



## EASTERN KENTUCKY UNIVERSITY

*Serving Kentuckians Since 1906*

Student Government Association

132 Powell Building  
521 Lancaster Avenue  
Richmond, Kentucky 40475-3102  
(859) 622-1724  
www.sga.eku.edu

### Official Documents Guide

This guide establishes the format for preparing official parliamentary documents of the Student Government Association. Included in this document is an explanation of different types of legislative action, formats for resolutions, acts, agendas, and minutes, and samples of each. **All documents must be prepared in the exact formats included in this guide to be considered official documents of the Student Government Association.**

Through action of the Student Body President and Executive Cabinet on July 26<sup>th</sup>, 2006, by the executive authority vested therein by the SGA Constitution, these guidelines are official policy of the Student Government Association, and must be followed.

#### **Types of Legislation:**

##### I. Acts

*Acts* are pieces of legislation whose implementation lies within the jurisdiction of the Student Government Association. For instance, an Act would be the appropriate form of legislation to establish an organizational policy, appropriate money, or specify that action be taken by SGA or its membership.

The text of an Act consists of three parts:

- A statement of authority, preceded by “Whereas,”
- statements of reasoning and explanation, with each sentence preceded by “Whereas,”
- The enacting statement, preceded by “Enacted,”.

If more than one enacting statement is included, each statement must be preceded by the phrase “Be it further enacted,”. The final statement of explanation before the enacting statement should be concluded with “be it therefore enacted,”.

##### II. Resolutions:

*Resolutions* are pieces of legislation that represent formal expressions of the Student Government Association. For instance, a Resolution would be the appropriate form of legislation to propose University policy, express displeasure, or recognize an individual for commendation.

The text of an Act consists of three parts:

- A statement of authority, preceded by “Whereas,”
- statements of reasoning and explanation, with each sentence preceded by “Whereas,”
- The statement of resolutions, preceded by “Resolved,”.



If more than one enacting statement is included, each statement must be preceded by the phrase “Be it further resolved,”. The final statement of explanation before the enacting statement should be concluded with “be it therefore enacted,”.

*Resolutions of Recognition* follow the above format, but do not require passage by Cabinet. Thus, the line signifying passage in Cabinet may be removed from the actual document. Furthermore, the required Vice Presidential and Presidential signature lines may be removed if the Vice President or President is the individual being recognized.

*Cabinet Acts and Resolutions* follow the format of the sample included in this guide. Rather than requiring the signature of a Vice President, Cabinet bills instead require a witness to attest to the action of Cabinet regarding passage or veto. That witness shall be the Executive Cabinet Secretary, or the Chief of Staff in the absence of the Secretary.

## **Minutes and Agendas**

### **I. Minutes**

The record of the proceedings of the Student Government Association are called the Minutes. Because SGA conducts itself as a public agency and our standard of accountability is high, the Minutes must reflect what was *done* by the assembly and what was *said* by members in general terms. The Minutes should show:

- Name of the branch;
- Date, time, and location of the meeting;
- The reading of the previous meetings Minutes, and whether they were approved, or amended and approved as corrected;
- Summaries of Special Orders of The Day;
- Summaries of standing committee and officer reports, announcements, and discussions;
- All main motions (except those that were withdrawn) and motions that bring a main question before the assembly, and their disposition;
- Points of order and appeals, and reasons the chair gives for the ruling;
- Time of adjournment.

These details should be included under the appropriate heading, as illustrated on the Minutes template included in this guide.

When a vote has been taken or where the vote is by ballot, the number of votes on each side should be entered. When the voting is by roll call, a list of the names of those voting on each side should be entered along with the individual’s vote.

As specified in the SGA Constitution, *Roberts Rules of Order Newly Revised* should be consulted for the proper preparation of minutes.

### **II. Agendas**

*Agendas* are the written plans for what is to be discussed at a given meeting, and should contain all the items that the body wishes to address. Agendas, used in conjunction with Minutes, are used to construct the historical record of SGA. Agendas also provide the basis for running efficient and effective meetings. Agendas should include the following:

- Name of the branch;
- Date of the meeting;
- Special Orders of the Day;
- Standing committee reports;
- Officer’s and Advisors reports;



- Old Business;
- New Business;
- Announcements;
- Open discussion;
- A call for adjournment;

*Special Orders of The Day* are items that the chair of the meeting has deemed worthy of special consideration for a designated period of time. In SGA, we customarily place special addresses, remarks by or recognition of visitors and other non-legislative items in this category, and place them at the beginning of the meeting. This is a departure from generally practiced parliamentary procedure, but has been adopted as a gesture of respect for visitors to branch meetings.

