads by example, both in academic and extra-curricular programs.

Appointments

There is no printed material related to this item.

Legislative Bills

There is no printed material related to this item.

THE BASICS OF PARLIAMENTARY PROCEDURE

Parliamentary procedure is simple in principle. It is based largely on common sense and courtesy. It just seems technical due to the special vocabulary used. If the vocabulary is understood, the rules are easy.

The Basic Principles of Parliamentary Procedure:

1. Only one subject may claim the attention of the assembly at one time.
2. Each proposition presented for consideration is entitled to full and free debate.
3. Every member has rights that are equal to every other member.
4. The will of the majority must be carried out, and the rights of the minority must be preserved.
5. The personality and desires of each member should be merged into the organizational unit.

MOTIONS

The proper way for an individual to propose that the group take a certain action is by making a motion.

Main Motions have for their object the bringing of questions, or propositions before the assembly for consideration. **Only one main motion can be considered at a given time by the assembly.**

Subsidiary Motions have for their object the modification or disposition of the main motion being considered. It is in order to propose them while a main motion is still before the assembly, and to vote upon them before voting upon the main motion.

Privileged Motions have no connection whatsoever with the main motion before the assembly, but are motions of such importance that they are entitled to immediate consideration. The main business before the house may be temporarily set aside to address a privileged motion.

Incidental Motions arise "incidentally" out of the business of the assembly, and have very common characteristics.

PROCESS FOR HANDLING A MOTION

1. A member rises and addresses the presiding officer. The officer should be addressed as Mr. President or Mr. or Madame Chairman.

2. The member is recognized by the presiding officer. When a member has been recognized, the member is the only member entitled to present or discuss a motion.

3. The member proposes a motion. The motion should begin "I move that" followed by a statement of proposal. It is not permissible to discuss the merits of the motion either prior to or immediately following the formal proposal of the motion.

4. Another member seconds the motion. The member simply states "I second the motion"
If nobody seconds the motion, the presiding officer may ask "Is there a second to the motion?"
If there is none, he may declare "The motion is lost for want of a second"

5. The Presiding officer states the motion to the assembly. When a motion has been properly proposed and seconded, the chairperson repeats the motion to the assembly. It may then be spoken of as a "question", a "proposition", or a "measure."

6. The assembly discusses or debates the motion. To speak, a member must obtain the floor in the same manner as when presenting a motion.

- a. The presiding officer should show preference to the proposer of the motion.
- b. A member who has not spoken has prior claim over one who has already spoken.
- c. The presiding officer should alternate between proponents and opponents of the motion.
- d. The presiding officer should recognize a member who seldom speaks in preference to one who frequently speaks.

DISCUSSION MUST BE CONFINED TO THE QUESTION THAT IS "BEFORE THE ASSEMBLY".

7. The presiding officer takes the vote on the motion. Before taking the vote, the chairman ask, "Is there further discussion?" or "Are you ready for the question?" The chairman proceeds to take the vote by announcing "All in favor of the motion (STATE THE MOTION) say 'aye'. The chairman then says "Those opposed say 'No'."

8. The presiding officer announces the results of the vote. The chairman announces the vote by saying "The motion is carried; therefore (STATE THE INTENT OF THE MOTION)." or if the vote is in the negative, the chairman states "The motion is lost."

9. Another motion is then in order.

AMENDING A MOTION

The purpose of the motion-to-amend is to modify a motion that has already been presented in such a manner that it will be more satisfactory to the members. The following are common methods of amending:

- 1. By addition or insertion** to add something to the motion which it did not contain.
- 2. By eliminating or striking out** to subtract or eliminate something from the original motion.
- 3. By substitution** to eliminate something from the original motion and substitute something else in its place.

AN AMENDMENT MAY BE HOSTILE, BUT IT MUST BE GERMANE.

A hostile amendment is opposed to the spirit of the motion to which it is applied. To be germane, an amendment must have direct bearing on the subject of the motion to which it is applied. An amendment may nullify the original motion, but if it relates to the same subject matter, it is germane.

TYPES OF AMENDMENTS:

1. Amendment of the First Rank - An amendment to the motion.
2. Amendment of the Second Rank - An amendment to an amendment, that modifies and relates directly to the amendment, and NOT to the original motion.

NO AMENDMENT BEYOND THE SECOND RANK IS POSSIBLE.

