



Associated Students of College of San Mateo

## Student Senate Regular Meeting Agenda

Monday, June 7, 2021, 2:15 p.m.

Via Zoom

Join Link: <https://smccd.zoom.us/j/83090763143>

Dial-In Number: (669) 900-9128 | Meeting ID: 830 9076 3143

The public is invited and encouraged to attend ASCSM Student 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 and Hearing of the Public items on the agenda. Members of the public may participate in discussions only when recognized by the chair. The Student Senate reserves the right to suspend the orders of the day if necessary to conduct business.

### **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 and Hearings of the Public**

During this time, members of the public may address the Student Senate on non-agenda items. Limit of 15 minutes per topic and 3 minutes per speaker.

### **VII. Reports**

#### **a. Officers**

i. President	Andrea Morales
ii. Vice President	Anna Mahoney
iii. Finance Director	Tania Farjat
iv. Vice Chair	vacant
v. Secretary	vacant
vi. District Student Trustee	Ashley Garcia

#### **b. Senators**

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

#### **c. CSM Administration**

- i. Kim Lopez, Interim President
- ii. Lizette Bricker, Acting Vice President of Student Services

#### **d. Advisors**

- i. Aaron Schaefer, Student Life and Leadership Manager
- ii. Fauzi Hamadeh, Student Life and Leadership Assistant

## **IX. Unfinished Business: Action, Discussion, and Information Items**

### **a. Appointments – President Morales**

The Student Senate shall discuss and consider any and all appointments and/or recommended appointments to the Student Senate, ASCSM Boards and/or task forces, 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**

The Student Senate shall discuss and consider recommendations from the Advocacy Board regarding positions on local, state, and national legislation; possible action to take place.

### **c. Debrief of ASCSM Events**

The Student Senate shall discuss and review any recent ASCSM events; no action to take place.

## **X. New Business: Action, Discussion, and Information Items**

### **a. Introductions and Ice Breaker – Mr. Schaefer and Mr. Hamadeh**

The Student Senate shall engage in an activity to introduce and get to know the new members of the Senate. No action to take place.

### **b. Introduction and Overview of Student Government – Mr. Schaefer and Mr. Hamadeh**

The Student Senate shall review and discuss a presentation on the role and function of the student government at CSM. No action to take place.

### **c. Parliamentary Procedure (Robert’s Rules of Order) – Mr. Schaefer and Mr. Hamadeh**

The Student Senate shall review and discuss parliamentary procedure and Robert’s Rules of Order. No action to take place.

### **d. Communication Strategies – Members of the Student Senate**

The Student Senate shall discuss and consider strategies for effective communication among members. Possible action to take place.

## **XI. Future Agenda Items**

During this time, members of the Student Senate may suggest agenda items for consideration for future meetings.

## **XII. Final Announcements and Hearing of the Public**

During this time, members of the Student Senate and the public may voice any concluding comments. Limit of 15 minutes per topic and 3 minutes per speaker.