*Old Business* should include any items that are unresolved from the previous meeting. If a motion or a bill failed in a previous meeting, but is being brought up for the second time, it should be included under New Business.

*New Business* includes any items that are being introduced for the first time on a particular agenda. Items should be listed with their full legislative serial number, title, and the name and title of the sponsoring representative.

*Open Discussion* is reserved for issues which do not require votes, such as a member soliciting input on a particular matter or the planning of an upcoming event.

As specified in the SGA Constitution, Roberts Rules of Order should be consulted for questions regarding the general preparation of agendas.



## Legislation Tracker:

As it is important to keep track of all legislation and official documents produced by the Student Government Association, an organized database should be kept. All documents will be filed according to branch, school year, and the order in which they were produced. Additionally, every document will be filed electronically in order for SGA records to be easily accessible to the entire organization as well as the student body. Future Student Government members may need to determine the exact process a certain piece of legislation went through. This system provides just that in an easily searchable database.

### I. Serial Number

Every official document or piece of legislation is assigned a serial number based on branch and school year. Each number consists of three parts:

- A three letter code designating the branch of origin
- The academic year designated by four numerals
- A three-digit number signifying the document's chronological introduction

The first piece of legislation from each branch for the 2006-2007 school year would have the following serial numbers:

- **Student Senate:** SEN 0607 001
- **Student Activities Council:** SAC 0607 001
- **Residence Life Council:** RLC 0607 001
- **Student Court:** COU 0607 001
- **Executive Cabinet:** CAB 0607 001

The third set of numbers will continue in order as the documents are produced throughout the school year. The Vice President, Chief Justice, or other presiding official of each branch should be aware of the progression of the serial numbers for their respective branch and should keep their membership up to date as to avoid confusion. To save the Executive Cabinet and the office associate time later, the Vice Presidents should make sure the correct serial number is on each document before it leaves their branch.

When saved electronically, the file name for each document will also contain a title in brackets. **For instance:** if the first Senate document of the 2006-2007 school year were a resolution concerning organizational funding the file name would be *SEN\_0607\_001 [A Resolution Concerning Organizational Funding].doc*. Student Court opinions will follow the same format but the bracketed title will be the case name. **For instance:** COU\_0607\_001 [EKU Student Senate v. John Smith]. **Follow this file naming format exactly.**

### II. Electronic Database

Every document should be saved electronically as it is being created to prevent the trouble of typing it again in the future as it will eventually, regardless of its fate, be filed in the electronic Legislation Tracker database.

- Once a piece of legislation is passed in a branch, the electronic copy should be given to the office associate for filing and appropriate changes can be made as necessary.
- The signed copy will then be presented to the Executive Cabinet.
- If a piece of legislation fails in a branch, both the signed copy and the original electronic copy should be given to the office associate for filing. The signed copy will be scanned and saved in the electronic database.
- The same process follows for legislation that passes or fails in Executive Cabinet. The signed copies will be scanned and filed electronically.
- Any amendments or other actions such as a withdrawal of the document should be marked and filed as separate electronic copies with separate serial numbers through the office associate. **For instance:** if Senate Resolution SEN 0607 013 is withdrawn for revisions or changes and resubmitted, the withdrawn copy will be stamped "WITHDRAWN" and filed appropriately. The revised copy, if

resubmitted to Senate will be given a new serial number depending on the order as if it were a new piece of legislation.

### III. Office Associate Filing Responsibilities

The office associate is responsible for filing electronically every official document or legislation produced bearing a serial number as well as uploading the files to the online database for the SGA web site. The main database folder will be kept on the office associate's computer.

- The office associate should double check the serial number on every document he/she receives by referring to the folders in the database.
- The database should contain a separate folder for each branch labeled accordingly. Within each branch's folder there should be sub-folders for each school year labeled accordingly. For instance: the folder for the 2006-2007 school year would be labeled *0607*.
- Every document placed in the electronic database should be converted into an Adobe Acrobat PDF file by following these steps:
  1. Open the Microsoft Word document
  2. Double check the serial number and title for the Word file for correctness.
  3. Go to *File>Print*
  4. When the print dialogue box appears, select *Adobe PDF* under the *Printer Name* drop-down menu and click *OK*.
  5. When the *Save PDF File As* dialogue box appears, select the appropriate folder in the database and click *Save*. The program will then notify you when the PDF file has been created.
- The final PDF file will then be uploaded to the web site database.



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**Comment [S1]:** Letterhead  
All legislative documents must be prepared on SGA letterhead.

