

Passed  
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## SGA Training Policy

### **1. Senators**

Once elected/appointed, new senators will receive one training session prior to their service. Unless otherwise excused by the Senate, this training must be completed prior to a Senator being allowed to serve on SGA Senate. If the Senator is deemed "unready" (this is done automatically with the failure to complete the training before the meeting following their election/appointment) then the Senate shall vote on whether to allow the Senator voting rights. If they elect to not allow the Senator voting rights, this decision shall be binding until the completion of the training session.

The training sessions will include the following:

- A. A video instructional where the process of a Senate meeting is demonstrated
    - I. Robert's Rules
    - II. Who speaks and Why
    - III. Addressing the Gallery/Guest Speakers
  - B. A binder constructed by the SGA President and/or their E-Board
    - I. Including Senate processes
    - II. Templates for legislation
    - III. Explanation of types of legislation and their uses
      - i. Bills
      - ii. Policies
    - IV. How to construct and properly submit bills or policies
    - V. Outline of Responsibilities
    - VI. Using your school email for SGA
      - i. You represent your constituents
      - ii. How to organize your email for efficiency
  - C. A meeting with the President and/or their E-Board to verify readiness
    - I. Require Senators to submit a piece of legislation their first week
- ### **2. Executive Branch Directors & Griffs Give Back**

Once appointed, new Directors will receive one training session prior to their service. Unless otherwise excused by the SGA President, this training must be completed prior to a director logging office hours for pay. All work logged prior to this training, is to be unpaid. The training sessions will include the following:

- A. A video instructional where the process of a Senate meeting is demonstrated
  - I. Robert's Rules
  - II. Who speaks and Why
  - III. Addressing the Gallery/Guest Speakers
- B. A binder constructed by the SGA President, Vice-President and/or previous Director(s)
  - I. Including Senate processes
  - II. Templates for legislation
  - III. Explanation of types of legislation and their uses
    - i. Bills

- ii. Policies
  - IV. Outline of Responsibilities
  - V. Using your school email for SGA
    - i. You represent the Executive Branch holistically
      - a. Individuality is welcomed, however it is best to be on the same page and know how the other E-Board members feel
- C. A meeting with the SGA President and/or Vice-President to verify readiness
  - I. Require Directors to have at least one goal they will stand behind, and aim to work towards accomplishing during their entire term

### **3. President & Vice-President**

Once the title of President-elect is achieved, the President and VP turnover/trainings shall take place as such:

- A. The current President and VP will provide the following during a 2 on 2 meeting:
  - a. A binder constructed by the SGA President and Vice-President
    - i. Including Senate processes
    - ii. Templates for legislation
    - iii. Explanation of types of legislation and their uses
      - 1. Bills
      - 2. Policies
    - iv. Outline of Responsibilities
    - v. Using your school email for SGA
      - 1. You represent the Executive Branch holistically
        - a. Individuality is welcomed, however it is best to be on the same page and know how the other E-Board members feel
    - vi. Internal/External Contact Information
- B. Overview of Relations Internally/External
- C. Assessment of Own Administration
  - a. Achievements
  - b. Shortcomings
  - c. Unfinished Business
- D. Review the Goals of Incoming Administration
  - a. Help to identify best places to start and contacts