**List-Serve and Senate Body**

* First things first, getting the information of the people on the body is pertinent, because people suck at communicating, so the more info you have the better.
* In the Google Drive, there are already pre-made forms for tracking attendance, contact information, and signup rosters.
* Also, adding people to the email list-serve sounds complicated, but I promise it’s super easy.
	+ In a new email, erase all the content (i.e. a signature). Address it to “majordomo@truman.edu”, put nothing in the subject line, and type the following into the body of the email: “approve step4qaz subscribe stugov" followed by the member's email.
	+ Upon doing this, you will get a response email from majordomo@truman.edu telling you that it was approved.
* I’m going to unsubscribe everyone that is not longer on the body after the transition, so don’t worry about that step.

**Elections**

* Wow, these need to happen within the first two weeks of school, as mandated by the Constitution and Standing Rules.
	+ This means that the packet needs to be adjusted with dates, and approved by the body. So it needs to be ready by the first meeting.
	+ Suggestions: Get a student-wide email out ASAP, people will be most likely to read emails at the very beginning of the year.
	+ Make sure candidates have plenty of time to campaign, this year was kind of limited which may have prevented people from running.
	+ Get advertisements up ASAP, either go through publications ahead of time or just make your own. Publications took forever this year, so think ahead on that.
* As with most StuGov events, the more public you can be the better. That being said, be careful not to get in everyone’s faces about it, and try not to annoy people. That’s why we have ethics rulings for the candidates, but imagine that they apply to you as well.

**Agendas**

* In the Drive you will also find the template for the agenda. While this is the one we’ve been using for a while, you don’t necessarily have to use exactly this format. It seems to be more effective to have the reports before the orders of business just so people stick around, but in times where quorum might be lacking, feel free to switch it around.
* The sooner you can get the agenda out the better. Strongly encourage people to look at the items beforehand as to avoid petty squabbling and dumb questions when it comes to debate and conversation.
* Try your best to be nice. But always remember that you don’t have to be.

**Pre-Meeting**

* Establish a deadline for people sending in their stuff. Otherwise they will take advantage of it and send you shit 10 minutes before the meeting. This is not okay, because you should at the very least give a cursory glance to the resolutions to make sure they aren’t blatantly unconstitutional or just bad.
* Use ExComm as a time to gauge people’s reports and attitudes towards what’s coming forward at the meeting. If you can tell something might be very contentious, try to tackle some of the problems then and there. Don’t let meetings go too long or get too crazy.

**Meetings**

* Okay, this is the important stuff.
* SO, a template of how to say things to bring things forward is in the Drive. It’s all the same stuff you’ve been hearing at every meeting, but things get complicated sometimes so feel free to use that as a guide.
* You can’t always be prepared for every weird circumstance that arises, so always have the Constitution and Standing Rules pulled up just in case.
* That being said, know the Constitution and Standing Rules. Know what the hell an abstention is. Know what needs a simple majority and a ⅔ majority. Know what happens in open and closed session. Know what you can and cannot turn down. I cannot emphasize this enough. If people can tell you’re unsure about something, they will attempt to bury you. Do not let that happen.
* That being said, the little power you have is derived from your ability to bring things forward. There are certain instances you can deny a motion, make sure you know when those are.
* Aside from that, attempt to facilitate conversation so it’s relevant to the topic at hand. Everyone wants to hear their own voice, and it is your job to limit irrelevancy as much as possible.
* However, remember that your opinion on these topics is meaningless. If you think people are being stupid, it is not your job to limit their speaking or cut them off. You are unbiased and impartial. This is necessary.
* Be
* Impartial

**Committees**

* This is the part of the job that can be whatever the hell you want it to be.
* You can technically show up to any committee meeting and aid in their crafting of resolutions and ideas, however you must do this within the realm of being unbiased. Remember that.

**Executive Committee**

* You are part of Executive Committee. This means that the President, Vice President, and you are all on the same level, and decisions should be made in tandem with all three positions. Your opinion on these matters is very important, and should not be underestimated.
* That being said, it is important for the executive committee to be in solidarity, so work well together. No one should piss the other ones off, because dysfunction at the head of the table is the fastest way to get impeached.
* Try to avoid impeachment.