If it is desired to amend two separate and unrelated parts of a motion, then it must be done with two amendments of the first rank. Until an amendment of the second rank is voted on no other amendment of the second rank is in order. Until the amendment of the first rank is voted upon, no other amendment of the first rank can be proposed.

ORDER OF VOTING ON AMENDMENTS:

Amendments are voted upon in inverse order of proposal.

1. Discussion is held and the vote is taken upon the amendment to the amendment.
2. Discussion is called for and the vote is taken upon the amendment to the motion.
3. When the vote on the amendment has been taken, discussion on the motion as amended is opened and when completed, a vote is taken upon the motion as amended.

ORDER OF PRECEDENCE OF MOTIONS AND SUMMARY OF GOVERNING RULES

Purpose of Motion	Interrupt Speaker?	Second Required?	Debatable?	Vote Required?	Motions That Apply
Privileged Motions					
to fix time to adjourn	no	yes	limited	maj.	amend, reconsider
to adjourn (unqualified)	no	yes	no	maj.	none
to take a recess	no	yes	limited	maj.	amend
to rise to a question of privilege	yes	no	no	rules	all
to call for the orders of the day	yes	no	no	none	none
Subsidiary Motions					
to lay on the table	no	yes	no	maj.	none
to call for the previous question	no	yes	no	2/3	reconsider
to limit, or extend limits of debate	no	yes	limited	2/3	amend, reconsider
to postpone definitely	no	yes	limited	maj.	amend, reconsider, previous question
to refer to a committee	no	yes	limited	maj.	amend, reconsider, previous question
to amend	no	yes	yes	maj.	amend, reconsider, previous question
to postpone indefinitely	no	yes	yes	maj.	limit debate, reconsider, previous question
Main Motions					
general main motions	no	yes	yes	maj.	all
to take from the table	no	yes	yes	maj.	none
to reconsider	yes	yes	yes	maj.	limit debate, table, previous question, postpone definitely
to reconsider and enter in minutes	yes	yes	no	none	none
to rescind	no	yes	yes	2/3	all
to expunge	no	yes	yes	2/3	all
to adopt a resolution	no	yes	yes	maj.	all
to adjourn (qualified)	no	yes	limited	maj.	all
to create orders of the day (special)	no	yes	yes	2/3	all
to amend constitution etc.	no	yes	yes	2/3	all
Incidental Motions					
to suspend rules	no	yes	no	2/3	none
to withdraw a motion	no	no	no	maj.	reconsider
to read papers	no	yes	no	maj.	reconsider
to object to consideration	yes	no	no	2/3	reconsider
to rise to a point of order	yes	no	no	rules	none
to rise to parliamentary inquiry	yes	no	no	none	none
to appeal from the decision of chair	yes	yes	limited	maj.	all except amend
to call for a division of the house	yes	no	no	maj.	none
to call for a division of a question	no	yes	no	maj.	amend

ACTION FOR SPECIAL PURPOSES

Kind of Motion	Objective	Effect
to lay on the table	clears the floor for more urgent business	delays action
to call for the previous question	secures immediate vote on pending question	ends debate
to limit or extend time for debate	provides more or less time for discussion	shortens discussion
to postpone definitely	gives more time for information discussion	delays action
to commit or refer	to enable more careful consideration	delays action
to amend	to improve the motion	changes the motion
to postpone indefinitely	to prevent a vote on the question	suppresses the question
to raise a point of order	to call attention to violation of the rules	keeps group using parliamentary procedure
to appeal from decision of chair	to determine the attitude of the group	secures group ruling
to suspend the rules	to permit action not possible under the rules	secures action prevented by the rules
to object to the consideration of a question	to prevent wasting time	suppresses the motion
to divide the question	to secure more careful consideration	secures action
to call for a division	to determine the accuracy of a voice vote	secures an accurate check of the vote
to nominate	to suggest names for office	places names for consideration
to make a request growing out of pending business	to secure information or ask to be excused from duty	provides information
to fix the time to adjourn	to have legal continuation of the meeting	sets continuation time
to adjourn	to end the meeting	adjourns the meeting
to take a recess	to secure an intermission of the meeting	delays action
to raise a question of privilege	to correct undesirable conditions	corrects undesirable conditions
to call for the order of the day	to secure adherence to order of business	same as the objective
to take from the table	to continue the consideration of question	continues consideration
to reconsider	to reconsider the question	secures further consideration and another vote
to reconsider and have entered in the minutes	to reconsider the question at the next meeting	secures further consideration and another vote
to rescind	to repeal action previously taken	same as objective
to ratify	to approve previous action taken	same as objective

GLOSSARY OF STANDARD TERMS OF PARLIAMENTARY PROCEDURE

Agenda (or Order of Business) - The regular program of procedure of an organization.

