



HALL GOVERNMENT GUIDEBOOK 2017-2018

A RESOURCE FOR ALL POSITIONS

Residence Hall Student Association
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This guidebook should answer some questions that you may have starting out in your position, and point your hall government in the right direction. If you have any more questions or need help, feel free to contact RHSA! We would be happy to assist you.

Our office is located in Capen Hall B-16, and our office hours can be found on our website (www.newpaltz.edu/rhsa), along with a lot of

other information. So check it out!

You can also call or email us!

Our phone number is 845-257-4499

and our email is rhsa@newpaltz.edu

PRESIDENT

Congratulations President! It is a great accomplishment that you have been elected president of your residence hall government. I anticipate that you are excited to lead your hall government and have a productive semester. However, it is possible that you have never been a hall government president before. Therefore, you may have some questions about your position or need some information to start you out on the right track. This guidebook is meant to answer some of these questions and serve as a reference for you as Hall Government President.

Please read through this guidebook, even if you think you're confident with your position, because you may find some useful information!

BEFORE YOU BEGIN:

It is very important that you reference your hall government's constitution. It may delineate an exact description of your duties, which you should follow to the best of your ability. **You should become very familiar with your constitution.** Crucial information, such as voting and election procedures, should be outlined in it. If you and/or your executive board do not agree with the constitution or want to add something, follow the amendment procedure and fix it. Do not ignore your constitution!

BE TIMELY AND ORGANIZED:

-As president, you will be responsible for making sure your hall government is fulfilling its duties. You can only accomplish this by knowing what is going on at all times. **You should keep a separate hall government folder or binder (containing the constitution), a calendar or planner, and keep track of a "To Do" list.**

-You must also make sure that meetings and programs are regular and on time. If meetings and programs are sporadic or inconsistent, residents may stop showing up because of the inconvenience.

RUNNING MEETINGS:

-You are responsible for **creating the agenda** for meetings. Whether you print out a copy for all members to keep, or write it on a board, it is up to you. The most important thing is that you have an agenda. Without it, your meetings will have no focus and you may forget information that you wanted to discuss. Make

sure you consult with other executive board members to include topics that they would like to discuss as well, or leave an open floor at the end of the meeting for this purpose. Also, maintain a standard format to follow at all meetings so each meeting will flow smoothly.

-Make sure you **follow your agenda**. You have one for a reason! Speaking freely about any topic at any time is not efficient.

-Allow for discussion on each topic, but make sure that it does not become repetitive. You are the moderator. **Make sure everyone has a chance to express their opinions, but do not let discussions become redundant**. This will take too much time. After an adequate amount of time for a discussion, you may need to simply take a vote. Not everyone is going to see eye to eye all the time, but majority rules (if that's what it says in your constitution).

-**Limit personal conversations**. Sometimes many hall government members are close friends, so it is easy to slip into personal topics. However, this takes away time from items on your agenda. Get to business first; there is always time for personal conversations after the meeting.

ENCOURAGING OPEN COMMUNICATION:

-**Make sure that everyone is participating in discussion**. The quiet members might have really great ideas, but you must give them an opportunity to express them.

-Be respectful of everyone's opinions. Sometimes you know that certain ideas aren't practical, but **explain your reasons why, rather than simply disagreeing**. Remember that constructive criticism is constructive. Do not attack others, and do not take things personal either. Encourage your hall government members understand these principles.

-**Set expectations** for each other in the beginning of the semester. It doesn't have to be elaborate, but everyone should have an idea of what is expected of them by their fellow officers. This will also give everyone a chance to understand the roles and responsibilities of each executive board member.

GET TO KNOW YOUR FELLOW OFFICERS:

-It is important for everyone to get to know each other, but it is **especially important for you**, as president, to bond with your fellow officers. Getting to know them will allow you to work together more effectively.

-Plan a **bonding session** for your whole executive board. Have a dance party, or go to the movies, or get some B-Side. Whatever you choose to do is fine, but make sure everyone is included. You may need to plan this early in the semester because everyone's schedule will become really hectic.

