



TEXAS ASSOCIATION OF STUDENT COUNCILS

RESOURCE GUIDE

SECTION 3: EVERYDAY COUNCIL MANAGEMENT

Conducting an Effective Meeting.....	2
Basic Meeting Rules	3
Agenda Report Form.....	4
Parliamentary Procedure.....	5
Sample Minutes	6
Secretary’s Minutes.....	7
Sample Annual Budget.....	8
Sample Treasurer’s Report.....	9
Planning Projects.....	10
Committee Plan.....	11
Publicity Report Form.....	12
The Importance of Evaluations	13
Evaluation of a Student Activity	14
Evaluation of Student Council Effectiveness.....	15
Student Council Member Self-Evaluation	17
Student Council Internal Evaluation	18
Evaluation of Council Public Relations	19

CONDUCTING AN EFFECTIVE MEETING

USE AN AGENDA!

Be sure to have an agenda for each meeting. This will make the meeting run smoothly and less time will be wasted. It also assures that everything is considered and nothing is forgotten. The following is a standard “order of business” from which you can write your agenda:

- Call to order
- Roll Call - to determine if a quorum is present
- Reading and Approval of minutes
- Treasurer’s report (Placed on file)
- Reports of other officers
- Reports of Board or Committees
- Reports of Special Committees
- Unfinished Business
- New Business
- Announcements
- Program
- Adjournment

HELPFUL MEETING HINTS

- Start meetings on time.
- Follow your agenda.
- Write agenda on board or give each person a copy.
- Have paper and pencil for each member.
- Use parliamentary procedure.
- Find a regular meeting place—quiet, well-lit, well-ventilated, easy to locate.
- Have a regular meeting time—once a week, once every two weeks, or once a month. If only once a month, be sure to communicate with your members between meetings.
(Bulletin board, notes, announcements)

PLANNING A MEETING

CHECKLIST FOR CONDUCTING MEETINGS

- Is the meeting location reserved?
- Are the tables and chairs set up appropriately?
- Have all of the participants been notified and if necessary, reminded of the meeting time and location?
- Has the agenda been prepared and printed?
- Have all of the handout materials been printed, and are they stacked in the proper sequence?
- Are all individuals making presentations during the meeting properly prepared? Are they also aware of their time allotments?
- Are special guests, who will make reports and presentations, placed at the beginning of the agenda so there will not be any unnecessary waiting on their parts? Are they also aware of their time allotment?
- Are the minutes of the last meeting prepared, printed, and ready for approval?
- Are the items on your agenda placed in order of importance and priority? In the event that time runs out, this will ensure that the most important items have been covered.
- Have you arranged for all needed audio/visual equipment?

BASIC MEETING RULES

ON OPENING THE MEETING

- The Chair calls the meeting to order.
- No discussion is in order until a motion is before the meeting.

ON OBTAINING THE FLOOR

- When one wishes to speak, one rises, addresses the Chair, remains standing until recognized by the Chair.
- The Chair usually stands to conduct the meetings so that those wishing to speak can be seen.

ON MAKING MOTIONS

- A main motion brings a suggested course of action before an assembly.
- The will of the assembly on this course of action must be determined before another main question may be brought before the assembly.
- The assembly may express its will on the course of action proposed (unless the motion is withdrawn) by adopting it, rejecting it, amending it, delaying it, or suppressing it.
- The motion should be stated in positive terms.
Example: "I move that the student council..."

ON SECONDING MOTIONS

- The seconder need not rise or be recognized by the Chair.
- He/she simply says clearly and distinctly, "I second the motion."

ON SPEAKING

- The person speaking should address remarks to the Chair.
- The person speaking should limit all remarks to the question.
- No one can speak unreasonably long (over ten minutes in ordinary societies), or more than twice on the same question on the same day, without permission of the assembly. No person can speak a second time on the same question if anyone desires to speak or has not spoken on that question.
- If the chairperson wishes to enter the debate, the individual must relinquish the chair and not preside again until action has been taken on that motion.

