

Creating an Official Agenda for a Meeting

By: 2007-2008 ASCSN Secretary RaQuan Snead

***The procedure expressed in this document is how I did the agendas and is a guideline for those who are creating an agenda. Thank you**

First: Heading

- The Heading should be at the top of the page, centered on the page, with the title of the meeting (what committee is taking place). This should be **bold** and **underline**. The last word could be “agenda” or “minutes” depending on which the document.
- Next, should say, “College of Southern Nevada” or the title of the location said meeting is taking place at. (City Hall, University of Nevada Las Vegas, etc.)
- Next, the campus and room number the meeting is taking place. This will give people the ability to find the meeting because these meetings operate under Nevada Open Meeting Law.
- The address of the location is next
- Lastly, the day of the meeting, month, day, year and the time the meeting is going to occur
- EXAMPLE:

ASCSN Planning & Awards Meeting Agenda

College of Southern Nevada
Cheyenne Campus, Room 1069
3200 East Cheyenne Ave. North Las Vegas, NV 89030
Friday, November 30, 2007 @ 10:00 a.m.

Second: Members

- Under the Heading go the Committee members. These are the scheduled people that should be coming to the meeting
 - Note that the names all say “member” this should be replaced with the actual last name of the members of the Committee.
- After the name is placed in position after the name goes the campus, said person represents. This goes to show the diversity in a committee.
- EXAMPLE:

Members:

Chair- Secretary Member
Co-Chair- Senator Member (Cheyenne)
President Member
Treasurer Member
Senator Member (W. Charleston)
Senator Member (Extension)
Senator Member (Cheyenne)
Senator Member (Henderson)

Advisor:

Advisor Member

Third: Agenda Items 1, 2, and 3

- At this point one should go into the numbering and use of bullet points of the agenda in order to maintain structure of the agenda. The first number is always “Call to Order.” This serves two purposes, one so the meeting can be called to order and two so there is a spot to record when the meeting was started.
- Second (“2”) is always “Roll Call.” This is an official act of determining which members are in attendance at the meeting.
- Third (“3”) is mostly “Approval of the Minutes.” This is primarily the third agenda item because the old meeting minutes must be approved at the beginning of a meeting
 - Note that the first two agenda items are set in place but the rest can be moved around at the Chair’s discretion.
 - Note highlighted is the section that may change depending on the date and the Committee
- EXAMPLE:
 1. **Call To Order**
 2. **Roll Call**
 3. **Approval of the Minutes** **Information/Action**
 - The Committee will approve the **11/16/07 Planning and Awards Committee Minutes**

Fourth: Agenda Items

- After the number, the title of the Agenda item is next which should be **bold** and **underlined**. Then all the way to the end of the page is either, “Information/Action” or “Information.” These two need to be **bold** and **underlined**. Information/Action means that the agenda item needs to be voted on hence the action part. Just Information is an agenda item that is merely there for information and does not need action to be taken on it.
 - Note that not every Information/Action item needs a vote.
- After the title and information is taken care of next comes the bullet point. Here is a brief description of what the agenda item is going to discuss.
- EXAMPLES: 4-7
 4. **Christmas Event** **Information/Action**
 - The Committee will plan the Christmas Event with the Child Day Care Program
 5. **The ASCSN Student Government Retreat** **Information**
 - The Committee will here the updates from Senator Member and Senator Member about the Retreat

6. **Counter Strike Event** Information/Action
- The Committee will plan and recommend the Counter Strike Event before going to the Senate
7. **Future Events for Student Government** Information
- The Committee will plan the events for the Spring 2008 semester

Fifth: Public Comment and Adjournment

- Public Comment is a standard section that can be copied and pasted on every agenda because it does not change. This agenda item should be on every agenda and is for those who are not on the agenda officially but want to speak about something they may have hear during the meeting or anything in general. The description of public comment says that the Chair can limit any public comment that he/she sees fit.
- Adjournment agenda item is also something that should always be on an agenda which formally states the meeting is over.
 - Note highlighted is the section that may change
- EXAMPLES:

8. **Public Comment** Information
- No action may be taken on a matter raised under this agenda item until the matter is included on an agenda as an item on which action may be taken. The Chair reserves the right to limit public comment to a reasonable amount of time for the individual to address the **Planning and Awards Committee**.

9. **Adjournment** Action

Sixth: Ending

- The last part of creating an agenda is the ending of the document. This section can be copied and reused. The only parts that need to be changed is the contact person as the different campuses have different contact people and the day, month, day, year and time
 - Note highlighted is the sections that may change
- EXAMPLE:

Every effort will be made to accommodate those handicapped individuals needing assistance. Please contact **Cassandra Webster @ 651-4051** to make prior arrangements for handicap accessibility.

This Agenda has been posted at the Cheyenne, Henderson and West Charleston

Posted by Secretary Member Tuesday, November 27, 2007 by 9:00 a.m.

Actual Committee Agenda

ASCSN Planning & Awards Meeting

College of Southern Nevada

Cheyenne Campus, Room 1069

3200 East Cheyenne Ave. North Las Vegas, NV 89030

Friday, February 29, 2008 @ 10:00 a.m.