-Plan **icebreakers** for most meetings. You don't need to do one every meeting (although you can if you want to), but once in awhile it is fun to have one. Try to pick a meeting that has a shorter agenda so it doesn't make the meeting longer than normal.

DELEGATING TASKS:

-Don't do everything yourself! There is a reason that you have an executive board. If you feel awkward about assigning tasks, make a list of everything that needs to be done and have people sign up for each item. Everything works a lot smoother and quicker when there are more than two hands involved.

-On the other hand, make sure you are participating too. **Don't pick all the easy tasks or avoid the annoying ones.** This could quickly make you the target of negative gossip, which you definitely want to avoid. Make sure you keep everything as fair as possible.

BEING THE PRESIDENT:

-Being President will make you recognizable in your hall, even outside of meetings and programs. Make sure you **don't do anything reckless that would compromise your position.** Try to be professional and responsible at all times.

-Make an effort to **get to know the residents in your building.** You are representing them! Find out their interests, opinions, concerns, and suggestions. Encourage them to attend meetings and programs.

-Be comfortable and confident! You got elected for a reason, and **you can do it!**

SUPPORT NETWORK:

-Don't forget that there are many people you can go to if you have a problem or question.

-Utilize your Vice President! You may need someone to brainstorm with outside of a meeting or double-check your agenda. The Vice President is perfect for this kind of assistance. Ask them to help you if your position becomes overwhelming. Make sure to fill them in on everything because it is their responsibility to take your place if something were to happen to you.

-Don't forget your RA Liaison's. They are there to guide your hall government and be a support for everyone. They may have past hall government experiences that can help you so talk to them!

-Regularly correspond with your RD. You should have weekly or bi-weekly meetings or emails to update each other about programs and concerns. Your RD is a very important resource for you because they have a lot of knowledge about your hall and campus.

-Contact RHSA! (Our contact information is contained in this guidebook.) We are here to support you in any way! Please let us know if you have any questions or concerns. It is our duty to help you! It is also very important that you have a representative **attend our weekly Associate Council Meetings.** This is where we discuss important information that needs to be relayed to your hall government. If your AC Reps cannot attend, make sure that you have someone else there instead!

Thanks in advance for your involvement and dedication as Hall Government President. We look forward to working with you throughout the semester and answering any questions you may have. We hope you have a great time!

VICE PRESIDENT

Congratulations on becoming your Hall Government's Vice-President! You are now the second in command and are poised to help your residence hall's community become even better. If this is your first year on hall government or first year as Vice-President, it's likely that you are wondering what's next. This guidebook is intended to help out with any questions that you may have and help make your start a smooth one.

Please read through this guidebook, even if you think you're confident with your position, because you may find some useful information!

BEFORE YOU BEGIN:

- Your involvement in Hall Government will be beneficial to both you and the residence hall with new leadership skills and improvement of the hall.
- Make sure that when you are representing your hall government that you are being as responsible as possible.
- Read over your constitution to go over all requirements of being Vice President! Changes to the constitution can be made, but only by following the voting procedures outlined by the constitution.

BE ORGANIZED AND TIMELY:

- Meetings are important, so make sure that you get there early and prepared!
- Items to bring to meetings should be a clipboard with notepad (for notes!) and at least 2 pens.
- Have copies of the previous meetings notes on hand in case there needs to be some clarifications.
- Planner/calendar to keep track of all programs/meetings
- Anything that makes you happy and organized bring as well!!

ATTENDING / RUNNING MEETINGS:

- As Vice President, you will be responsible for leading meetings if the President is unable to attend. Have a small meeting with the President beforehand to go over the meeting agenda for that week's meeting.
- During meetings you are the peace keeper. Help direct ideas in a positive

direction for both the President and the rest of hall government.

- Take your own set of notes during the meeting and help make sure the meeting is staying on task with the agenda.
- You are the President's backup, so make sure that you are paying as much attention as possible in case a topic is left out or was not covered fully.