ON NOMINATIONS

- Nominations do not require a second.
- A two-thirds vote is necessary to pass a motion closing nominations.
- Nominations may be re-opened by a majority vote before election takes place. This may be amended but not debated.
- Common methods for making nominations are: from the floor, by committees, and by rotation.

ON AMENDMENTS

- Motions are amended or modified:
 - by elimination - "I move to amend by striking out the words..."
 - by addition - "I move to amend by adding the words..."
 - by substitution - "I move to amend by substituting the words..."

AGENDA REPORT FORM

Agenda Meeting Date _____ Time _____ Location _____

Call to order by President _____ at (time) _____

Roll Call _____ Members Absent _____

Changes _____

Reports of Officers _____

Committee Reports _____

Unfinished Business _____

New Business _____

Announcements _____

Adjournment Time _____

PARLIAMENTARY PROCEDURE

FUNDAMENTAL PRINCIPLES OF PARLIAMENTARY PROCEDURE

1. Rules exist to promote cooperation and harmony.
2. The vote of the majority decides.
3. All members have equal rights, privileges and obligations.
4. The minority has rights that must be protected.
5. Full and free discussion of all propositions is a right.
6. Simplest and most direct procedure should be used.
7. Logical precedence governs introductions and disposition of motions.
8. One question at a time is the necessary order of business.
9. Members have a right to know what their votes mean.
10. The membership may delegate power but must retain responsibility.
11. Rules must be administered impartially.

HOW GROUPS DECIDE

- All decisions are reached through motions: Statements given to the group for consideration, discussion, and voting.
- Any member may make a motion. It must be seconded to show that at least two members are interested in the proposal.
- Members who wish to discuss the motion ask for “recognitions from the chair.” They discuss the fact of the proposal, not the personalities and motives of the proposers. No person who has spoken may speak again until everyone who wishes to speak has had a turn. When there are no further questions or statements, the chairperson of the group calls for a vote.

VOTING MAY BE:

- Voice vote - Easy and fast, the vote is clearly one way or the other.
- Show of Hands - Gives an exact count, quickly.
- Roll Call - Keeps a record of how each member votes.
- Ballot - Insures secrecy.

VOTING IS DECIDED BY:

- Majority - At least one more than half the total votes cast.
- Popularity - The most votes cast.
- Two-thirds Vote - At least 2/3 of the votes cast.

PARLIAMENTARY PROCEDURE TIPS

IF YOU WANT TO...

SAY THIS...

Introduce business to the group for its consideration.....	“I move to...”
Indicate that another member would like to consider your motion.....	“I second...”
Alter motion as it relates to the subject presented in the main motion.....	“I move to amend the motion...”
Further investigate or have someone study in more depth.....	“I move to refer to committee”
Postpone for more pressing business until later in the meeting or until the next meeting.....	“I move to refer to committee”
Stop debate and call for a vote.....	“I move the previous question”
Verify by hand, standing or roll call, a voice vote.....	“I call for a division”
Close meeting.....	“I move we adjourn”
Kill a motion.....	Do not second or vote for it.

SAMPLE MINUTES

MINUTES MUST HAVE THE FOLLOWING CONTENT:

1. Kind of meeting (regular, special, called, etc.)
2. Name of assembly.
3. Date, time and place of meeting.
4. Fact of presence of president and secretary, or substitutes, and quorum.
5. Minutes read, and statement of amendment, and/or approval.
6. All main motions and disposition of them. Also, points of order or appeal.
7. Time of adjournment and name of recorder.
8. Signature of Secretary. Word "Approved" and the date of approval should be noted on bottom of the minutes by secretary.

Names of those making motions may be entered, but seconder's name need not be recorded.

Minutes are a record of what was "done," not what was said. Minutes should be placed in a permanent record book. A new book or a division should be allowed for each school year.

SAMPLE MINUTES OF A STUDENT COUNCIL MEETING

The (regular, special, called) meeting of the _____ Student Council met on Wednesday, September 7, 20__, at 3:30 p.m. in Room 115. The meeting was called to order by the President, _____. There were ____ members present and ____ members absent.

The secretary, _____, called the roll and read the minutes of the previous meeting. They stood approved as read (or as corrected). The treasurer, _____, reported a balance of _____. The report was placed on file.

