How to be an Inter-Club Council Representative

A Review
Title and Terminology
ICC Representative

As an ICC rep, you have been designated to represent the needs of your club. You are responsible for:

- Being an active member of the Inter-Club Council
- Submit a Monthly Club Report Form to Student Life and the ICC Chair (Me)
- Understand the ICC handbook and constitution
- Notify ICC and Student Life of any event your club is hosting (For events page)
- Ensure that your contact information is up to date
- Ensure that all Ohlone students can access your meetings.
- File A Recharter Form with Student Life and the ICC by May 1st
- Vote in the Best Interests of your Constituents
Monthly Club Report

- Due the day of the first meeting of every month (March 1st)
- Each report must include the amount of active members in your club
- The topics covered at your meeting
- Future plans (events, fundraisers, election, etc.)
- Status of the Club Budget (Income and Expenditures) and any ASOC Money Requests

Club Report Form for the Month of: October YEAR: 2022
Club Name: Black Student Union
Club Advisor Name: Janice Joppolis
Club Advisor’s Email: JJOPOPOLI@OHLONE.EDU

Please provide a list of all your club’s official meetings, and events for the previous month.
Event activity is defined as: fundraising, social gatherings, inviting speakers, club days, etc.
Please provide date, time & location (ex: Zoom Link, discord link, “Instagram live” “Facebook live” etc.)

Regular Club Meetings
UC Berkeley Black Scholars Speaker Series https://berkeley.zoom.us/j/945392003
Visitor Speaker Betty Smith

We went to club days and sent out stickers to people who stopped by our booth

How many active members are there in your club? 24

What topics has your club covered at club meetings in the previous months? The Black Lives Matter Protests, systemic racism in higher education institutions, the school to prison pipeline, racial biases, the University of California and California State University application processes

What is your club planning to do in the future? We intend to go to local high schools and discuss the lack of ethnic studies courses in public education and address the history of that.
We will also be presenting our members with a workshop on demystifying graduate school and how to have a competitive application to internships as a community college student.

What is the status of your club budget (Including income & expenditures over the previous month)?
We made a total of $234.95 with our coffee and donuts sale
We spent $50 on stickers, we also requested $30 from the ICC for these stickers

I certify that the above information is correct and valid.
Club Representative Name: Cool Guy Brad Signature: Date:
Club Advisor’s Signature: Date:

I certify receipt of this monthly club report form.
ASOC ICC CHAIR Name: Signature: Date:
Student Life Employee Name: Signature: Date:
Benefits:

Being apart of the ICC has its benefits. The more you put into the Inter-Club Council, the more you will receive

- Seeing my face every week
- Use of the Ohlone College name and facilities (during “precedented” times)
- Making connections and networking (and collaboration opportunities)
- Ability to hold fundraisers on campus
- Funding from the ASOC and ICC
- Mailbox and Service
- Use of ASOC Publicity materials
- Establishment of a club account
- Exposure
- Leadership Opportunities and experience to go into different areas of the ASOC
Advertisements and Events

For the Spring 2021 semester, you need to inform the ICC Chair and Student Life of any events your club is hosting, large or small. This is so we can create an event page on the Ohlone website that is regularly used to ensure larger outreach and awareness.

The process of posting to canvas is different as well, you shall submit a photo and text version of your request as normal to this website. Here
A motion

- Proposes council takes vote on action of some kind.
- Can be made by any voting member
- Need to be recognized by chair by stating your name followed by: I move to approve, or I move to reject

“a formal proposal by a member of a deliberative assembly that the assembly take certain action.”
A Second

- Made by someone after a motion is made
- All motions need a ‘second’ to move forward
- Can be made by someone saying ‘second’ or holding 2 fingers out

“In deliberative bodies a second to a proposed motion is an indication that there is at least one person besides the mover that is interested in seeing the motion come...”
An Objection