## **XIII. Adjournment**

## **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**

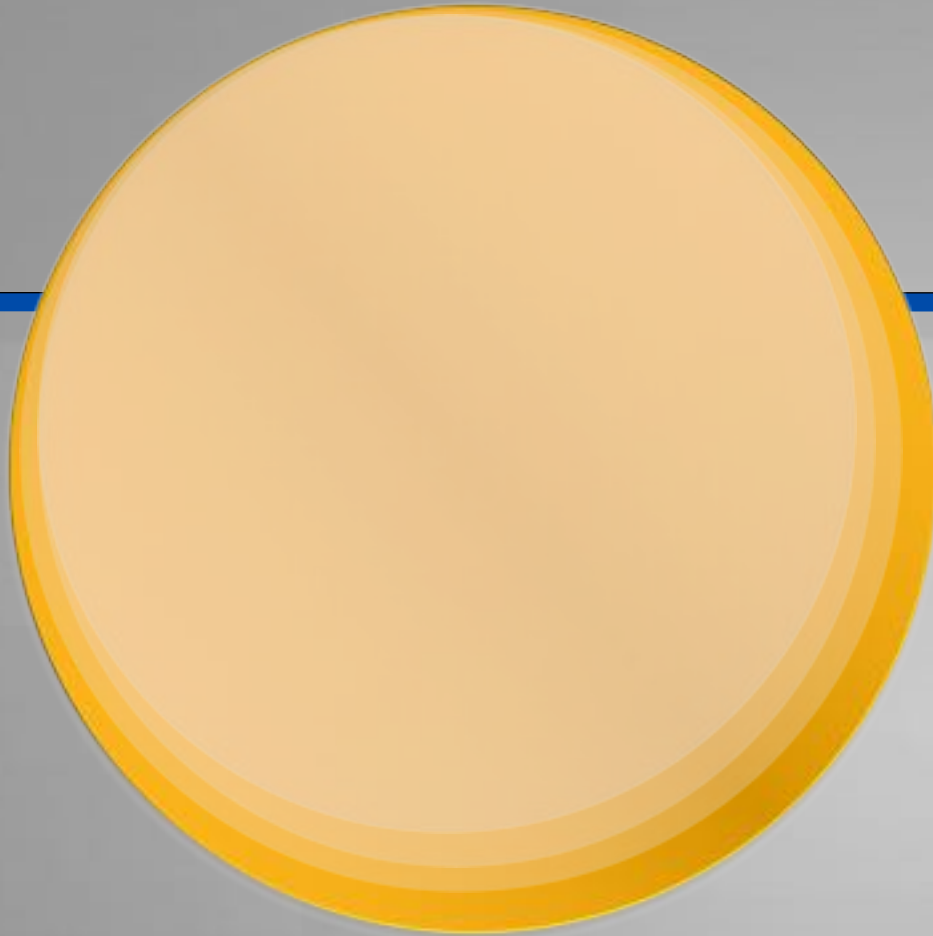
There is no printed material related to this item.

## **Debrief of ASCSM Events**

There is no printed material related to this item.

## **Introductions and Ice Breaker**

There is no printed material related to this item.



# **LEADERSHIP THAT MATTERS**

**INTRODUCTION TO THE  
CSM Student Senate**



# **WELCOME!**

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**Welcome to the Associated Students Senate of CSM...**

**You have embarked on a journey that will be both intellectually and emotionally challenging. Yet, the rewards for participating and being engaged are huge. Basically, you get out what you put into this experience.**

# What does student government do?

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- **Maintain and oversee a budget that includes a \$15 Student Activities fee and the \$2 Student Representation Fee.**
- **Represents the student voice on college and district committees.**
- **Represents the student voice on a local, state, and federal level.**
- **Provide funding for clubs and student organizations.**
- **Assists the Center for Student Life and Leadership Development in providing fun, educational, co-curricular activities.**
- **Provide leadership to the campus community.**

# Role of the Center for Student Life

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- The role of the advisers in the Center for Student Life are to provide support, advice, and to teach leadership.
  - We are not here to do events or activities FOR YOU! Only to provide guidance and assistance.
- The Student Life Student Workers are here to assist in AS and program preparation. They are NOT however to do the event for you.

# Leadership: The Key to Student Government Success

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- Providing good leadership is the most important part of being a student leader. With good leadership you will be able to utilize positive influence as a part of a campus community.
- Be engaged and active. This means being prepared, being on time, and being ready participate in both AS and campus wide committees and programs.
- Understand that this a learning process. Great leaders are not made over night. It is ok to make mistakes, so long as you are willing to acknowledge and learn from them.
- Ask questions... Don't understand something, need more help, ASK!
- Don't be afraid to lead or have an opinion.

# Leadership theories utilized in student government:

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- **Primary Theory:**
  - Social Change Model
- **Supplementary Theories**
  - Servant Leadership
  - Transformative Leadership
  - Leadership Challenge
  - Rational Leadership

# Social Change Model

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- A frame work that proposes good leadership provides POSTIVE social change. It focuses on the connection of self, group, and society.
- This is the overarching model of leadership taught by the Center for Student Life and Leadership Development.