Amend - To alter a motion by addition, deletion, or in any other way.

Chair - The Chairman or presiding officer. "**Addressing the Chair**" means speaking to the presiding officer. Being "Recognized by the Chair" means being given permission to speak further.

Power of Chair - The Chairman has the following authority:

- a. to decide in what order speakers shall be recognized
- b. to refuse to recognize members offering dilatory, absurd, or frivolous motions
- c. to restrain speakers within the limits of the rules
- d. to enforce good decorum
- e. to appoint committees
- f. to decide points of order
- g. to vote in cases where the vote would make or break a tie
- h. The chair should avoid influencing a vote by his own comment on a motion.

Actions of the chair are subject to appeal.

Commit - To refer to a committee

Committee of the Whole - The meeting, on a motion duly made, may "resolve itself into a committee of the whole." This means that the meeting is officially discontinued while everyone remains and becomes a member of a large special committee, which includes everyone present. A special chairman is appointed to preside over the committee.

Division - When all those voting stand in separate "for" and "against" groups.

Division of Question - To separate a motion into different parts that are considered individually.

Floor - The privilege of speaking before the assembly.

Indefinite Postponement - The object is not merely to "postpone" but in effect to *reject* the motion.

Informal Consideration - When a member moves for "informal consideration," and the motion is adopted, the meeting lays aside formal rules, and allows each committee member to speak on the subject under consideration.

Motion - A formal proposal to a meeting that it take certain action.

Order - An expression of the will of the assembly, in the form of a *command*.

Order of the Day - A motion to drop the present discussion, and that the chairman announce the next matter to be taken up in accordance with the organization's customary business routine.

Parliamentary Inquiry - An investigation to determine the proper course of procedure.

Privilege - The privileges and rights of the meeting in connection with matters of physical comfort or ineligibility or misconduct of a member in the meeting.

Question - The question is a proposition or motion that has been placed before the meeting for action by the chairman. To "**move the question**" is to demand that the chairman take a vote on the current motion.

Resolution - An act of the assembly that declares *facts*, expresses *opinion*, but does not command.

Suspension of Rules - To allow something to be done that would otherwise violate the meeting rules, but is not in conflict with the constitution or by-laws, or with the fundamental principles of parliamentary law.

Table - To delay action on a motion.

College of San Mateo Participatory Governance Committees - ASCSM Appointments Fall 2016

College Committees	Positions/Appointees	Meeting Day/Time
Accessibility/Americans with Disabilities Act*	1	Meets as needed
Accreditation Oversight	1	Once per month in the afternoon, avoids Mondays
Basic Skills Initiative (BSI)	1	4th Monday, 2:30 - 4 p.m. (first meeting Monday, Aug. 29)
CASAC/DASAC*	3	Once per semester
Center for Academic Excellence (professional dev.)	2	4th Monday, 12:30 - 1:30 p.m. (first meeting Monday, Aug. 29)
College Assessment Committee (CAC)	1	
Committee on Instruction (COI)	1	2nd and 4th Thursday, 2:15 - 4 p.m.
CSM Cares Steering Committee	1	
DIAG (IPC)	1	First meeting Tuesday, Sept. 13, 12:30 - 2 p.m. (may change)
DIAG Planning	1	
Distance Education & Educational Technology	1	
Faculty Academic Senate	President	2nd and 4th Tuesday, 2:30 - 4:30 p.m.
Institutional Planning Committee (IPC)	President, VP, Finance Director	1st and 3rd Friday, 1 - 3 p.m.
International Education Committee (IEC)	1	
Learning Support Center Coordination Committee (LSC)	1	Tuesday, Oct. 4 and Tuesday, Nov. 1, 3 - 4:30 p.m.
Library Advisory	1	
Safe Zone Program Steering Committee	1	
Safety	1	4th Tuesday (8/23, 9/27, 10/25, 11/22), 2 - 3 p.m.
Student Discipline*	Primary, Back-Up	As needed
Student Grievance - Non-Academic, Non-Grading*	1	As needed
Student Grievance - Grading*	2	As needed
Student Services Council	1	1st Tuesday, 2:15 - 4:15 p.m.
Sustainability Committee	1	1st Wednesday of each month, 4 - 5 p.m. (meetings 9/7, 10/5, 11/2, 12/7)

