

T U N | O M S G A

MINUTES AND DOCUMENTATION STANDING RULES VERSION 1.0

General Assembly Records:

The VP of Communication will record the minutes for the General Assembly and all other relevant meetings. The minutes' template can be found on the www.tunlive.com website (OMSGA – Generic Unofficial Minutes).

Agenda/Packet: The Student Body President is responsible for developing the Agenda for the meeting. They will work closely with the VP of Communications to ensure that all issues and tasks are added and accounted for in the agenda. The agenda must be completed prior to the meeting. It is included in the “packet”, which is made available to all OMSGA members prior to the meeting. The “packet” is made up of the following in this order:

- Prior Unofficial Meeting Minutes (needing approval)
- Attachment List Page (written by the VP Communications)
- Agenda
- All OMSGA member reports and pertinent attachments
- Resolutions and pertinent attachments in consecutive order

The “packet” can be made by combining all of the documents using a free PDF maker found easily online or by talking with the Student Director of Technology. It is important for the VP of Communications to communicate with all of the OMSGA members to get them to submit the necessary materials on time and early. The “packet” once completed will be used as the source of all information for that meeting. When emailed the file should be saved as, example “2006-05-01 Unofficial General Assembly Minutes”. The agenda and resolutions must at minimum be made available to be posted for the Student Body to read. The “Unofficial Minutes” are not to be included in any public viewing nor are any money matters. If a student wants information on money matters they are to speak directly to a representative of the Financial Advisory Standing Committee as they know the subject material to the fullest.

Resolutions: The VP of Communications will collect the OMSGA Resolutions submitted. The VP of Communications will add the correct date and assign an OMSGA Resolution number in sequence. Each year the resolutions will start with 001 and go forward. In reference to any past years' resolutions the OMSGA Resolution number and date will be sufficient for cross reference. It is important for the VP of Communications to ensure dates, titles and numbers are correct and on the official OMSGA materials. A Resolution up for vote will have nothing written in the status line so it is able to be publicly posted indicating that it is unofficial. Once voted on and approved the wording “passed” will be added and the resolution thus will be official and able to be publicly posted on the web and all other areas. The resolutions should be included in the “packet” and also separately saved as, example “Resolution 001 – OMSGA Website (see next sentence)”. In the parenthesis it should be noted if it has been, example “passed 2006-05-01” or “referred back to committee 2006-05-01” or “voted down 2006-05-01”. This is important for uploading to the www.tunlive.com website and for records.

Member Reports: The VP Communications will collect the reports from the:

- Student Body President
- VP of Finance
- VP of Student Affairs
- VP Academic Affairs
- VP Communications
- Student Admissions Director
- Student Outreach Program Director
- Student Wellness Program Director
- Student Technology Program Director
- Chief Class Officers (OMS-I, II, III, IV)
- And any others

Blank report templates can be found on the www.tunlive.com website

Recording Minutes: The VP of Communications will record what is being presented and any remarks. On voting matters the vote will be tallied and any abstaining votes will be recorded. The outcome is recorded as passed, voted down, tabled, referred back to committee or any other relevant outcome. Upon completion of the meeting the minutes will be considered “Unofficial”. At the next meeting the unofficial minutes will be voted on and approved. It is important for the VP of Communications to complete the unofficial minutes and the “packet” in a timely matter so that all material can be reviewed by the OMSGA members prior to the next meeting. At that time a vote for approval can be made. Once voted on and approved the minutes title will change to “Official” and can be posted on the www.tunlive.com website and all other public areas for the Student Body can read. The file should be saved as, example “2006-05-01 Official Complete General Assembly Minutes”.

Role: The role will be taken and recorded in the minutes. The official role will include:

- Executive Cabinet Members
- Student Directors
- DO Class Officers (for OMS-I, II, III and IV)
- Student Group Delegates
- Consultants.

As described in the Student Interest Group Standing Rules the General Interest and Professional Interest Groups have one (1) seat each, which cannot be a current OMSGA member. Each representative’s name will be recorded in the role and any absences noted. It is encouraged that the VP of Student Affairs and VP of Communications both communicate with the student interest groups to send their representative to the General Assembly Meetings.

Time and Date: The date of the Meeting will be recorded. It is the responsibility of the VP of Communications to ensure all received reports, forms, and memos etc. have the correct date. The meeting time will be recorded with a start and end time.