- Stated after a second if someone disagrees with motion and wishes a debate
- Does not need to be recognized by the chair
- Begins a pro-con debate
See it in Action
Minutes

- Minutes are a record of who motioned and seconded items, as well as everyone's votes.
- Is written by secretary each meeting
- Also records who was or wasn’t at meeting or when anyone leaves.
The Chair

- Person who creates Agenda
- ‘Presides’ over meeting (Mediates discussion)
- Attempts to be impartial when able (shouldn’t influence others votes)
- Decides style of meeting
- Recognizes speakers to allow them to talk

the officer who presides at the meetings of an organization
Voting Members

- Any member who has a vote in their respective bodies (ICC Delegates, Senate Senators, and Exec Executives)
- Can create motions, objections, and second items
- Hold privileges of title per their respective bylaws.
Ex-Officio

- Any members who sit on council, but do not have vote (Advisors, & bylaw designated positions such as Student Trustee or Branch Directors)
- Can be recognized by chair to speak, but no vote/motion/second
- Purpose is to advise

An ex officio member is a member of a body (a board, committee, council, etc.) who is part of it by virtue of holding another office.
The Public

- All public meetings must allow public to sit in per Brown Act.
- They may speak during public comments if speaking on non agenda item.
- If item is on agenda, they may speak on item before voting members discuss.
Presenters

- Are listed on agenda and invited by the council or chair to speak on item.
- Council may ask presenters questions.
- Presenters may be asking something of the council (such as funding) or simply be there to inform council.
Agendas

Structure used in professional meetings
Important Info

- All agendas must have the following information:
  - Meeting title (Senate Meeting, Exec Meeting, ICC Meeting)
  - Date
  - Time
  - Room Number
  - ADA Compliance
Call to Order

- Council’s secretary will call roll call to indicate who is present for start of meeting.
- An ‘absence’ is defined as missing over 75% of meeting.

### Executive Council Workshop Agenda

Thursday, August 22nd 2019
10:30 am - 12:00 pm
Room NC 3247

<table>
<thead>
<tr>
<th>Call to Order</th>
<th>Talha Tariq</th>
<th>Tiffany Dang</th>
<th>Claire Zhou</th>
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<tbody>
<tr>
<td></td>
<td>Nilay Patel</td>
<td>Tanzim Amin</td>
<td>Molsh Modi</td>
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<tr>
<th>Adoption of the Agenda</th>
<th>August 20th, 2019</th>
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<tr>
<th>Public Comments - (A limit of 3 minutes per speaker, 15 minutes total is allowed)</th>
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<tbody>
<tr>
<td>This segment of the meeting is reserved for persons desiring to address the Council on any matter of concern that is not stated on the agenda. The law does not permit any action to be taken, nor extended discussion of any items not on the agenda, except under special circumstances as deemed by the Chair. The Council may briefly respond to statements made or questions posed, however, for further information, please contact the Chair for the item of discussion to be placed on a future agenda. (Brown Act §54954.2)</td>
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<tr>
<th>Reports (1 minute per person)</th>
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<th>Special Orders-none</th>
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<tr>
<th>Consent Agenda-none</th>
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<tr>
<th>Unfinished Business</th>
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<tr>
<th>ASOC New Deal B</th>
<th>Action</th>
<th>Patel</th>
<th>20 minutes</th>
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<tbody>
<tr>
<td>The council will discuss the ASOC new deal B and proposed actions.</td>
<td><a href="https://docs.google.com/document/d/1_3d0FvYJkQQM69v2Bxip2NSSuo9B2UDjBv2Z4gpb060M8/edit">https://docs.google.com/document/d/1_3d0FvYJkQQM69v2Bxip2NSSuo9B2UDjBv2Z4gpb060M8/edit</a></td>
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<thead>
<tr>
<th>A.S.O. 23</th>
<th>Action</th>
<th>Dang</th>
<th>10 minutes</th>
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<tbody>
<tr>
<td>The council will discuss and take action on A.S.O. 23.</td>
<td><a href="https://docs.google.com/document/d/1fGTb311O4G3to2KHSUZJlvCp6C0r5R8H8NIVJAPDuRK/edit">https://docs.google.com/document/d/1fGTb311O4G3to2KHSUZJlvCp6C0r5R8H8NIVJAPDuRK/edit</a></td>
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<tr>
<th>New Business</th>
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<tr>
<th>A.S.O. 24</th>
<th>Action</th>
<th>Tariq</th>
<th>30 minutes</th>
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<td>Vice President</td>
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<tr>
<td>ICC Chair</td>
<td>Molsh Modi</td>
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<tr>
<td>Treasurer</td>
<td>Claire Zhou</td>
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<tr>
<td>Secretary</td>
<td>Tanzim Amin</td>
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<tr>
<td>Legislative Representative</td>
<td>Nilay Patel</td>
</tr>
</tbody>
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Adoption of Agenda

