I. Call to Order
   a. Roll Call
      i. All Present
   b. Approval of Minutes
      i. Motion- Matthew Ghan
      ii. Second- Jackie Palacios
      iii. Unanimous
   c. Approval of Agenda
      i. Motion- Alexander Ballard
      ii. Second- Matthew Ghan
      iii. Unanimous

II. Old Business
III. New Business
   a. Introductions:
      i. Name
      ii. Position
      iii. Year/Major and fun fact
   b. Orientation
      i. Who are you?
      1. Advocates and representatives for the undergraduate student body
      2. Bring student issues and concerns to the attention of the university
      3. Provide student input on institutional decisions
      4. Develop professional skills
      5. Be a student leader on campus
   ii. SGA Structure
      1. President: Mitchell Rosenberg
      2. Vice President: Sarah Tabsh
      3. Director of Finance: Corey Snyder*
      4. Director of PR: Molly Weber*
      5. Director of Elections: Elliot Gardner*
      6. * Pending Senate approval
   iii. Committee Structure
      1. University & Academic affairs committee
      2. Community outreach committee
      3. Allocations and internal affairs committee
      4. Diversity affairs committee
   iv. University & Academic Affairs
      1. The purpose of the Committee is to address student concerns relating to all aspects of student life on campus, advocate to rectify these issues, improve the academic life, learning environment, and technology resources for the student population at the University by advocating on behalf of the student population.
      2. The committee shall work department related to transportation, housing, health, psychological services, wellness, safety, improve academics to advocate for students’ needs on campus.
      3. At most 4 senators
   v. Community Outreach
      1. The primary function of the Committee is to facilitate constant conversation with the student body at large and act as liaisons between
the student body and the greater Orange Community.

2. At most 4 senators
3. Plus, Director of PR

vi. Allocations & Internal Affairs
1. The primary function of the Committee is to approve or deny the distribution of funds from the co-sponsorship, conference scholarship, student organization and academic organizations, and to establish criteria for the distribution of such funds.
2. The Committee is also responsible for reviewing the spending of allocated SGA funds and to alert the Senate of any possible mismanagement of those funds.
3. Must audit the by-laws and operation each semester
4. At most 4 senators (1 org senator)
5. Plus, Director of Finance
6. In addition to the Chair, this committee will also have a Vice-Chair, application TBD.

vii. Diversity Affairs
1. The purpose of the Diversity Affairs Committee shall be to stimulate an environment on Chapman University’s campus that is more inclusive and welcoming for students from different backgrounds, and to advocate for the needs of students to university administration.
2. The Committee shall work with relevant departments and offices on campus to support the University’s efforts to create a more inclusive campus while simultaneously working on their advocacies.
3. At most 4 senators

viii. Outside Committees
1. Faculty Committees (examples):
   a. Undergraduate Academic Council
   b. Academic Integrity Committee
   c. Standards Committee
   d. Campus Accessibility Committee
   e. Diversity Committee
   f. Sustainability Committee
   g. Curriculum task force
2. Campus Departments
   a. C.A.R.E.S
   b. Public Safety
   c. Facilities Management
   d. Residence & Housing Association
   e. Career Development Center
   f. Sodexo Student Board of Directors
   g. Diversity & Equity
   h. Student Organizations
   i. Faculty and inclusion committee
3. Speaker of Senate
   a. Appointed by Senate
   b. Call and preside over SGA Senate Meetings
   c. Full knowledge of Parliamentary Procedure
   d. Be a resource for all Senators
   e. Have a direct relationship with the Vice President and the rest of Executive Council
   f. Nominations tonight! Speeches on Wednesday (05/03)
4. Senator Expectations
   a. Senate Meeting – Fridays 1:00-3:00pm
   b. Office Hours (1) *Committee chairs hold 3 Office hours
   c. SGA Committee
   d. Outside Committee
5. Our Expectations
   a. * Progress Reports
      i. monthly and end of semester
   b. * Attend town halls and State of the University
   c. * Attend events we fund in SGA polo
   d. * Tangible progress
6. Important Dates
   a. Chair Applications open now! (link closes May 4th @ 12pm)
   b. Speaker speeches and appointment May 3rd* next meeting
   c. Upcoming meetings: May 3rd and 8th @ 10pm
   c. Senate Etiquette
      i. Agenda Protocol
         1. If you have anything you want to talk about, get feedback, or vote on,
            add it to the agenda.
            a. You do not need a formal presentation to speak or bring up a
               topic
         2. Email the Speaker by their set deadline in order to add it to the agenda
            for the upcoming meeting
            a. If there are any supporting documents, please include those as
               well
         3. Make sure you know what you want to say, we want to keep meetings
            running effectively.
      ii. Meeting Protocol
         1. To make a motion to approve something you say “I move to approve…”
            a. When a second is made you say “I second the motion”
         2. Speaking in Senate
            a. We want to avoid having you speak over one another, wait to be
               called on and do not raise hand while someone else is still
               speaking their thought.
         3. To Vote:
            a. After a motion is on the table, the speaker will ask all those in
               favor to raise their right hand, then all opposed, then all those
               abstained.
               i. Reasons to Abstain: You have any bias towards what is
                  being discussed, or you were not in the room to hear
                  enough information to vote on behalf of your
                  constituents.
         4. Open Forum
            a. This is the time to bring up any discussion related to your
               advocacies or the University. This is not a time for formal
               presentations.
5. Closing Meeting
   a. You would only close meeting for internal matters. Everyone
      who is not in SGA would be asked to leave the room.
6. No electronics or food allowed during meeting.
   d. Parliamentary Procedures
      i. What is Parliamentary Procedure?
1. Parliamentary Procedure provides the group with a structured, logical, consistent format under which to make decisions and therefore should be used to help groups achieve their goals and objectives through a democratic process.

ii. Why is it important?
1. You will get more done in less time by following orderly procedures
2. You will encourage greater participation by all members
3. You will ensure fair decision-making
4. You will protect the rights of all members, including those present at the meeting, those absent, the majority, the minority, and the entire organization
5. You will develop more effective leaders
6. You will help ensure the legal status of your meetings according to society and your own organization

e. Senate approval: Director of Finance
   i. Why we recommend Corey Snyder
      1. Strong Organizations and communications skills
      2. Comfortable upholding policies
      3. Team Player

ii. Motion to approve: Matthew Ghan
    1. Second- Ian Policarpio
    2. Approval is Unanimous

f. Speaker nominations
   i. Ansley Wong nominates Alexander Ballard for Speaker of Senate because he had zero absences during the entire year which is difficult, he has the experience and I think he is great for the position
   ii. Ian Policarpio nominates Matthew Ghan
   iii. Alexander Ballard and Matthew Ghan both accept the nomination.

IV. Open Forum

V. Announcements
   a. Next meetings: May 3rd and 8th at 10-11:30pm
   b. Chair applications open tonight!
      i. Due by 05/05/17
   c. Speaker speeches next meeting 05/03/17
   d. Support staff positions are live (Executive Assistant of Finance & Executive Assistant of PR)

VI. Adjournment
   a. Motion- Lisa Kang
   b. Second- Alyssa Nowlen
   c. Unanimous