The projects committee chairman, _____, read the report of the committee. It was moved by _____ and seconded that the _____ Student Council sponsor a Club Fair on November 3, 20__. Motion carried. The President appointed _____ to chair the committee for refreshments for this event.

It was moved by _____ and seconded that the council donate \$25.00 to the United Way. Motion carried.

The meeting was adjourned at 4:05 p.m. Submitted by _____, Secretary.

Approved: September 18, 20__

SECRETARY'S MINUTES

Student Council _____ Date _____

1. Call to order by (who)(time/place) _____

2. Roll Call by _____

Members present _____

Members absent _____

3. Reading of Minutes by _____

Additions _____

4. Reports

A. Officer's _____

B. Committee (standing) _____

(special) _____

5. Unfinished business (long range plans, votes on motions already introduced)

6. New business (introducing a new idea, committee, or motion)

7. Announcements (reminders, messages from the principal, faculty or member)

8. Adjournment (by formal vote or time limit) _____

By _____ Time _____

Respectfully submitted,

Secretary _____

Sponsor _____

Principal _____

SAMPLE ANNUAL BUDGET

INCOME

Student Store	1,350.00
Program sales at football games	2,500.00
Advertising for programs.....	2,400.00
Tickets to dances.....	2,000.00
Valentine’s Day carnation sales.....	1,750.00
School district budgeted funds.....	1,000.00
Total Income.....	\$11,000.00

EXPENSES

Assembly Reserve (To engage outside talent for assemblies such as educational films, speakers, etc.)	400.00
Awards, Plaques, Honor Roll Certificates	200.00
Faculty Relations (brunch/birthday flowers).....	300.00
Student Body Dues (TASC-\$70/NASC-\$65)	135.00
Summer Leadership Workshop (registration fees for six delegates \$200).....	1,200.00
TASC Annual Conference (registration fees for ten delegates \$90).....	900.00
Homecoming court (flowers, decorations, dance, invitations, etc.).....	500.00
Printing football programs	2,500.00
Carnations for Valentine’s Day sale	800.00
Supplies for student store	600.00
Senior Scholarships (4 @ \$250)	1,000.00
Special gift to school (To be determined by the Council)	1,000.00
Supplies for council office (folders, scrapbook supplies, film, processing, etc.).....	300.00
Travel Expenses.....	1,165.00
Total Expenses	\$11,000.00

A council must recognize its fiscal responsibility. Careful planning and preparation of a budget will insure that the council can meet its goals. The budget should be reviewed periodically during the course of the year and amended as necessary. An end of the year financial status report should be prepared by the treasurer.

Advisors need to be aware of all local school guidelines regarding student activity monies.

SAMPLE TREASURER'S REPORT

JANUARY 21, 20__	
Balance as of January 7, 20__	\$3,004.16
Income:	
Receipts from student store	420.00
Receipts from program advertising	150.00
	<hr/>
	570.00
Disbursements:	
Scrapbook supplies	16.96
Annual Conference registration	850.00
Film	9.26
Flowers for Ms. Wright	15.72
	<hr/>
	891.94
Current Balance (January 21, 20__)	\$2,682.22

A treasurer's report is just that—a report from the treasurer telling what money has come in and gone out since the last report. Start by listing the balance as of the last report. Then list the money that has come in, the money that has been paid out, and finally the current balance.

$$\text{PREVIOUS BALANCE} + \text{INCOME} - \text{DISBURSEMENTS} = \text{CURRENT BALANCE}$$

PLANNING PROJECTS

PREPARING A PROJECT PROPOSAL

A project proposal should be a complete, detailed summary of the project you want the principal/advisor to approve. Go to the principal/advisor with a plan (proposal), never with an “idea.” Anticipate the problems that might occur because of your project. List a solution to each probable problem. Cover all the bases. Think through the project from beginning to end and list all areas of responsibility.

CENTER TITLE ON THE TOP LINE

WHAT: Briefly say what you plan (just name the project).

WHY: Briefly say why you are doing this project (to build school spirit, etc.).

WHEN: Time and date.

WHERE: Place.

WHO: (will be involved in this project): Who is going to do this?