KNOW THE RULES:

- As second in command, you should be aware of your Hall Government's constitution and the rules and regulations of the SUNY New Paltz campus. It will be helpful for you to know this information in case the President doesn't know or is misinformed.
- In particular, get to know the "FUSE" form process in case you want to do a program outside of your residence hall. Any programs presented in another facility on campus, or even literally outside, must be fused. You can find the forms online at <https://www.newpaltz.edu/media/student-activities-and--union-services/sausstudentfuse.pdf>, or you can call Student Activities for more information at ex. 3025. Before you fill out the forms, don't forget to make sure your RD approves of the program as well.

GET TO KNOW YOUR FELLOW OFFICERS:

- Members of hall government will be working together every week so it is important that you get to know all of the members of your staff.
- Work together with the President on staff bonding and icebreakers for meetings to help develop staff unity.

NEED HELP?

- There are times when you may not know the right way to handle a situation during meetings, programs, etc. Work with your buildings RA Liaisons and Resident Director to help you get a better understanding of the situation.
- The President will also be there for you as well!!!
- Network with other hall government Vice Presidents!!!! Sharing ideas amongst others is what leads to great programs!!!

Thanks in advance for your involvement and dedication as Hall Government Vice President. We look forward to working with you throughout the semester and answering any questions you may have. We hope you have a great time!

RHSA

TREASURER

WHAT HAVE YOU GOTTEN YOURSELF INTO?

Becoming a treasurer is a big role to have in your hall government. You need to stay on top of your budget and decided with your whole hall government how and what to spend your budget on. You need to make sure money is spent wisely, and sometimes this is hard. Good news for you, THERE ARE PEOPLE WHO CAN HELP! If you have any questions, ask the RHSA treasurer, your RD, or even June Pott. We are all here to help!

WHO IS JUNE POTT?

June is the current Computer Operator/Accounts Manager for CAS. She is located in the CAS office in the lower part of Hasbrouck. When you first become treasurer you will go to her and she will give you all of the paperwork you will need. When you have a Disbursing Order, you will take it to her and she will cut a check for you within a few days. She will give you more information and deadlines for checks for certain days. **Important note:** do not give out your cell number unless you want to get calls on it, and make sure your room voicemail is setup!

WHAT IS A D.O.?

A D.O. aka Disbursing Order, is the form you need to cut checks. Your hall government is given a certain amount of money each semester and you need these forms to use this money. First, decide with your hall government on how much to spend on a program, and then fill out the form. You need your signature and your RD's signature before turning it into June. A sample form has been attached!

HOW DO YOU BUDGET?

A budget is a very important part of your position. You will need to know exactly how much money you have so you can put on programs! Figure out with your hall government what programs or how many programs you want to put on for the semester, and with that you'll be able to get an idea of how much money you'll need. Chart how much you spend using excel. If you need help learning how to use this program, please go visit the RHSA treasurer. Also make sure you

visit June and get a print out of how much you've been spending so you can check your records.

WHO DECIDES HOW MUCH YOU'RE GOING TO SPEND?

Your job is to figure out how much you can spend logistically. Then as a whole hall government you need to figure out how much you want to spend out of that amount. So for example, you have \$500 in the account, and you have 5 programs left for the semester. You are going to tell your hall govt that you are willing to put \$200 towards this program because you know some of the other programs won't need as much money. But you can't just give out \$400 for a program if you know you'll need at least \$50 a piece for the other programs. Now as a whole hall govt figure out how much you want to spend on the program, the whole \$200 or less.

WHO HAS TO MAKE THE PURCHASES?

Anyone on your hall government, or even an RA if they are involved. It is not the treasurer's job to make the purchases. Yes they can make them, but it is not all on their shoulders. With the bus service on campus anyone is able to go to town to purchase supplies. It is not just the people who have cars that are responsible either!!!

SO YOU NEED MORE MONEY FOR A PROGRAM, WHAT DO YOU DO?

