



STUDENT GOVERNMENT ASSOCIATION

Pace University | New York City Campus

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2014 - 2015 Organizational Council Guidelines & Structure Outline

1. The Organizational Council is a **discussion forum** for issues concerning student organizations at Pace University on the New York City campus. Students are able to freely discuss and voice their concerns or issues with administration, departments, etc.
2. The **Executive Vice President** of the Student Government Association is the **chair** of the Organizational Council. He or she is in charge of facilitating and moderating all Organizational Council Meetings and Community Meetings. In addition, as chair, he or she creates the standardized agenda for all meetings, which will be distributed to all attendees at the beginning of each meeting.
3. The Organizational Council is composed of at least **two representatives from each student organization** under the jurisdiction of SGA. The Executive Vice President of SGA shall serve as the chairperson of the OrgCouncil while the Executive Secretary, Executive Treasurer, and Executive Parliamentarian shall be considered non-voting members.
4. As mandated by the office of Student Development and Campus Activities (SDACA), all student organizations must have at least two representatives from their respective organization to attend **2 of the 3 Organizational Council Meetings every semester**. In addition, SDACA staff members, who will pass out a sign in sheet for each Organizational Council Meeting, will **track attendance**. Students who are affiliated with several student organizations are allowed to sign in for multiple student organizations. However, they may only do so as long as the student is a general member of those student organizations. If representatives of the student organization fail to sign in for the meeting, then the organization shall be marked absent even though the representative was present for the meeting. Lastly, **attendance is mandatory** if an organization wishes to be eligible for SAF funding as disbursed by the Budget Allocation Council. In the circumstance in which representatives of the organization do not attend at least 2 of the 3 Org Council Meetings, 20% of their budget will be cut.
5. The Organizational Council shall be held once per month of the fall and spring semesters during the designated common hour of the university. Notice of its meetings shall be given **TWO WEEKS** in advance to all student organizations. Each organization will have one vote in the case that a decision must be made. All organizations will have one representative retrieve and submit a voting ballot to the Executive Vice President. Once the ballots have been counted and recorded, the decision shall be released to all organizations within 48 hours.
6. During the Organizational Council, all administrative members shall be introduced. Administration and students who have requested to speak will be addressed in the order of the standardized agenda. Discussion shall be limited due to the time constraints of the meeting. However, once all matters on the agenda have been addressed, any student or administration is allowed to request the topic to be re-opened for discussion during the open forum. Administration and students who have not requested to speak beforehand must wait until open forum to openly announce or discuss matters at hand. All discussions must be conducted in an appropriate and professional manner.