HOW: (will project be executed): Here you need to explain what you will do and how it will get done. In your planning, be sure to think about all the problems an administrator might see with the project: security, supervision, transportation, safety, disruption of instruction, etc. Try to cover as many of these points as possible in your explanation. If you don't write it down, try to have an answer in case your administrator asks. (A good way to do this is to try to imagine all the things that could go wrong with this project.)

FUNDS: How much will this cost and who will pay for it?

CLEAN-UP: Who, how and when?

THANK-YOU'S: Do any need to be written? Who will do this? When will it be done?

BENEFITS: This is your chance to really sell your project. Benefits is a larger topic than “Why.” The Why could be “to show appreciation to staff,” but Benefits could look something like this:

- Students will learn how to plan and execute a project.
- Students will have opportunities to interact and build positive relationships with staff and with peers.
- School unity and morale will improve.
- Staff will realize that students do appreciate their efforts.

EVALUATION: Projects can be evaluated formally or informally, either immediately following completion or at the end of the year. However you do this, you must have evaluations.

COMMITTEE CHAIRPERSON SIGNATURE: It is suggested to have the proposal author sign here.

ADVISOR SIGNATURE: Your advisor must approve before you see an administrator.

ADMINISTRATOR SIGNATURE: Ask principal to sign if he/she approves. (If the administrator does not approve, ask if more information is needed or what might have made the difference in gaining approval in case you want to propose something similar in the future. In any event, thank the principal for his or her time and interest.)

File the proposal.

You do not have to write in complete sentences. This form should be brief, clear and neat. You want it easy to read. Always have a separate copy for your administrator to keep.

PUBLICITY REPORT FORM

For Release _____
(Date) (By newspaper, radio station, etc.)

By _____
(Organization) (Name) (Position)

Who or What? _____

Will do (or did) _____

When? _____

Where? _____

Additional Information _____

See www.tasconline.org for press release templates.

THE IMPORTANCE OF EVALUATIONS

WHY EVALUATE?

- To determine whether the objectives of student council have been reached
- To honestly measure projects and their places in the “big picture”
- To analyze weaknesses and propose potential cures
- To redirect or emphasize the movement of the group
- To encourage self-appraisal and improvement
- To clearly determine problems and facts on pertinent issues
- To determine the degree of faculty and administrative support
- To serve as a record for succeeding student councils and to give direction to planning for the next year

QUESTIONS TO CONSIDER:

- Who am I?
- Who is the council/group? School? City? Civilization? Why?
- What am I doing? Why?
- Where am I from and where am I going?
- When should I move or measure? Why?
- What is the best way to go about getting there and measuring?
- How can this program be improved in terms of purposes?

WHO SHOULD EVALUATE?

The evaluation process should utilize many groups. In order to get a good idea of whether the council is performing as expected, include as many from the following groups as possible:

- Administration
- Council members
- Staff and faculty
- Student body members and groups
- Community groups and individuals

WHEN SHOULD EVALUATION BE DONE?

- Beginning and end of the year
- After council meetings
- After projects
- Continually

EVALUATION OF A STUDENT ACTIVITY

Name of Project: _____

Chairperson: _____

Date of Activity: _____ Location: _____

Purpose for and Description of Activity:

Supplies Needed:

Problems Encountered:

Suggestions for Improvement:

Signature: _____ Date: _____

EVALUATION OF STUDENT COUNCIL EFFECTIVENESS

Using a scale of 1-5, from 1 “poor” to 5 “excellent,” rate your student council on each of the following:

(Circle One)

