Colby SGA Informal Minutes
*All minutes are paraphrased*

I. **Introductions and Names**
- Each SGA member talks about their role and who they are
- Associate Dean Jess Manno introduces herself as our advisor

II. **Introduction to SGA**
- Laura: SGA as a group presents solutions as a group in the form of motions. We will be having motion writing workshops throughout the semester as they are our main form of enacting change across campus.
- Lukas: SGA is structured into 2 parts, the Executive Board and the President’s Council. The President’s Council's job is to bring the student body’s voice to SGA meetings and advocate on their behalf. The PC has the ability to put forth motions and are the only representatives who are able to vote on motions.
- Laura: The Executive Board is composed of 9 members who all have unique roles that help the broader SGA function. The E-Board also chairs committees as well but we are also here to support all of you and help you succeed.
- Lukas: Working Groups are Executive Board led small committees that aim to look at a very specific issue on campus. These are yearlong initiatives that we strive to tackle on SGA and serve as a great collaborative way to find solutions to campus problems. On September 18th, the working groups are going to pitch their year long projects
- Laura: SGA students are placed on committees and you will be sent a form in the coming days with options for committees.
- Lukas: We will meet as a large group every Sunday from 7-8 PM in the Parker Reed Room in the SSW Alumni Center. It’s important to arrive on time and be ready to engage in discussion. Meetings can either be formal or informal but we are on a 3 week cycle. Our first two meetings will be informal and the third meeting will be formal. Each class year should also meet weekly for an hour to plan class events and maybe class dinners.
- Laura: All Co-Presidents are required to have weekly office hours in the SGA office which is in the SPA. You’ll want to advertise these as office hours can serve as a time for other students to meet with you and voice their concerns.
- Laura: We really encourage you to use the SGA Shared Drive to keep all your documents organized. It’s a great resource to have but please keep it organized.
Lukas: We’ll be expanding upon expectations going forward but to begin with, we would like to highlight punctuality. Being in the same place at the same time for the same amount of time heightens our productivity.

Laura: Co-Presidents can only cast one vote and if they are not in agreement then they must abstain from voting. Organizing a class council is also very important as these members are super helpful in planning events and offer different perspectives.

Lukas: Senators are voting members of the President’s council. They attend all the mandatory SGA events and serve to advance the interests of their class. Senators also serve on two committees and help run class council meetings. In addition, Senators must write and present at least one motion per semester.

III. Robert’s Rules of Order

Jason: As the SGA Parliamentarian it's my job to run formal and informal meetings so I just want to go over Robert’s Rules of Order which we will use in our meetings. RRoO exists to help meetings run smoothly and give every voice equal weight. By definition a motion is a formal proposal made to bring a subject before an assembly for its consideration and action. Motions are also the actions we make to start and adjourn meetings and need to be seconded in order for the motion to move forward. [Introduces main motion basics].