



SGA Meeting Minutes

Wednesday, October 16 at 5:00 pm

Friday, October 18 at 11:00 am

- I. **Call to Order** – Libby Cole, Student Activity Coordinator called the meeting to order on Wednesday, October 16, 2019 at 5:00 pm and on Friday, October 18, 2019 at 11:03 am
 - a. The following delegates were present- **Waycross Campus:** Shea Smith, Jessica Williams, Callyann Brewington **Jesup Campus:** - Lisbeth Garcia, Angel Gillette, Katelyn Ginn, Morgan Eby, Chelsey Mitchell **Golden Isles Campus:** Mistie Roberson, Jessica Sellers, Kasie Hilton.
 - b. The following delegates were not present:, **Jesup** – James Carroll, Sheilia Lockamy, Erin Gallagher, Sean Hickox, **Waycross** – Dustin Bowen, **Golden Isles** – Imari Poole, Tyeisha James

- II. **Approval of prior minutes** (none, first meeting of semester)

- III. **Introductions** – Name, campus, program

- IV. **SGA By-Laws and Roberts Rules of Order** – send final page of Constitution signed back to Libby by Friday, October 25th.
 - a. Review Bylaws and Constitution
 - i. Advisors – would love to have one at Jesup and Waycross – suggestions?
 - ii. Only required to meet once a semester
 - iii. Special meetings can be called
 - iv. Voting – have to have 50% plus one for quorum
 - v. Keep 2.5 GPA to remain active and have voting privileges, executive board will lose position
 - vi. Communication – let Libby know if you will be absent and what the excuse is
 - vii. Approver of funds and how we use Student Activity Fees – each fall Libby will present budget – approve total amounts but not line items
 - viii. Can suggest vendors, etc but cannot sign contracts or “spend” money on own
 - ix. Please sign and return the last page of By Laws for our records.
 - b. Roberts Rules of Order – Parliamentary Procedures
 - i. Order of agenda and minutes
 - ii. Motions – to approve minutes or to introduce a new topic or vote
 1. “I move that...” – always in the positive
 2. “I move to approve minutes”
 3. Needs a second
 - iii. Via teleconference especially – need to say name first “Madam President, this is Libby Cole, I move to...” – “Imari Poole seconds”
 - iv. Can move to discussion if necessary, otherwise voting takes place
 - v. All in favor say “aye”, all opposed “no” – or email vote if not unanimous via teleconference
 - vi. Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.
 1. Allow motions that are in order.
 2. Have members obtain the floor properly.
 3. Speak clearly and concisely.
 4. Obey the rules of debate.
 5. Most importantly, BE COURTEOUS.

- c. Committee to review Bylaws and make recommendations
 - i. Jessica Williams
 - ii. Jesa Sellers
 - iii. Shea Smith
 - iv. Callyann Brewington

- V. Election of Officers** - must be here for the spring – e-mail Libby if interested in position with reason why you'd be good in 150 words or less, will vote electronically before next meeting.
- a. **Secretary** - The Secretary shall keep the minutes of the meetings and handle SGA administrative matters. The Secretary shall conduct roll call and maintain a written record of attendance for each meeting. The minutes of the previous meeting shall be distributed at each regularly scheduled meeting.
 - b. **Vice President** - The Vice-President shall perform the duties of the President in the President's absence. Should the President depart or resign, the Vice-President shall serve the remaining term as President. If neither the President nor Vice President are available to serve their remaining term, a new election shall be held.
 - c. **President** - The President shall preside over the business meetings of the SGA. The President shall vote only on matters in which the members of a committee are equally divided.

- VI. Budget Approval**
- a. Shea Smith / Katelyn Ginn – moved to approve budget
 - b. Jessica Sellers / Callyann Brewington – 2nd motion

- VII. T-shirts available** – e-mail Libby with size if you'd like one

- VIII. Upcoming Events**
- a. **Blood Drives**
 - i. Brunswick – Tuesday, October 22 from 10-2 – Jessica Williams, Jesa Sellers, Kasie Hilton volunteered
 - ii. Jesup – Tuesday, November 19 from 10-2 – Katelynn Ginn, Chelsey Mitchell, Kasie Hilton
 - b. **CPTC Foundation Golf Tournament** needs volunteers – Jessica Williams, Callyann Brewington (maybe) volunteered
 - i. Friday, October 25 from 12-5 in Blackshear – will get lunch and a present
 - c. **Student Activity Day** – October 29-31st
 - d. **Georgia Fall Leadership Conference** – November 8-10, 2019 – 11 SGA members attending

- IX. Open Discussion**

- X. Next meeting** –face-to-face at Fall Leadership Conference with conference call
- a. TEAMS – video conference call – we will try in January

- XI. Adjourn** on Wednesday, October 16, 2019 at 5:00 pm and Friday, October 18, 2019 at 11:27 am