- 1 2 3 4 5 1. The members express their constituents’ points of view as well as their own; they report the action of the council to their constituents completely and clearly.
- 1 2 3 4 5 2. The necessary means are taken to keep the faculty continuously informed of the role of the council.
- 1 2 3 4 5 3. The principal and faculty demonstrate their faith and confidence in the council by calling upon it for assistance.
- 1 2 3 4 5 4. There is a planned program throughout the year to acquaint the entire student body with the council’s purposes, functions, problems, and activities, to maximize student interest and support of the council.
- 1 2 3 4 5 5. Teachers give sympathetic consideration to the problems proposed by the students and cooperate by allowing the council representatives adequate opportunities for communication with their constituents.
- 1 2 3 4 5 6. The student body considers the council its agent of expression in the school.
- 1 2 3 4 5 7. The student body understands the purposes of its student council.
- 1 2 3 4 5 8. Students understand and fully recognize both the extent and limitations of the council’s power.
- 1 2 3 4 5 9. The average student feels represented.
- 1 2 3 4 5 10. Students show readiness to submit plans or suggestions to the council or its members.
- 1 2 3 4 5 11. Council members are willing to learn the skills needed in prosecuting council activities successfully.
- 1 2 3 4 5 12. The electing unit assumes responsibility for the election of the best members; it holds the members accountable for performing duties faithfully; it may remove the member.
- 1 2 3 4 5 13. The council program involves the direct participation of a maximum number of students.
- 1 2 3 4 5 14. The council promotes leadership and self-control among members of the student body.
- 1 2 3 4 5 15. The student council promotes a mutual respect of personalities both in student-student and student- teacher relationships.
- 1 2 3 4 5 16. The student council furthers school morale by fostering a feeling of partnership in school enterprises, by demonstrating faith in individual students to respond satisfactorily to responsibilities, by building confidence in the school’s leaders (both student and teacher), and by encouraging widespread participation in the formation of school policies.
- 1 2 3 4 5 17. The council has an established evaluation procedure which is used after each activity.
- 1 2 3 4 5 18. The activities of the council tend to unify the school.
- 1 2 3 4 5 19. The council has a good program of publicity designed to further its work.
- 1 2 3 4 5 20. The council program is integrated and supplementary to the program of studies within the school.
- 1 2 3 4 5 21. The council has a direct and significant influence on school life.
- 1 2 3 4 5 22. Provision through generally recognized democratic procedures is made and understood, for the removal of officers and members who are grossly inefficient or unfaithful in their duties.

EVALUATION OF STUDENT COUNCIL EFFECTIVENESS

YES	NO	THE STUDENT COUNCIL:
_____	_____	1. Sponsors school social activities.
_____	_____	2. Supervises school elections.
_____	_____	3. Conducts school assemblies.
_____	_____	4. Sponsors at least one activity on citizenship.
_____	_____	5. Assists with open house.
_____	_____	6. Has staff appreciation activities.
_____	_____	7. Conducts a freshman orientation.
_____	_____	8. Promotes club activities.
_____	_____	9. Is involved in formation of student handbook.
_____	_____	10. Work to help campus principal.
_____	_____	11. Sponsors school beautification.
_____	_____	12. Sponsors or aids with homecoming activities.
_____	_____	13. Acts as host to visitors to school campus.
_____	_____	14. Helps meet demands of unfunded mandates.
_____	_____	15. Sponsors projects to help needy.
_____	_____	16. Participates in at least one project promoted by TASC Board of Directors.
_____	_____	17. Participates in more than one program promoted by TASC Board of Directors.
_____	_____	18. Advisor attends the State Advisors' Workshop.
_____	_____	19. Sponsors a member to attend a Leadership Workshop.
_____	_____	20. Sponsors a member to attend an Advanced Leadership Workshop.
_____	_____	21. Sponsors a delegate to State Annual Conference of TASC, or to Middle Level State Annual Conference of TASC.
_____	_____	22. Leads Table Talk at High School Annual Conference or discussion group at Middle Level Annual Conference.
_____	_____	23. Is active on district level (conference, dues, publications, etc.)
_____	_____	24. Is a member of the national organization, NASC.
_____	_____	25. Has updated Constitution which it follows.

THE STUDENT COUNCIL HAS THE FOLLOWING COMMITTEES (OR SIMILAR):

YES	NO		YES	NO	
_____	_____	1. Executive	_____	_____	7. DASH
_____	_____	2. Finance	_____	_____	8. Evaluation
_____	_____	3. Public Relations	_____	_____	9. Social
_____	_____	4. Pride and Patriotism	_____	_____	10. Energy and Environment
_____	_____	5. Citizenship	_____	_____	11. Community Service
_____	_____	6. Election	_____	_____	12. Staff Appreciation

This instrument was adapted from study by Richard Schmieder, Ph.D., University of Arizona, and from Vanderlip's Criteria for Student Councils. It is designed to complement the suggested minimum standards listed elsewhere in this handbook.