District Committees	Positions/Appointees	Meeting Day/Time
Bond Oversight Committee	1	1st Thurs. every 3 months, 3 pm
District Committee on Budget & Finance	Finance Director	3rd Tuesday, 2:00 pm
District Participatory Governance Council (DPGC)	President, Districtwide At-Large (TBD)	1st Monday, 2:15 pm
District Student Council (DSC)†	President, Vice President	TBA, prior to each BOT meeting

* - Committees with an asterisk (*) do not count towards participatory governance committee requirement

† - District Student Council (DSC) is not eligible for participatory governance stipend

College of San Mateo Committee Descriptions and Summaries

Derived from the CSM Compendium of Committees, Spring 2016

Accessibility/Americans with Disabilities Act

Advises the Vice President of Student Services on matters concerning campus accessibility for students and others with disabilities. Meets as needed to discuss and resolve accessibility issues that arise and ensure compliance with federal and state regulations.

Accreditation Oversight Committee

Coordinates College of San Mateo's ongoing activities related to its accreditation and provides open communication between the Accreditation Oversight Committee and the college community.

Basic Skills Initiative (BSI) Committee

The Basic Skills Initiative (BSI) Committee participates in a collaborative statewide effort to address the needs of Basic Skills/ESL community college students who are academically under-prepared. BSI is intended to facilitate basic skills education and to provide extended professional enrichment opportunities to faculty, classified staff, and administrators.

Its mission is to assist College of San Mateo in providing comprehensive instructional support and student and faculty services, integrated throughout the institution. These services are intentionally designed to nurture the success of Basic Skills/ESL students.

College Auxiliary Services Advisory Committee (CASAC)/District Auxiliary Services Advisory Committee (DASAC)

To provide feedback and makes recommendations to improve customer service at the campus Bookstore, the campus food service operations (Pacific Dining and Paws for Coffee), and the San Mateo Athletic Club (SMAC). Also monitors and makes recommendations regarding on-campus vending machines (Canteen and Pepsi). Works with the District Auxiliary Services Advisory Committee (DASAC) and the Vice Chancellor of Auxiliary Services and Enterprise Operations to continually evaluate, promote, and ensure the best customer experience possible. Meets at least once per semester and further meetings as needed.

Center for Academic Excellence

The Center for Academic Excellence Committee shall report and recommend to Council and advise the Dean of Academic Support and Learning Technologies regarding professional development activities. The primary focus and purview of the committee shall be faculty professional development and pedagogy, but the committee shall also oversee and facilitate professional development for staff, and other college employees. The CAEC may establish committees as needed on other professional development matters, as it deems necessary. All responsibilities of the CAEC shall be carried out in accordance with applicable State laws.

College Assessment Committee

The College Assessment Committee (CAC) is an independent committee of the College of San Mateo Academic Senate and, therefore, reports to the Academic Senate's Governing Council. Supports faculty in developing, assessing, and reporting on Student Learning Outcomes (SLO). Makes recommendations regarding the College-wide SLOs.

Committee on Instruction

Advises the Vice President of Instruction and makes recommendations to the Board of Trustees concerning curriculum and instructional procedures, long-range educational priorities, and curriculum planning. Reviews and approves new courses and programs after consideration of the effect on the overall college curriculum. Reviews and approves proposals to drop courses from the curriculum. Based on recommendations, follows the Program Improvement and Viability (PIV) process to review programs considered at risk. The committee establishes subcommittees as needed.

CSM Cares Steering Committee

CSM Cares provides support and resources to students, faculty, and staff in the areas of mental health and mental wellness. Target populations include Veterans, LGBTQ, and Foster and Transition Youth. Training and services include networking, education, communication, development of intervention skills, and suicide prevention.

Diversity In Action Group (DIAG)

The mission of the Diversity in Action Group is to ensure that unity through diversity is among College of San Mateo's highest priorities. DIAG assures that the college's operational decisions—from the executive to the unit level—support its commitment to diversity and student success.

