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**PARLIAMENTARIAN /  
SGA REPRESENTATIVE**

**LEGACY NOTES**

CARRIE BREWER SPRING 2020

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# WELCOME TO THE POSITION!

The Chapter is excited to see you serve!

Congrats on being elected Parliamentarian/SGA Rep! This position, though it may seem boring on its face, is great for those who are detail-oriented and enjoy thinking on the spot. I think that this position has the best and most consistent workload of almost any Executive Board Position. Here are the bylaws for the position, split up by what part of the job they dictate:

## THE PARLIAMENTARIAN SHALL:

### PARLIAMENTARIAN

1. Maintain order of all official Chapter meetings and events;
2. Be responsible for maintaining, teaching and upholding Robert's Rules of Order;
3. Maintain the Chapter Bylaws, by making changes due to ratified amendments and correcting grammatical errors that do not change the intention of the Chapter Bylaws;
4. Preside over a Trial Board of Members in the case of impeachment of Chapter Officers;
5. Preside over nominations and elections of Officers and Committee Chairs;

### SGA REPRESENTATIVE

6. Attend all Student Government Association (SGA) meetings and fulfill all student government requirements;
7. Submit all SGA meeting minutes and SGA Committee meeting minutes to the Chapter within one week of the meeting;
8. Inform the Chapter of all university events;
9. Voice any information of grievances the Chapter may have, to the Student Government Association;
10. Serve as a voice between the Chapter and Central Michigan University;

### EXECUTIVE BOARD MEMBER

11. Be a voting Member of the Executive Board;
12. Attend a leadership retreat every semester. If unable to attend a plea must be made to the Executive Board;
13. Serve as an Ex-Officio Member of the Leadership Committee;
14. Attend Executive Board meeting each week with the exception of two allotted absences.

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# PARLIAMENTARIAN

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For me, Parliamentarian was the real meat and bones of this position. In the semester I served, my goal was to totally overhaul the Chapter Bylaws to fit the Chapter as it practices. Obviously, that was kind of delayed by the coronavirus, so hopefully you can continue that! Here are my tips:

## ROBERT'S RULES OF ORDER/VOTING

**1** The Chapter really runs on its own strange version of Roberts Rules. The best thing to do is try to keep doing what the Chapter has always done regarding Roberts Rules.

**2** When a question about Robert's Rules/Parli Pro comes up that I can't answer from the top of my head/there's no Chapter precedence for, there are tons of Roberts Rules websites that can help answer them. Those websites are working off the true and updated version of Rules, which we aren't, but I still go with them because we need an answer.

**3** Since E-board has ten members, and the President gets a vote, it is possible for a tie. Remember that tying measures fail. For example, if the measure is to bring up a Brother, and the result is 5-5, the measure fails, and the Brother will not be brought up.

**4** Keep an ear out for speculation in debate. Speculation in discussion is fine, but it is not okay in debate.

**5** E-Board doesn't really do discussion and then debate, we just discuss and vote. Because of this, it's really easy to get carried away on speculation. Technically, speculation is allowed, but try to reign the board in and remind them that we should really only go off of the plea that was received and other CONCRETE evidence.

**6** I check the bylaws before every major voting event to see what the proportion is to pass. It might benefit you to make a voting cheat sheet that puts all those numbers in one place.

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## PARLIAMENTARIAN

# BYLAWS AND OPERATING POLICIES

1 Grammar and formatting changes do not need to be passed by Chapter. Only changes that alter the intent of the bylaw need to be voted on.

2 Listen, the table of contents is a MESS right now. PLEASE try to fix it as you serve, and that doesn't have to be a bylaw change.

3 I always keep two copies of the current bylaws on my laptop: one is the PDF (which is also on the Google Drive), and one as a word doc (which CANNOT go on the Google Drive).

4 When I write bylaw changes, I make a copy of the current bylaws word doc and write my changes in the copy. That way, there's still a word doc of the current bylaws and now there's a doc with the next proposal.

5 All changes to bylaws should be highlighted when they are proposed. Things that are being deleted from bylaws should be struck through.

6 A lot of my changes were informed by the template that Nationals offers on their website. I was trying to make our bylaws match that as best as I could.

7 My work on overhauling the bylaws left off on Article XI. This means that the article on Committees and any articles after that have not been updated. I would work on those in your term.

8 Our operating policies are also grossly out of date, and I haven't done much to revise them because I got so stuck in the bylaws. I would work on those too!