**RLC 0607 001**

**An Act Concerning Summer Expenditures**

**Comment [S2]:** Serial Number:  
Each number consists of three parts: A three letter code designating the branch of origin, the academic year designated by four numerals, and a three-digit number signifying the document's chronological introduction.

**Whereas,** It is necessary for the Residence Life Council to be publicized for the next academic year;  
**and,**

**Comment [S3]:** Transitions:  
The transitions **and, be it therefore,** and any additional transitions must be included in the text of the bill as shown.

**Whereas,** It would benefit the Residence Life Council to recruit incoming freshman into the Residence Life Council; **and,**

**Whereas,** Publicity is a vital part of this recruitment; **be it therefore,**

**Enacted,** That the Residence Life Council be provided with up to \$500.00 for t-shirts and up to \$200.00 for other miscellaneous publicity materials during the summer of 2006.

Sponsored by:

**Presented to RLC:** May 1<sup>st</sup> 2006  
**Approved by RLC:** May 1<sup>st</sup>, 2006  
**Approved by Cabinet:** June 28<sup>th</sup>, 2006  
**Action by President:** June 28<sup>th</sup>, 2006

Tyler Schnieders, RLC Finance Chair

Approved by:

**Comment [S4]:** Sponsors and Signatories:  
Sponsors must be listed alphabetically, with titles. Any signatories shall be listed beneath the sponsors, also alphabetically and with appropriate titles.

Jonathan Boyd, Vice President for Residence Life

**Comment [S5]:** Names and Titles:  
Names and titles must be spelled out completely.

David Fifer, Student Body President

**Comment [S6]:** Signatures:  
Original copies of legislation must be signed in blue ink to be considered legitimate and official.

Passed  Vetoed  Passed without Endorsement

**Comment [S7]:** Action:  
The check boxes denote the options for action reserved to the Student Body President by Article XIV, Section B. of the SGA Constitution.



RLC 0607 001

**An Act Concerning Summer Expenditures**

- Whereas,** It is necessary for the Residence Life Council to be publicized for the next academic year; and,
- Whereas,** It would benefit the Residence Life Council to recruit incoming freshman into the Residence Life Council; and,
- Whereas,** Publicity is a vital part of this recruitment; be it therefore,
- Enacted,** That the Residence Life Council be provided with up to \$500.00 for t-shirts and up to \$200.00 for other miscellaneous publicity materials during the summer of 2006.

Sponsored by:

**Presented to RLC:** May 1<sup>st</sup> 2006  
**Approved by RLC:** May 1<sup>st</sup>, 2006  
**Approved by Cabinet:** June 28<sup>th</sup>, 2006  
**Approved by President:** June 28<sup>th</sup>, 2006

\_\_\_\_\_  
**Tyler Schnieders**, *RLC Finance Chair*

Approved by:

\_\_\_\_\_  
**Jonathan Boyd**, *VP for Residence Life*

\_\_\_\_\_  
**David Fifer**, *Student Body President*

Passed     Vetoed     Passed without Endorsement

XXX 0607 XXX

**An Act Concerning (Insert Subject)**

- Whereas,** State the authority on which the act is being made; and,
- Whereas,** State a reason the act is being made; and,
- Whereas,** State another reason the act is being made if necessary; and,
- Whereas,** State another reason the act is being made if necessary, if not delete the above cells and put your last reason here; be it therefore,
- Enacted,** That (state what ever policy is taking place).

Sponsored by:

\_\_\_\_\_  
**Name, Title**

**Presented to (Insert Branch):**  
**Approved by (Insert Branch):**  
**Approved by Cabinet:**  
**Action by the President:**

Approved by:

\_\_\_\_\_  
**Name, Title of Branch VP**

\_\_\_\_\_  
**Name, Student Body President**

Passed    Vetoed    Passed without Endorsement

XXX 0607 XXX

**A Resolution Concerning (Insert Subject)**

- Whereas,** State the authority on which the resolution is being made; and,
- Whereas,** State a reason the resolution is being made; and,
- Whereas,** State another reason the resolution is being made if necessary; and,
- Whereas,** State another reason the resolution is being made if necessary, if not delete the above cells and put your last reason here; be it therefore,
- Resolved,** That (state the position).