(This evaluation form may be used by the student body, the faculty or simply by the council alone to assess the perception of the student council in your school.)

STUDENT COUNCIL MEMBER SELF-EVALUATION

This evaluation has been designed to help identify strengths and weaknesses of both your council and yourself. It is our hope that the council will become more active and that each of you will become more active and a better council member.

Check the one that applies:

- S.C. Officer
- Representative/member
- Class President

I am absent from meetings of the student council and the committees I am assigned to:

- never
- occasionally
- too often

I miss meetings because of:

- a lack of interest
- illness and/or family considerations
- a lack of transportation
- not knowing about them
- a job

During meetings I contribute ideas and comments:

- freely
- sparingly
- never

The reason I don't speak out more is:

- I am not interested
- I am afraid to
- I don't think my ideas are any good

I see work that needs to be done and volunteer:

- all the time
- some of the time
- never

I feel that I do my share of the work:

- yes
- no

I don't do much because:

- I am not interested
- I am shy
- I am never asked

I seek out the needs and desires of my classmates and bring them to the council:

- regularly
- sometimes
- seldom
- never

I don't communicate with classmates concerning council because:

- I am not interested
- I am shy
- I don't think it is part of my job

STUDENT COUNCIL EVALUATION (INTERNAL)

- Officers and members are well educated about student council and understand its purposes.
Poor Fair Good Great
- Each officer has clearly stated goals and a job description.
Poor Fair Good Great
- The council has a well organized system of electing new members and officers.
Poor Fair Good Great
- A copy of the constitution is given to the campus administrator and to all officers and representatives.
Poor Fair Good Great
- All activities and projects are planned well in advance.
Poor Fair Good Great
- The council is involved in the life of the school, is active, and is respected by the students, faculty, and administration.
Poor Fair Good Great
- The council has a good balance of meaningful school and community projects.
Poor Fair Good Great
- The council has the members, student body and/or staff evaluate all major projects upon completion.
Poor Fair Good Great
- The council has sound financial practices. Fundraising is kept to a minimum.
Poor Fair Good Great
- The council has interesting, orderly, and well-planned meetings.
Poor Fair Good Great
- The council has a well-functioning committee system which involves a variety of students.
Poor Fair Good Great
- The executive board has regular meetings with the advisor and the principal.
Poor Fair Good Great
- The advisor takes an active and sincere role but does not dominate.
Poor Fair Good Great
- The council attends local and area-wide meetings with other student councils.
Poor Fair Good Great
- The principal is interested and supportive of council ideas.
Poor Fair Good Great
- The council has joint projects with school classes and clubs.
Poor Fair Good Great
- The council keeps an accurate file of all minutes and committee reports for future use.
Poor Fair Good Great
- The council attends District, State, and National Student Council Workshops and/or Conventions and is a member of District, State, and National Associations.
Poor Fair Good Great
- The council has at least one article per month about its projects in the local newspaper.
Poor Fair Good Great
- The council has an effective communication system in the school.
Poor Fair Good Great

EVALUATION OF COUNCIL PUBLIC RELATIONS

YES

NO

- _____ _____ 1. The council seeks to promote the image and welfare of its school and share information regarding school and council accomplishments.
- _____ _____ 2. The council issues press releases regarding participation in workshops, conferences, and projects.
- _____ _____ 3. The council clearly identifies itself in posters, articles, and announcements regarding events and projects.
- _____ _____ 4. The council maintains a speaker's bureau to present information regarding council and school achievements to local organizations.
- _____ _____ 5. The council builds data in order to report accomplishments (i.e. Community Service Report, Let X = Student Activities, etc.)
- _____ _____ 6. The council addresses the local school board at least once a year.
- _____ _____ 7. The council has an active Staff Appreciation Committee.
- _____ _____ 8. The council meets regularly with administration and staff regarding goals, projects, etc.
- _____ _____ 9. Council members serve on school and district committees.