Record Keeping:

The VP of Communications will be the record keeper for the OMSGGA. It is important to keep a printed and computer record. All computer files must be saved as a modifiable word document and PDF. It is the VP of Communications responsibility to obtain all documents submitted them to the OMSGGA. All records will include a date. Computer documents will be saved accordingly for ease of uploading to the www.tunlive.com, examples:

- Official minutes will be saved as, example “2006-05-01 Official Complete General Assembly Minutes”
- Resolutions will be saved by themselves as, example “Resolution 001 – OMSGGA Website (passed 2006-05-01”

CD: All completed forms and documents are to kept and organized in manageable manner. A CD of the material for the year is to be completed at the end of the term for the VP of Communications. All templates, word formatted documents and any pertinent information is to be passed on to the incoming VP of Communications.

Bound Folder: At the end of the term, all documents are to be organized and made available in the OMSGGA office. The VP of Communications is eligible for reimbursement of the costs as this is considered operating expense. The VP of Communications is to work with the other VP’s to ensure their documents for the year are organized. A list is to be provided to the Dean of Students at the end of the term outlining all students who were members of the OMSGGA and any organizations for possible use in the “Deans Letter”.

Bylaws/Standing Rules: The VP of Communications will ensure the Bylaws are in working order and will make adjustments if an amendment is approved per standing rules. If a change is made it will be documented at the end of the bylaws in the “Bylaws History” section and a new version number will be added. The VP of Communications will make adjustments to the Standing Rules when appropriate and will ensure the newest version is available.

Email Lists: The VP of Communications will collect at the beginning of the year all of the OMSGGA members’ email and contact info. This information will be compiled and made available to the OMSGGA. It is their responsibility to ensure all OMSGGA members are receiving documents, updates and meeting times/place.

Website:

The VP of Communications is to work with the Student Director of Technology to ensure all electronic documentation is maintained on the www.tunlive.com website. The way a file is saved is important and illustrated earlier in these standing rules. The Student Director of Technology will post all relevant information in a timely matter. The Student Director of Technology will solicit information that can be uploaded to www.tunlive.com.

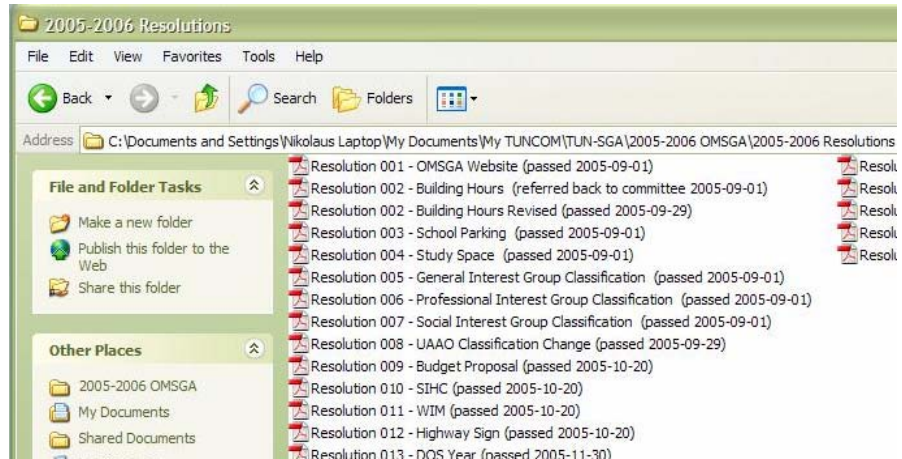
Templates: These documents can be found on the www.tunlive.com website. They include:

- OMSGGA Blank Document
- OMSGGA General Assembly Agenda
- OMSGGA General Assembly Report
- OMSGGA General Assembly Resolution
- OMSGGA Memo
- OMSGGA Generic General Assembly Unofficial Minutes
- OMSGGA Representatives Form
- OMSGGA Student Interest Group Active (and Non Active)

Saving Files:

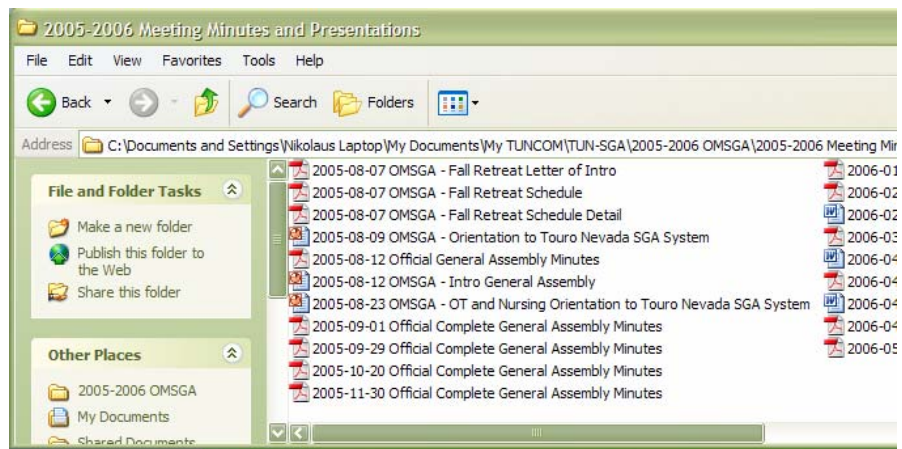
Here are some screen shots for help with organizing and saving files.

1) An example of saving OMSGA Resolutions. It is recommended you make a separate folder for these for quick access. Note the use of how the files are saved. This makes it easy when you want to arrange icons in sequential order. Note also that the files are saved in PDF format**. It is recommended to keep the word format also for easy changes. All files posted electronically should be in PDF format.

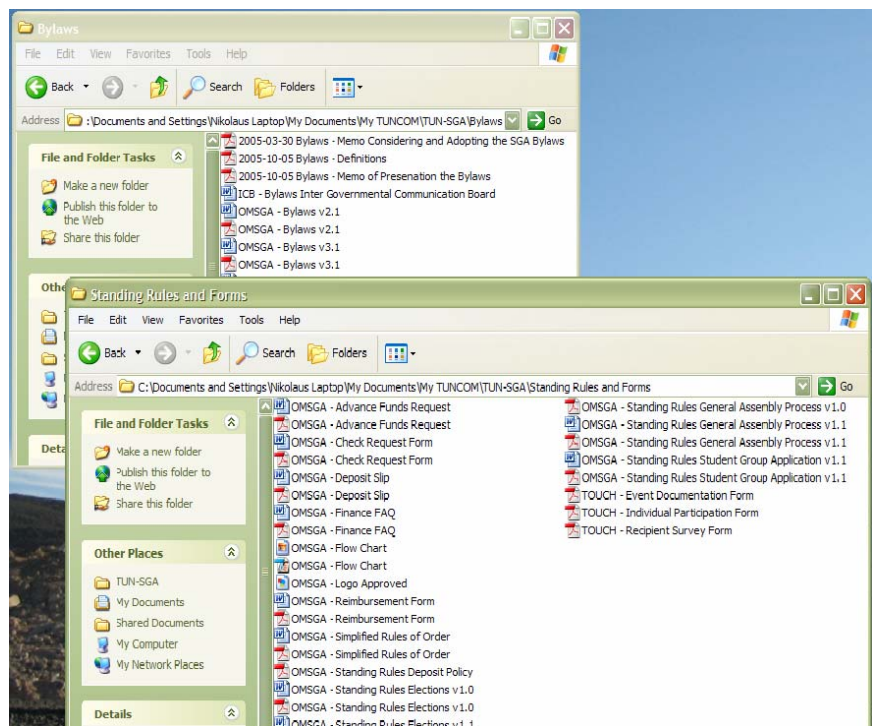


2) An example of saving and storing minutes and meetings. Note that the date is used with the format of Year, Month, Day. This enables quick organizing in a sequential manner. It is recommended making three folders. One for:

- “Unofficial Minutes”
- “Official”
- “Packet” the collection of reports/agenda/resolutions/ etc so you can build the “packet” into one file**.



3) An example of saving and storing the OMSGA Bylaws, Standing Rules and Forms. Note the use of either a date or OMSGA or what the form is for, example TOUCH. Note the use of version number for the Standing Rules and Bylaws. The version number changes to reflect amendments and adjustments.



**A PDF writer can easily be found online for free and find one that has the ability to combine multiple files into one PDF file.