



CSU East Bay Action

Congress

Our Mission

Introduction

For many people in the world today, there is one thing that deprives them of personal fulfillment and purpose. This sentiment is the result of an instinctual yearning to be a part of something greater, and we see other entities across the world capitalize on this yearning through social media. By the use of social media, the population is dulled to the idea of what meaningful purpose and direction should be. Through the CSUEB Action Congress, direction and purpose will not be used to make money or to gain votes, but for the collective well-being of its members, and the communities they serve.

Our Purpose

As we expand, our objectives as a student-run, community based club is to provide the CSU East Bay student body purpose through activities designed at strengthening community awareness and promoting personal growth. Through conscious reflection of our behavior and our values, we strive to uplift the emotional and mental fortitude of our members, instilling into them confidence and self-awareness through civil discussion and participation in community-building events. By introducing these activities into our member's lives, we will inspire our members to build up and achieve self-efficacy and self-worth, and encourage them to promote these qualities to others around them.

How We Will Achieve our Goals

CSUEB Action Congress aims at supporting the community and uplifting its members by instilling confidence and self-awareness through civil discussion and by hosting team-building events. By introducing these activities into our member's lives, we will develop our strengths both as a group and as individuals, and through our abilities we will labor and reap the fruits of that labor.

Discussion Structure (Rules and Guidelines)

01. Moderated Caucus

- a. Flow of discussion is loose, but guided by the Director.

02. Unmoderated Caucus

- a. Discussion is opened up, allowing members to speak amongst one another to formulate ideas and share thoughts freely.

03. Formal Discussion

- a. Dialogue is conducted by the Director and a formal process of discussion is observed to maintain group focus and topic direction, ideally resulting in relatable, real-world applications.

Club Structure (Positions and Descriptions)

The group of officers are known as the Committee.

1. Officer A - **Director of Administration**

- a. The Director of Administration provides the vision for the club. When things get tough, you are the one who keeps everyone together. You are the captain of the ship, through storm or shine.
- b. Creates and provides agenda for officer meetings.
- c. Can dismiss any officer or member as necessary to keep the club's leadership running smoothly.
- d. Manages club members' participation in the group. Our mission is their mission, and serving the self should also mean serving the team.

2. Officer B - **Director of Public Outreach**

- a. Responsible for all matters related to the outreach of the club to the community.
 - i. Producing flyers, posters, pamphlets, website and whatever is required for promoting awareness about the club.
 - ii. Presenting, speaking, and spreading information about the purpose of the club. Everyone should know that we exist. This includes tabling and giving presentations from class to class. Your efforts will determine the successful formation of our club.

3. Officer C - **Director of Diplomacy**

- a. You represent our club at any academic institution. If the school, school government or interschool agency requires our representation, you are responsible for representing the interests of the club.

- b. Working with the Director of Treasury, appeal to the ASI in order to acquire funding for activities.
- 4. Officer D - **Director of Activities**
 - a. Any and all club activities will be under your leadership. The club needs to promote regular activities with emphasis towards personal hygiene, fitness, fashion, composure and confidence. Working directly with the Director of Public Outreach, you will provide our members with structure.
- 5. Officer E - **Director of the Treasury**
 - a. Finances can be the weakness of any organization. The treasurer must maintain our finances and explore ways of raising money.
- 6. Officer F - **Director of the Interior**
 - a. Maintain a standard for all officers to follow; our officers must act in a way that demonstrates trustworthiness and self-control, leading as an example. Must maintain high standards and report any shortcomings, provide clear solutions to address interclub conflicts between officers and members.
 - b. Ensure that all members of the club are included by monitoring members' morale and involvement, and promoting strength in members.
- 7. Officer G - **Director of the Committee**
 - a. Oversees the activities of the CSU Action Congress Committee as it relates with
 - b. Ensure that all members of the club are included by monitoring members' morale and involvement, and promoting strength in members.