- Council must vote on Adopting the agenda before starting.
- Council may amend the agenda at this point to remove or add items or change discussion or action items.
- Council may move to ‘suspend orders of the day’ which gives chair authority over what order items will go in.
**Approval of Minutes**

- Last meeting’s minutes must be approved, verifying the information is accurate.
- A motion can be made to modify the minutes if a majority of the council deems a portion inaccurate.
Public Comments

Chair must read full Brown act citing to ensure transparent information for public

Member of public may speak for max of 3 minutes

Max of 15 minutes in total is allowed.

This is where those not on agenda or ex-officio may speak. (including college administration)

Members of council may speak in public comments if they so wish
Reports

Reports are for any voting member to report information from various committees.

Student Admin Ex-Officio branch directors may report here if invited by chair to do so.

Should keep short, with 1 minute per person.
Special Orders

- Special
Consent Agenda

Chair may place items council does not need to discuss on consent agenda so to vote on all at once.

If a voting member wishes, they may ask to pull item from consent agenda, which it will then become a ‘New Business’ action item.

No discussion should be made on consent items, as it should be pulled if there is any.
Unfinished Business

- Any item on agenda that has been discussed before but not voted yet will be placed on as ‘unfinished business’.
- Unfinished and New business have sub-sections titled with letters, and placed in the order of chair’s discretion.
Action Items

- Items on agenda listed as ‘Action’ are allowed to be voted on by voting members.
- Must have a title, short description, who’s presenting item, and how long item is.
- If pertains to external documents, should include link to said documents for transparency.
- Council does not need to vote on all action items, but are authorized to do so.
Bills & Bill Packages

- ASOC Operates with Bills and Bill Packages.

- Bills are complex voting items written in a standardized ASO Bill format. (Such as ASO 23)

- Bill Packages are a group of bills for larger initiatives that are voted on all at once. (Such as the ASOC New Deal Bill Package)
Discussion Items

Discussion items on agenda do not give voting members the authority to vote on them.

They are purely there to discuss the subject.

If they have potential to lead to vote, next meetings agenda may list them as action item.
New Business

- New business is anything on the agenda that hasn’t been on the agenda before.
- Can be both Action or Discussion items.

V. Reports

VI. Special Orders

VII. Consent Agenda

VIII. Unfinished Business

A. ASOC New Deal B

The council will discuss the ASOC new deal B and proposed actions.

https://docs.google.com/document/d/1_3DjTHh4cQ5k15g9n2BzJeXKwB2UTDByZh4q6K0M8/edit

B. ASO 23

The council will discuss and take action on ASO 23.

https://docs.google.com/document/d/1G7x4QOMC0B-bZkR7JTHwCdoC0h6RDR5N/MjPDKxk/edit

X. New Business

A. ASO 24

The council will discuss and take action on ASO 24.