Try doing a funding request with RHSA! There is a budget put aside a year for people to use for programming on campus. Fill out a form that is located on the RHSA website and meet with the RHSA treasurer to see if you can be approved or not. You will have to request the money to the whole Associate Council board. You are not guaranteed the money just for requesting it, the RHSA treasurer needs to approve the request, then the RHSA e-board, and lastly the AC needs to approve the request and approve an amount.

RHSA

DISBURSING ORDER

No. **17711**

Campus Auxiliary Services
SUNY New Paltz
New Paltz, NY 12561

Instructions for DO form submission:

1. **Staple** the original invoices, receipts, etc. to the back of the white form.
2. **Paperclip** any copies, forms, etc. that should accompany the check to the back of the white form.
3. Fill in the other necessary information.

ACCOUNT #

SAMPLE

DATE: today's date

INVOICE(S) #	INVOICE DATE(S)	AMOUNT
use this only if it has in voice #		exact amount
PAYEE CUSTOMER/ACCOUNT #:		
IF NONE OF THE ABOVE, THEN DESCRIPTION:		
what is it for? store name		How much?

PAYEE

Who is the check for?

TOTAL: \$ total amount

(Please Print)

- ☐ Mail Check To Payee
(Address Required To Be Mailed)
- ☐ Check To Be Picked Up At C.A.S.
- ☐ Transfer
- ☐ Wire Transfer
- ☐ Receipts Will Follow

Don't
forget!

Treasurer signature

Signature Approval

B.D.'s signature

Signature Approval

C.A.S. Approval

Original Copy to C.A.S. Yellow Copy - Keep for your file

SECRETARY

RHSA would like to say CONGRATULATIONS to you for being elected secretary of your hall government! This is a great opportunity for you to grow as a leader, develop new and lasting friendships with others in your hall and get to know RHSA a little better. While you may not have a lot of experience with RHSA, our purpose is to help you with anything you need while building that sense of community New Paltz has grown accustomed to. We've given you this guidebook to help you smoothly enter your position on your hall government as well as help to answer and questions that may come up throughout the year.

GETTING STARTED

- ⇒ The first step you should take as a member of your E-Board is to read your hall's constitution. The constitution should outline the specific requirements that you as the new secretary will have to fulfill.
- ⇒ It may help to setup a template in Microsoft Office to help keep you organized.
 - ⇒ Maybe a spreadsheet to keep track of meetings, attendance and programs.
 - ⇒ A Word document to help keep the agendas and minutes from meeting in order
 - ⇒ Also, setting up a contact list in your Hawkmail account of your fellow hall government members to make sending minutes and correspondences easier.

MEETINGS

- ⇒ During each meeting, you will need to take attendance of those present.
 - ⇒ You can either write down the names of everyone present yourself or simply pass around a sign in sheet.
- ⇒ Throughout the meeting you will need to take the minutes. There are a couple different methods you could use.
 - ⇒ Writing the minutes on the agenda next to the item that they pertain to, including any information not specifically on the agenda either in the margin or on the back.
 - ⇒ Handing writing the minutes on a blank piece of paper without the agenda
 - ⇒ Use a computer at the meeting and type the minutes as the minutes happens.
- ⇒ It is important to remember, that while you are in charge of the minutes, you

still want to contribute to your hall government discussions.

DISTRIBUTING MINUTES

- ⇒ You will have to send the minutes of each meeting out to your other hall government members. It would also be a good idea to send them to the RD and RA Liaison for hall in order to help everyone keep on track.
- ⇒ If you set up a contact group in your e-mail it will make the e-mailing process all too easy.
- ⇒ In order to maintain the most accuracy, you should try to type up the minutes directly after the meeting. This will ensure that the events of the meeting are still fresh in your mind and the faster the minutes are out the more helpful they will be to the entire hall government.

These were the basic duties a secretary will have to perform. Depending on the constitution for your hall there may be more responsibilities you have to perform. You can always ask your fellow hall government members, RA Liaison or RD for clarification on any matter but don't forget that RHSA is here to help you with any questions that may pop up. We hope this guidebook helps to ease your transition into hall government and congratulations again from RHSA!