Officer Information

1. All positions will be elected by predecessor. The Director of Administration can overrule decisions under the condition that if they appear to promote, corruption, illicit activities, or private interests, rather than the interests of the club.
2. Officers should meet regularly with an [agenda](#) provided by the Director of Administration.
3. The Director of Administration can dismiss officers from their position, but this does not mean that they are dismissed from the club.
4. Officers work under the guidance of the Director of Administration. The vision of the Director of Administration should be the vision of the club.

Officer Assignment/Election

1. Officer positions will be voted on by the members of CSUEB Action Congress.
2. Officer positions will be voted on by the members of the Committee
3. Election results will be approved by the Director of Administration.
4. Only members of the CSUEB Action Congress will be able to vote in this election.
5. Students must have been members of the club for at least 30 days before the voting date.
6. Membership in recognized student organizations is open to all matriculated, regularly enrolled CSUEB students, faculty and staff.
7. Only student members may vote or hold office.
8. Membership may not be denied to anyone on the basis of race, creed, national origin, religion, sex (except as permitted by law), age, sexual orientation or physical disability (California Administrative Code, Title 5, Section 41500; Education Amendments of 1972, Title IX).
9. An organization may define limitations of membership (e.g. major, year in school, GPA) or types of membership (e.g. student, faculty/staff, alumni) in the organization's constitution.

Qualifications for Membership

<In Progress>

Amending and/or Revising the Constitution

There are 4 steps to amending and/or revising the constitution.

- 1. Vote to present amendment and/or revision.**
 - 1.1. If applicable, a vote may be requested for an immediate presentation of the amendment or revision. This request is only available to the presenter.
 - 1.2. A minimum requirement of one week is required between the presentation of an amendment or revision and the following vote.
- 2. Once the mandatory seven day wait period or longer has passed, a vote may be initiated for a vote on the amendment and/or revision.**
 - 2.1. All directors are required to vote.
 - 2.2. Directors may vote by proxy.
- 3. If the request to initiate a vote has been approved by a simple majority, the voting for the amendment and/or revision may be initiated.**
- 4. The amendment and/or revision requires the following in order to pass.**
 - 4.1. Members
 - 4.1.1. $\frac{2}{3}$ of all present members to vote Yes.
 - 4.1.1.1. Members may vote via proxy.
 - 4.1.1.2. Members must qualify for membership.
 - 4.2. Directors
 - 4.2.1. All six Directors to vote: Yes, No or Abstain.
 - 4.2.2. Four of six Directors to vote Yes.

Debate Structure

Formal Debate: During formal debate, the staff maintains a speakers list and members speak in the order they are listed. At this time, members have an opportunity to share their views with the entire committee. Members make speeches, answer questions, and introduce and debate resolutions and amendments. Formal debate is important to the committee's work. By not knowing the rules of procedure, members slow down the debate and hold back their committee's progress.

Moderated Caucus: In a moderated caucus, members speak much like during formal speeches, but for shorter periods of time and in relatively rapid succession of one another. This is a mixture of both formal and informal debate, and lets the members gain critical recognition on the floor. Anyone may speak if they raise their placard and are called on by the Chair.

Unmoderated Caucus: In an unmoderated caucus, members meet informally with one another to discuss and negotiate draft resolutions, amendments and other issues. This is usually the heart of participant diplomatic exchange, as rules are dropped in favor of close negotiations between the members for reasons such as drafting working papers. Anyone may speak if they raise their placard and are called on by the Chair.

Flow of Debate

Start of Debate: Either formal or informal debate can begin, after the Roll Call and Setting of the Agenda. The Speakers List is usually begun automatically, after an agenda is set, and may last for quite a while as the Chair may want to see most if not all of the members make opening speeches. Following this session, multiple sessions of moderated and unmoderated caucuses will be in order, usually in 30 minute intervals, to promote diplomatic discourse and development of crucial topical issues.