# Supplementary Models

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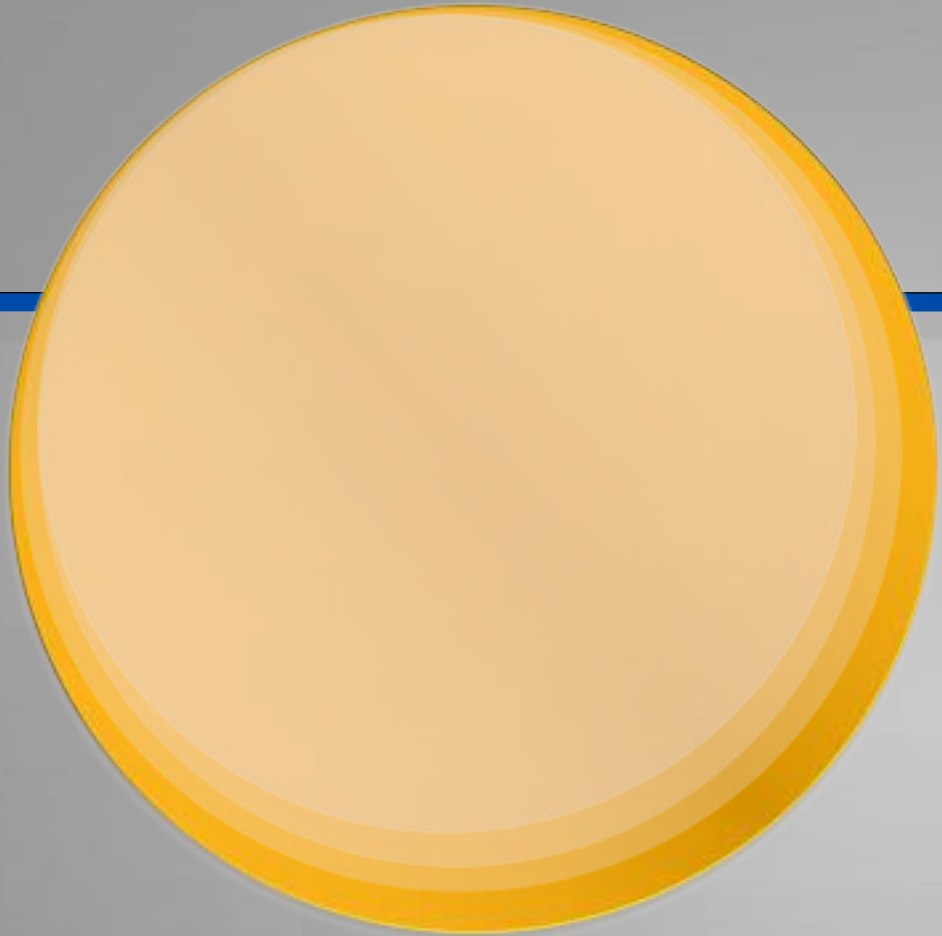
- **Servant Leadership-** More a philosophy than a model of leadership. Proposes that leaders should think of them servants first, so that those they serve would become “healthier, wiser, freer, more autonomous, more likely themselves to become servants.
- **Transformative Leadership-** the transforming leader looks for the motives of their followers, trying to satisfy their higher needs, and engage them in the process of achieving their goals.
- **Leadership Challenge-** Based on research of effective mid and high level managers. Identified five (5) core traits of successful leaders.
- **Rational Leadership Model-** Similar to Social Change Model. Focuses on communication, collaboration, and member empowerment.

# What Makes a Great Leader

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- **Communication-** the ability to communicate to both your constituency and fellow leaders in a way that is inclusive and open.
- **Empowerment-** the ability to inspire and motivate others to be leaders themselves.
- **Ethical Foundation-** has a strong moral and ethical foundation, even when others are not looking.
- **Role Model-** is a role model for others.
- **Caring-** has a deep caring and appreciation of others.
- **Open Mind-** is willing to listen and appreciate different points of view, even when it runs contrary to one's own. Values and encourages diversity of opinion and thought within a group.





**QUESTIONS?**

# Robert's Rules of Order

for ASCSM Senate and  
associated Committees



# ***Objectives***

- What are Robert's Rules?
  - Why do we use Robert's Rules?
  - When do we use Robert's Rules?
  - Who needs to use Robert's Rules?
  - How to implement Robert's Rules in ASCSM?
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# ***What are Robert's Rules?***

- A book containing rules of order intended to be adopted as a parliamentary authority for use by a deliberative assembly.
  - Provides common rules and procedures for deliberation and debate in order to place the **whole membership on the same footing** and speaking the same language.
  - Ensures that the majority is able to get things done while also ensuring that the minority has a voice.
  - Provides for **constructive and democratic meetings**, to help, not hinder, the business of the assembly.
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# ***When Do We Use Robert's Rules?***

Robert's Rules of Order are used at all ASCSM Senate, Inter Club Council, and all Board Meetings.