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## PARLIAMENTARIAN

# PLACARDS & GENERAL TIPS

1 There's a template for placards in the Parliamentarian folder in the Google Drive.

2 Over the summer/winter break, reach out and ask if any current Brothers need new placards.

3 I think that we should charge a buck or two to replace placards for old brothers. Obviously new brothers get them free, but laminating sheets are expensive so a little income would be sweet.

4 If you want to charge for replacement placards, then GENUINE placards should be mandatory in meetings. No more of that draw out your number on a page nonsense. Maybe some sort of "if you don't have your placard for two or three consecutive meetings, you will be charged for a replacement."

5 The binders for both Parliamentarian and SGA are extremely outdated. Feel free to replace any outdated papers with current ones! Things are so electronic that I almost wonder if we need binders at all.

6 Every e board and general meeting, I pull up the following documents: Chapter Bylaws, Chapter Operating Policy, National Constitution, National Operating Policy.

7 I also sometimes pull up the PSP website in case I need to quick search anything random there. You're like a librarian in meetings.

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# SGA REPRESENTATIVE

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SGA is going to be the most boring thing about this position.  
SGA meets on Mondays from 7-9 in the UC rotunda room,  
which is on the third floor. Here are my tips for the position:

## SGA BYLAWS AND MEETING PREP

- 1 A lot of these bylaws explain themselves, but I'm not sure about point 7. I never submitted minutes, and I'm not sure what the purpose would be of submitting them.
  - 2 In terms of keeping the chapter updated, I would use my slide in Reports to explain what legislation was passed and any upcoming events that might interest the chapter. I don't know that ALL events need to be reported. It's a small change but might be worth saying just "events" instead of "all events" in point 8.
  - 3 In terms of prep, fill out the representative paperwork ASAP on Engage Central.
  - 4 The bylaws technically don't specify who the proxy is, but I find that it's useful to ask one of the Chapter Liaisons to do it. Fill out the proxy paperwork ASAP as well!
  - 5 Don't be afraid to use your proxy, but don't overuse the proxy either. This is part of the job, even if it's kind of boring.
  - 6 See if anyone you know is also an SGA rep for a different org. Oftentimes, other Brothers are Reps as well! The point is, you might want to have a buddy in SGA to hang out with.
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## THE ACTUAL SGA MEETING

1 Every SGA meeting is usually actually two or sometimes three meetings all in one. Meetings are split into these parts: General meeting, Committees, and House.

2 General meetings comprise of the entire House, Senate, and Board. They don't happen very often.

3 Committees are the best part of SGA! You select a committee at your first meeting. I would join a committee that aligns with the Chapter's values so that you can get the scoop on events that the Chapter would be interested in. I would highly recommend the Diversity and Inclusion Committee since we are a gender-inclusive fraternity!

4 House is where all the SGA reps vote on legislation. House meetings run on ~fancy~ updated Robert's Rules of Order (which we don't), so you might not always know what is happening in a certain case. Just vote when they tell you to.

5 Sometimes, the things that people say in SGA are going to annoy the crap out of you. I found that it was best to keep my dang mouth shut (which is hard for me, if you know me) just to keep things moving along.

6 Bring something to do during the meeting. I usually kept some homework reserved to do during SGA. They allow laptops, so anything you can do on your laptop is cool for SGA. However, don't do homework during the Committee meeting. In committees, do what you can to be helpful to the group. Save homework for the House meeting.

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# GENERAL EXEC BOARD

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Exec board is awesome and painful and fun and terrible all at once. These are my tips:

## GENERAL EXEC BOARD TIPS

**1** Do not expect to have plans after e board. Our longest meeting was probably four hours, so try to keep your schedule open.

**2** E board can be really frustrating, heart wrenching, even sad. Make sure that you have people on e board that you feel like you can vent to. Remember that e board is subrosa, so you can only discuss the meeting with people that were at that meeting.

**3** E board is a committee. So even though your job is really just parliamentarian and SGA, lend a hand where you can.

**4** Don't try to speculate in your head about who sent in a plea, even if you can kind of tell because they mention a specific detail. You want to vote fairly, and the most fair way is to pretend like you have no idea who the Brother pleaing is.

**5** Business vs. personal! You will likely have very close friends/fam/etc on the board, but sometimes we have to hold each other to higher standard even if it means we have to be stern. This comes into play with the bylaws, because if someone is breaking a bylaw, then they need to be brought up, even if they're your friend.

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# PREVIOUS POSITION HOLDERS

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Feel free to contact any of these people if you have questions!



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**MARY FERAHOLZ**  
**(2013 SGA REP)**

# THANKS FOR READING

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Enjoy serving as parliamentarian/SGA Representative!

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