Closure of Debate: Once the speakers list is exhausted, the committee automatically moves to voting. Also, once a member feels that his or her individual or group's position is clear to others and that there are enough draft resolutions on the floor, he or she may make a motion to proceed into voting bloc by moving for the closure of that portion of the debate.

Voting Procedure: Once a motion to enter voting bloc has been approved, the committee suspends debate and proceeds towards clarifications and voting. Amendments are voted on first, then resolutions. Little to no exchanges will be allowed during this time, and the committee chamber will be held closed until the voting concludes. Once all of the resolutions are voted on, the committee moves to the next topic on the agenda.

Parliamentary Procedures

<u>Motion</u>	<u>Purpose</u>	<u>Debate</u>
<u>Vote</u>	<u>Comments</u>	
Point of order None	<i>Correct an error in procedure</i>	None
Point of inquiry None	<i>Request information or classification</i>	None
Appeal the chair 2/3rds Majority	<i>Challenge decision of the chair</i>	None
Suspension of meeting Majority	<i>Recess the meeting</i>	None
Unmoderated Caucus Majority	<i>Suspends all rules</i> Requires specification of the length of the caucus	None
Moderated Caucus Majority	<i>Suspends meeting for an informal debate</i> Requires specification of speaking time, length of caucus, and topic	None
Adjournment of meeting Majority	<i>End the meeting completely</i> Closes session. Only used at the end of the conference at the end of the conference	None

Adjournment of debate	<i>End debate without a substantive vote</i>	
Majority 2 pro/2 con	Upon success, move directly to the next topic. The older topic cannot be reopened	
Closure of debate	<i>Move to immediate vote on draft resolutions</i>	
Majority	Closes debate and moves into voting bloc	
Division of the question	<i>Vote on a section separately prior to voting on the entire resolution</i>	
Majority 2 pro / 2 con	Requires specification on the type of division	
Roll call vote	<i>Vote by roll call</i>	None
None	Chairs must entertain motion	<i>(Substantive votes only)</i>
Acclamation vote	<i>Approve resolution/amendment by unanimous consent</i>	
None	Chairs will ask for objections	<i>(Substantive votes only)</i>
Reconsideration	<i>Reopen debate on a topic</i>	
2/3rds Majority 2 con		
Set the speaking time	<i>Set or change the speaking time</i>	
Majority 2 pro/2 con		
Close the speakers list	<i>No additional speakers may be added to the speakers list</i>	
Majority	None	
Adoption of the agenda	<i>Approval of agenda order</i>	None
Majority	Only used at the first session	

RULES ARE LISTED IN ORDER OF PRECEDENCE

Documents in Crisis Situations

In a crisis committee scenario, members can be informed regarding having access to specific forms of documented communication between themselves and a separate crisis room staff. These documents break down into 4 rough categories, and can often overlap with other forms of communication that may be utilized elsewhere or at different times:

A **Directive** is a document that orders an official action be taken. It is like a Resolution in a General Assembly Committee, except it is more direct, less formal, and should be used several times throughout the conference, not just at the end of debate.

A **Press-Release** is a public statement of a message the committee wishes to express. It can be addressed to a specific news agency or just be a general press release.

A **Communiqué** is an official communication to another organization or individual. The final document type is an **Individual Action Order** (IAO). This is used by individual members to individually order something that is fully within their purview and would not require committee-wide approval, but only from the crisis committee. For example, this could include a Director of Human Resources in a corporate committee asking his subordinate to look into the company personnel files for blackmail on another executive, someone asking their personal banker to transfer money for a bribe to a local official, or a Chief of Police giving his officers an order. Keep in mind that these orders are given to subordinates not represented in a committee. These documents must be sent to the Chair and be approved by the Crisis Committee. All but the IAO must be sent to the Chair and passed by a vote of the Committee. All notes and communications must always be signed.

Notes