The Diversity In Action Group accomplishes its mission by doing the following:

- Developing, implementing, and evaluating strategies to increase diversity in the composition of the student body, classified staff, faculty, and administration;
- Using the Student Equity Report as a framework to assess annually the academic success rates of students;
- Consulting as needed with the Basic Skills Committee to assess program activities addressing student success;
- Consulting with PRIE to identify and retrieve pertinent data related to student success;
- Coordinating and sponsoring programs that inform and educate the CSM community about diversity and related issues;
- Benchmarking and monitoring institutional decisions and actions that relate to diversity; and
- Assessing the effectiveness of the Diversity In Action Group by producing an annual report of its activities.

Diversity In Action Planning Group

Reviews and approves requests made to DIAG regarding support and funding for College-wide activities and events that recognize, celebrate, and educate the College's diversity.

Distance Education and Educational Technology Committee (DEETC)

The CSM Distance Education and Educational Technology Committee facilitates the development of distance learning instruction in response to student and community needs, and the latest developments and standards in Educational Technology. The committee is committed to supporting faculty and students in obtaining training in the use of appropriate technology for teaching and learning, both in the classroom and online. The committee evaluates current and emerging resources and educational technology used to instruct, support, and educate CSM Distance Education and on-campus students to determine what changes or improvements need to be made to meet the needs of our faculty and students, and makes recommendations based on these evaluations.

The Distance Education and Educational Technology Committee accomplishes its mission by doing the following:

- Helping shape a college vision of distance education;
- Providing direction for integrating educational technology into all on-campus and distance education courses and programs;
- Guiding departments, faculty and staff towards an efficient, effective, and consistent use of educational technology
- Recommending policies for quality and academic rigor of all distance education classes;
- Encouraging faculty to participate in and make recommendations on the development of courses, course materials, and the use of appropriate educational technology;
- Helping guide student accessibility and promote distance education courses as a viable option for pursuing educational goals;
- Developing procedures, in consultation with the Vice President of Instruction, reflective of the specifications of Title V, the ACCJC and Department of Education guidelines for educational technology and online instruction.
- Making recommendations to provide centralized online access to all student support services and resources - library, counseling, financial aid.
- Making recommendations to provide online support for students, such as creating an online readiness course for students struggling to use educational technology.

(Faculty) Academic Senate

The Academic Senate has been established in accordance with Education Code Section 70902(b)(7), which calls on the Board of Governors to enact regulations to ensure the right of faculty, as well as staff and students, to participate effectively in District and college governance. It further ensures the right of Academic Senates to assume primary responsibility for "making recommendations in the areas of curriculum and academic standards."

The Academic Senate Governing Council is the voice of the faculty on matters related to curriculum and instruction. We work collaboratively with college administration, staff, and students to promote academic excellence.

The Governing Council shall make recommendations regarding academic and professional matters to the District Academic Senate, the College and District administration, the Board of Trustees, and other appropriate individuals and bodies.

Institutional Planning Committee

The mission of the Institutional Planning Committee is to ensure the implementation and ongoing assessment of the institutional planning process.

The Institutional Planning Committee accomplishes its mission by doing the following:

- Developing institutional priorities based on the SMCCCD Strategic Plan and the CSM Educational Master Plan;
- Coordinating with the Budget Planning Committee to ensure that budget allocations are based on institutional planning priorities and are relevant to the current fiscal environment;
- Establishing measurable indicators for institutional priorities based on recommendations from the Office of Planning, Research, and
- Institutional Effectiveness (PRIE), establishing targets for those indicators, and monitoring progress in meeting those targets;
- Recommending institutional priorities to College Council;
- Ensuring the integration of the planning process, including, but not limited to, a coordinated, institutional approach in addressing college priorities and the interrelationship among institutional plans;
- Establishing regular communication with the campus community regarding the institutional planning process; and
- Assessing on an annual basis the effectiveness of the Institutional Planning Committee and the institutional planning process.

International Education Committee

The role of CSM's International Education Committee is to coordinate the implementation of the International Education Program at CSM and to coordinate college efforts with the District's International Education initiative for increasing the enrollment of international students at the three colleges in the district. Specifically, the Committee will:

- Work with the District to implement marketing and recruitment efforts for international students; identify target countries CSM may wish to focus recruitment efforts;
- Work with the District and sister colleges to implement district wide admission and application procedures;
- Develop and implement activities to further globalize CSM's curriculum;
- Develop and implement social and cultural activities for international students;
- Develop and implement comprehensive support services for international students; and

- Develop, modify, and implement curriculum related to international education as needed

Learning Support Centers Coordination Committee (LSC)

The mission of the Learning Support Centers Coordination Committee (LSC3) is to facilitate the effective and efficient operations of the learning support centers at CSM through a collaborative effort focused upon student success.