# ***Why Have Rules?***

- The need to provide order and structure to meetings so that business can be conducted and issues can be resolved in an orderly and expedient fashion.
  - Ensures that all members have a chance to speak and can be heard.
  - Adds structure to a meeting to keep the group organized.
  - Helps the Secretary keep and maintain minutes.
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# ***General Information about Robert's Rules***

- Ensures there is an agenda and general meeting organization.
  - The agenda approved at the beginning of the meeting. Any proposed changes to the agenda are made at this time. After that, stick to the agenda.
    - Due to Brown Act requirements, members, the chair, advisors, nor the public may add items to the agenda.
  - Is enforced by the Chairperson
  - The Chairperson follows the agenda and with the help of the advisors ensures that the ASCSM Regulations and Robert's Rules are followed.
  - Recognizes speakers in the order that they requested the floor.
  - "Out of Order" – Meeting is "on hold" until "Out of order" situation is resolved (e.g. any interruption of the order of business).
  - The Associated Students (per by-laws) uses a relaxed form of Robert's Rules
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# ***What Do I Need to Know About Motions?***

- **A motion is one whose introduction brings business before the meeting attendees.**
  - **How to make a motion:**
    - Motion is made (only members may make a motion)
      - The Chairperson may say “I entertain a motion” then a member of the group should follow with “I so move” or “I move” OR a member of the group states “I move \_\_\_\_\_”
    - Motion seconded- “I second”
    - Chairperson calls for discussion of the motion. The chairman recognizes the speakers in order.
    - Following discussion the chairperson “calls the question”; the motion is repeated and the chairman calls for a vote on the motion.
    - Members may also call the question (requires a vote).
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# When Are Motions Required in ASCSM Meetings?

Motion	Requires a Second	Debatable	Vote Needed
Approve Agenda	Yes	Yes	Majority
Approve Minutes	Yes	Yes	Majority
Place an Item on Ballot	Yes	Yes	Majority
Establish a Task Group	Yes	Yes	Majority
Executive Administrative Decision	Yes	Yes	Majority
Adjourn a Meeting	Yes	No	Majority
Not Persuasive Action (must state rationale)	Yes	Yes	2/3 Affirmative
Not related Action (must state rationale) (New agenda item for next meeting)	Yes	Yes	2/3 Affirmative
Amend a motion	Yes	Yes	Majority

# *Order of Motions*

- Main Motions
- Incidental Motions – a motion which is raised during consideration of the main motion

*Note: The most common incidental motion is an Amendment or Call to question.*

Point of Order - To answer a member's question as to whether the rules are being followed

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# ***Amending a Motion***

The suggestion to amend a main motion is itself a motion and is debated and voted on by the members present at a meeting.

- A motion must be made to amend the motion under consideration
  - Requires second and debate
  - If a majority approves, the amendment is made to the main motion and debate of that main motion continues.
  - Normally in ASCSM meetings, a “friendly amendment” may be made to save time. This is an amendment that BOTH the member who made the motion and who made the second agree to AND no other member of the group objects. If an objection is made (I object), then the amendment must go through the normal procedure.
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# *Helpful Tips*

- A member **cannot** simply stand up and say “Call the Question”, and effectively end the discussion.
  - The statement “Call the Question” is in itself a motion.
  - All motions to suspend the rules require:
    - A motion to end debate and call the question.
    - Must be seconded. Not debatable.
    - Requires 2/3 majority for this motion to pass.
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# ***Additional Tips***

- A motion is the item under discussion, never the person who introduced it; **personal remarks are always out of order.**
  - All members have equal rights to speak in debate.
  - An established minimum number of voting members must be present in order to transact business (quorum). Quorum is defined in each committee's bylaws.
  - Unanimous consent: "Any Opposed? Hearing none the motion is approved"
  - Silence gives consent. Those who do not vote when the vote is taken agree, by their silence, to allow the decision to be made by those who do vote.
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*Questions?*



## **Communication Strategies**

There is no printed material related to this item.