President: Talia Taiq
Vice President: Tiffany Ding
ICC Chair: Moksh Modi
Secretary: Tazivri Amin
Treasurer: Claire Zhou

Advisors: Emmanuel Garcia
Faculty Advisor: Binh Nguyen
Vice President of Student Services: Nilay Patel

Associated Students of Ohlone College
43600 Mission Boulevard, Fremont, California 94539
Fax: 510.659.7308
ohlone.edu/org/asoc
Open Forum/Announcements

Any announcements about upcoming items pertaining to ASOC may be listed here (Should be brief)
Agenda Requests

- Any voting member or member of public may request the chair add item to next meetings agenda.
- Is the chair's discretion if they will add item.
- Council may vote to demand item to be on next agenda to overrule chair if chair doesn't include it.
Adjournment

A vote (or chair seeing no objections) is needed to approve an end of a meeting.
Motion is made

Amendment
Amendment

voting member 2nds motion
Council moves into discussion of motion
Amendment

Voting member makes motion to amend original motion

Example:
“I move to amend the motion ‘Approve ASO 23 in full’ to say ‘Approve ASO 23 with funding of $700’ ”
Example:

“I move to amend the motion ‘Approve ASO 23 in full’ to say ‘Approve ASO 23 with funding of $700’”

If no one seconds, goes back to main motion
Example:

“I move to amend the motion ‘Approve ASO 23 in full’ to say ‘Approve ASO 23 with funding of $700’ ”

If seconded, goes into regular motion process of discussion of amendment to motion
**Amendment**

Example:

“I move to amend the motion ‘Approve ASO 23 in full’ to say ‘Approve ASO 23 with funding of $700’ ”

If Objected, will enter debate process about amendment
Example:
“I move to amend the motion ‘Approve ASO 23 in full’ to say ‘Approve ASO 23 with funding of $700’”

Will be moved to a vote
If approved, will return to the main motion with this amendment in effect, and move towards a vote.

Example:

“I move to amend the motion ‘Approve ASO 23 in full’ to say ‘Approve ASO 23 with funding of $700’”
If rejected, will return to original motion, and continue to vote.

Example:
"I move to amend the motion ‘Approve ASO 23 in full’ to say ‘Approve ASO 23 with funding of $700’ ”
A motion can be made with in a motion to amend that proposed amendment.

Example:
“I move to amend the proposed amended motion of ‘Approve ASO 23 with funding of $700’ to say ‘Approve ASO 23 with the funding of $200’”
Example:
“I move to amend the proposed amended motion of
‘Approve ASO 23 with funding of $700’ to say
‘Approve ASO 23 with the funding of $200’”

If no second, will return to discussion of amended motion
If seconded, will move into discussion of proposed Amended amendment.

Example:
“I move to amend the proposed amended motion of ‘Approve ASO 23 with funding of $700’ to say ‘Approve ASO 23 with the funding of $200’”

This may be debated if there is an objection.
After discussion, the chair may move this as a vote.

Example:
“I move to amend the proposed amended motion of ‘Approve ASO 23 with funding of $700’ to say ‘Approve ASO 23 with the funding of $200’.”
Amendment of Amendment

Example:
“I move to amend the proposed amended motion of ‘Approve ASO 23 with funding of $700’ to say ‘Approve ASO 23 with the funding of $200’”

If Nay, then goes back to first proposed amendment
If Aye, then the amendment to the proposed amendment is approved. Does NOT go to main motion, but instead back to the discussion of first amendment.

**Example:**

“I move to amend the proposed amended motion of ‘Approve ASO 23 with funding of $700’ to say ‘Approve ASO 23 with the funding of $200’”
The now amended amendment must be voted on to approve main motion.

Example:
“I move to amend the proposed amended motion of ‘Approve ASO 23 with funding of $700’ to say ‘Approve ASO 23 with the funding of $200’”
Amendment of Amendment

Example:
“I move to amend the proposed amended motion of ‘Approve ASO 23 with funding of $700’ to say ‘Approve ASO 23 with the funding of $200’”

The now amended amendment must be voted on to approve main motion
Any Questions?