The goals of the LSC3 are to develop a shared purpose: 1. to promote student scholarship and achievement by providing comprehensive academic support across the disciplines; 2. to provide equity through equal access and support services for all students; and 3. to inform the CSM community of the various services available.

Library Advisory Committee

The Mission of the Library Advisory Committee is to advise the Library Director and the Vice President of Instruction on technology, facility, and resource issues that impact the College Library.

The Library Advisory Committee accomplishes its mission by:

- Facilitating communication between the Library, the College (students, faculty/counseling/other support services), and the surrounding community by periodically assessing needs of these groups through surveys.
- Raising library visibility by disseminating information about resources that support academic and lifelong learning, and promote information competency.
- Ensuring that the Library is empowered to satisfy accreditation standards and expectations as well as best practices for library and learning resources through regular review and consultation.

SafeZone Steering Committee

The mission of the College of San Mateo SafeZone Program is to actively advocate for the emotional, physical, and intellectual safety of all LGBTQIQ (lesbian, gay, bisexual, transgender, queer, intersex, questioning) members of the CSM Community.

CSM SafeZone promotes an inviting and inclusive campus environment and provides ongoing training for a network of allies, including students, faculty, staff, and administrators, so they may better support the LGBTQIQ community.

Safety Committee

Promotes a safe institutional environment for staff and students and works with district staff to coordinate plans for major disasters. Monitors Emergency Website and coordinates periodic safety meetings for faculty and staff.

(Student) Disciplinary Hearing Committee

Hears student discipline cases that are remanded to a hearing by the Vice President of Student Services. Makes recommendations to the Vice President regarding disciplinary action to be taken. (Adheres to student conduct procedures, 7.69.1)

Student Grievance – Non-Academic, Non-Grading

Reviews, hears, and makes recommendations to the Vice President of Student Services regarding student grievances dealing with non-academic, non-grading matters.

Student Grievance – Grading

Reviews, hears, and makes recommendations to the Vice President of Instruction regarding student grievances dealing with grading matters.

Student Services Council

Discusses matters related to student services across programs and services; advises the Vice President of Student Services.

Sustainability Committee

CSM will be a model for sustainability, inspiring and empowering our community to implement sustainable economic and environmental practices and promote social equity in all aspects of the college's mission and operations.

ASCSM Senate Meeting Rules and Guidelines

There is no printed material related to this item.

ASCSM Office Rules

1. The Center for Student Life and the ASCSM Office are meant to be open, safe, and inclusive environments. Racist, sexist, homophobic jokes or comments will not be tolerated.
2. Please keep the ASCSM Office area clean. Pick up after yourself.
3. Computers are first come, first serve. Those working on Student Senate business have priority.
4. No food or drinks at the computers.
5. Be mindful this is a shared environment. Keep noise and horseplay to a minimum.
6. The hours between 8 am and 12 pm (noon) each days is a designated “quiet” study time in the ASCSM Office.
7. One guest per Senator/Officer in the ASCSM Office. The inviting Senator/Officer must be present in the office with their guest.
8. Guests may not use ASCSM Office computers unless for Senate-related business.
9. Guests may be asked to leave for any inappropriate behavior or if the area is too crowded.
10. The use of the ASCSM Office telephone is for official Senate and/or College business. Local personal calls are acceptable if they are brief.
11. The printer in the ASCSM Office is for official business only. Please limit yourself to 10 copies or less per item. If you need more than 10 copies, please see Center for Student Life staff to complete a Copy Request Form.
12. The ASCSM Office is available for use during the normal hours of operation of Building 17. Generally, this is from 7:30 am to 10:30 pm, Monday through Thursday and 7:30 am to 5 pm on Friday. The building is closed on weekends, holidays, and between class sessions. Staying in the ASCSM Office after 10 pm is strictly prohibited.
13. Members of the Senate are responsible for keeping the ASCSM Office, including the microwave and refrigerator, clean. Members will be grouped into teams and assigned a week to clean the microwave and refrigerator. Failure to keep the refrigerator and microwave clean may result in their removal from the ASCSM Office.
14. Food is not to be left in the refrigerator longer than one (1) week. Everything will be thrown out on Friday afternoons.

ASCSM Summer Leadership Retreat Debrief

There is no printed material related to this item.