Members:

Chair- Secretary Snead
Co-Chair- Senator Rodriguez (Cheyenne)
President Gray
Treasurer Ruiz
Senator Staples (W. Charleston)
Senator Neiman (Extension)
Senator Torres (Cheyenne)
Senator Buller (Cheyenne)
Senator Khera (W. Charleston)
Senator Jarina (Henderson)
Senator Brady (W. Charleston)
Senator Nguyen (W. Charleston)

Advisor:

Advisor Figueroa

1. **Call To Order**

2. **Roll Call**

3. **Approval of the Minutes**

Information/Action

- The Committee will approve the 2-15-08 Planning and Awards Committee Minutes

4. **Student Government Retreat Event**

Information/Action

- The Committee will hear from Co-Chair Rodriguez about the Retreat and decide on a time and date of the Retreat

5. **Update on Senate Events**

Information

- The Committee will plan the times and dates of the upcoming events

6. **Travel Agency Event**

Information/Action

- The Committee will plan the time and date of the Event and funding not to exceed \$500.

7. **Public Comment**

Information

- No action may be taken on a matter raised under this agenda item until the matter is included on an agenda as an item on which action may be taken. The Chair reserves the right to limit public comment to a reasonable amount of time for the individual to address the Planning and Awards Committee.

8. **Adjournment**

Action

Every effort will be made to accommodate those handicapped individuals needing assistance. Please contact Cassandra Webster @ 651-4051 to make prior arrangements for handicap accessibility.

This Agenda has been posted at the Cheyenne, Henderson and West Charleston

Posted by Secretary Snead Tuesday, February 26, 2008 by 9:00 a.m.

Actual Senate Agenda

ASCSN Senate Meeting
College of Southern Nevada
West Charleston Campus, Room B-105
6375 W. Charleston Blvd. Las Vegas, NV 89146
Friday, December 14, 2007 @ 12:00 p.m.

Executive Board:

President – Taylor Gray
Vice-President – Christian Watts
Secretary – RaQuan Snead
Treasurer – Alfonso Ruiz

Advisors:

Advisor – Vitaliano Figueroa
Financial Advisor – Dan Morris

Cheyenne Senators:

M. Tamara Torres
Daniel Rodriguez
Eduardo Buller
Qiana Griffin

West Charleston Senators:

Jennifer Staples
Kary Nguyen
Aeman Khera
Hailee Brady

Henderson Senators:

Cassandra Peeples
William Quinn
Ryan Jarina
Richard Guillian

Extension Senators:

Guillermo Trujillo
Andrew Neiman

10. Call To Order

11. Roll Call

12. Approval of Minutes

Information/Action

- The Senate will vote to approve the 11/30/07 Senate Meeting minutes.

13. Tuition and Fees Report

Information

- The Senate will hear from Executive Vice Chancellor Dan Klaich about the proposed tuition and fee increases.

14. President's Report

Information

- President Gray will provide meeting updates.

15. Vice President's Report

Information

- Vice President Watts will discuss clubs.

16. Secretary's Report

Information

- Secretary Snead will provide secretarial updates.

17. Treasurer's Report

Information

- Treasurer Ruiz will provide budget updates.

18. **Campus Reports** Information
- A Senator from each campus will read the student suggestions that have been submitted to their respective campus for the benefit of the Senate.
19. **Coyote Press Name Change** Information/Action
- The Senate will discuss and vote on whether or not to change the name of the student newspaper.
 - If the Senate votes to change the name of the paper, the Senate will then discuss and vote on the new name from a list of student submissions.
20. **Latino Student Alliance Scholarship** Information/Action
- The Senate will revisit and vote to amend the original motion for the Latino Student Alliance Scholarship agenda item.
21. **Wine Tasting Scholarship** Information/Action
- The Senate will discuss and vote on funding not to exceed \$8000 for a wine tasting scholarship.
22. **Funding Proposals** Information/Action
- The Senate will review the proposals and vote on funding for:
 - Capitol Club (\$5000)
 - Pinning Committee (\$2000)
23. **Club Approval** Information/Action
- The Senate will review the packets and vote to approve club status for:
 - Spanish Club
 - College of Southern Nevada High School Student Council Club
 - Photo Club
24. **Office Printing Supplies** Information/Action
- The Senate will discuss and vote on funding not to exceed \$1500 for office printing supplies for the Spring semester.
25. **Guitar Hero Tournament** Information/Action
- The Senate will discuss and vote on funding not to exceed \$400 for a Guitar Hero Tournament.
26. **Club Ride** Information/Action
- The Senate will discuss and vote on funding not to exceed \$800 for a Club Ride event.
27. **Student Government Retreat** Information/Action
- The Senate will discuss and vote on additional funding not to exceed \$3300 for the Student Government retreat.

28. January Meeting Dates

Information/Action

- The Senate will discuss and vote on meeting dates for the month of January.

29. Public Comment

Information

- No action may be taken on a matter raised under this agenda item until the matter is included on an agenda as an item on which action may be taken. The President reserves the right to limit public comment to a reasonable amount of time for the individual to address the Senate

30. Adjournment

Action

Every effort will be made to accommodate those handicapped individuals needing assistance. Please contact Juanita Sowell @ 651-5614 to make prior arrangements for handicap accessibility. This Agenda has been posted at the Cheyenne, Henderson, and West Charleston campus.

Posted by President Gray Tuesday, December 11, 2007 by 9:00 a.m.