Sponsored by:

\_\_\_\_\_  
**Name, Title**

**Presented to (Insert Branch):**

**Approved by (Insert Branch):**

**Approved by Cabinet:**

**Action by the President:**

Approved by:

\_\_\_\_\_  
**Name, Title of Branch VP**

\_\_\_\_\_  
**Name, Student Body President**

Passed    Vetoed    Passed without Endorsement

XXX 0607 XXX

# RESOLUTION

EASTERN KENTUCKY UNIVERSITY STUDENT GOVERNMENT ASSOCIATION

MONTH DAY YEAR

**WHEREAS,** State the authority on which the resolution is being made; and,

**WHEREAS,** State a reason the resolution is being made; and,

**WHEREAS,** State another reason the resolution is being made if necessary; and,

**WHEREAS,** State another reason the resolution is being made if necessary, if not delete the above cells and put your last reason here; be it therefore,

**RESOLVED,** That (state the position).

*SPONSORED BY,*

---

**Name,** *Title*

*APPROVED BY,*

---

**Name,** *Title of Branch VP*

---

**Name,** *Student Body President*

CAB 0607 XXX

**An Act Concerning (Insert Subject)**

- Whereas,** State the authority on which the act is being made; and,
- Whereas,** State a reason the act is being made; and,
- Whereas,** State another reason the act is being made if necessary; and,
- Whereas,** State another reason the act is being made if necessary, if not delete the above cells and put your last reason here; be it therefore,
- Enacted,** That (state what ever policy is taking place).

Sponsored by:

**Presented to Cabinet:**  
**Approved by Cabinet:**  
**Action by the President:**

\_\_\_\_\_  
**Name, Title**

In Witness of Cabinet Action:

\_\_\_\_\_  
**Name, Title**

\_\_\_\_\_  
**Name, Student Body President**

Passed    Vetoed    Passed without Endorsement



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### Senate Minutes Month ##, 2006

**Call to Order** – TIME PM Vice President Jager

**Pledge of Allegiance** – Title Name

**Roll Call** – Clerk Name

Quorum - #

Senators Absent – Name, Name, Name, etc...

**Approval of Minutes** – (State whether the minutes were approved, approved as amended, etc.)

#### Special Orders of the Day

A. President's Address – Name

- Insert notes and hit enter to start on new topic. To advance from the "lettered" numbering to "bulleted" simply hit the "TAB" key. To return to lettered numbering, hold the "SHIFT" key and hit "TAB."
- Continue until report is finished.

B. Add additional special orders here by hitting 'enter' or delete this line.

•

#### Standing Committee Reports

A. Academic Affairs – Name

•

B. Appropriations – Name

•

C. Student Rights – Name

•

D. Information and Technology – Name

•

#### Extended Campus Reports

A. Corbin Council – Name

•

B. Danville Council – Name

•

C. Manchester Council – Name

•

#### Executive Reports

A. Committee on Committees – Name

•

B. Executive Vice President – Name

•

#### Advisor Report



Eastern Kentucky University is an Equal Opportunity/Affirmative Action Employer and Educational Institution

- A. Senate Advisor – Dr. Greg Gunderson
  -
- B. Add additional advisors here by hitting ‘enter’ or delete this line.
  -

**Old Business**

- A. SEN 0607 XXX – An Act Concerning Aramark Funding – Sponsor Title & Name
  - Amended? Passed? Tabled? Defeated? Record the actions of the meeting here.
- B. Add additional business here by hitting ‘enter’ or delete this line.
  - Etc.

**New Business**

- A. Add additional business here by hitting ‘enter’ or delete this line.

**Announcements**

- Insert announcements.

**Open Discussion**

- A. Add additional topics here by hitting ‘enter’ or delete this line.

**Call for Adjournment – TIME PM**

SAMPLE





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### Senate Agenda Month ##, 2006

**Call to Order**  
**Pledge of Allegiance**  
**Roll Call**  
**Approval of Minutes**

#### Special Orders of the Day

- A. President's Address – Name
- B. Add additional special orders here by hitting 'enter' or delete this line.

#### Standing Committee Reports

- A. Academic Affairs – Name
- B. Appropriations – Name
- C. Student Rights – Name
- D. Information and Technology – Name

#### Extended Campus Reports

- A. Corbin Council – Name
- B. Danville Council – Name
- C. Manchester Council – Name

#### Executive Reports

- A. Committee on Committees – Name
- B. Executive Vice President – Name

#### Advisor Report

- A. Senate Advisor – Dr. Greg Gunderson
- B. Add additional advisors here by hitting 'enter' or delete this line.

#### Old Business

- A. SEN 0607 XXX – An Act Concerning (Name) – Sponsor Title & Name
- B. Add additional business here by hitting 'enter' or delete this line.

#### New Business

- A. Add additional business here by hitting 'enter' or delete this line.

#### Announcements

#### Open Discussion

- A. Add additional topics here by hitting 'enter' or delete this line.

#### Call for Adjournment