RHSA

PUBLIC RELATIONS OFFICER(S)

Being a public relations officer is a fun and important position within the hall government! As PR, you are how residents within your hall know about hall government events and program as well as programs put on by the Residence Hall Student Association! In essence, you get residents to programs and also to know who your hall government is and what it does!

WHAT DOES A PUBLIC RELATIONS OFFICER DO?

- Creates slogans for programs!
- Designs and distributes flyers for programs!
- Gets important information out about hall government and the hall itself!
- Creates unique ways to get information to the public!

Advertising isn't something that is limited to artists or communication majors; everyone can create fun and appealing advertisements. Place your flyers in places that people will look (bathrooms or bulletin boards work well!).

Sometimes using creative or unusual names or taglines for programs will attract more people.

Programs such as Paint.net and Photoshop can help create professional looking flyers but don't be restricted to the standard 8.5x11! Flyers and posters of various sizes attract attention!

HOW CAN I ADVERTISE?

- Flyers
- Butcher block/ Large Posters
- Facebook!
- Twitter!
- Youtube!
- Hall government Bulletin Board!
- By thinking outside the box!
 - Advertisements on things like candy, condoms or other prizes
 - Duck tape arrows pointing to your program
 - Make yourself the ad! Use t-shirts, tattoos and sandwich boards!
- Do you want to invite more than just the residents in your hall? Go ahead and put an announcement in the Oracle, or broadcast an ad on WFNP radio, or ask your RD if you can put up advertisements on your halls tv!!! You can do all of this for free!

- ❖ Make sure you check with your RD for the current fire code regulations for your building. There might be rules that tell you where you can and cannot post flyers.

One way to ensure that your advertising campaign will be successful is by using some serious time management skills! It's important to give yourself plenty of time when planning out how you are going to advertise. Of course, this may not always be possible. In the case of an impromptu program or a heavy work week, don't panic! Enlist the help of your fellow hall government members and friends, creativity can be very relaxing, and as long as you create an advertisement with the important information on it, you have been successful!\

WHAT IF WE DON'T HAVE A PRINTER?

- You can use the RHSA printer! Each hall has a print quota with us; just email us your flyer and you can pick it up during office hours!
- If you still need to print more, ask around to see if people have an abundant regular print quota. You can print in color at the Student Help Desk, but it will deduct 2 pages from your quota for every page you print. (Try making flyers that are 2 or 4 on a page!)
- Finally, kick it old school. Get out those markers and construction paper! Handmade advertisements may catch more people's attention anyway.

WHAT IF I NEED HELP?

- rhsa@newpaltz.edu – RHSA email account!
- Halligas1@hawkmail.newpaltz.edu - Current PR email

RHSA

ASSOCIATE COUNCIL (RHSA) REPRESENTATIVE

WHAT IS RHSA?

RHSA (Residence Hall Student Association) is a student run organization that exists to foster community among resident students at SUNY New Paltz. The organization is run by an eight member executive board that is responsible to promote a safe and enjoyable on-campus residence experience. We do this in two ways. We first form a link between our residents and the college's administration. Each hall has its own hall government which include a president, vice president, secretary, treasurer, 2 RHSA representatives, and public relation officers, who helps improve their residence hall's community by not only setting up programs but also communicate with RHSA to help fix problems that arise in their halls. The second way is that RHSA puts on campus wide programs to build campus community. Such programs like Condom Casino, Buzz Karaoke, and BBQ's just to name a few, allow residents to come out and connect with one another while having fun at the same time!

So now that you know just a little about RHSA, let's talk about how your position works with RHSA and what it entails.

WHAT IS AN RHSA REPRESENTATIVE?

The position of RHSA Representative is an elected one. You are elected to help put on programs and help improve life in your own hall with the other members of your hall government. You are also elected to be a representative from your hall to participate in weekly meetings. As a RHSA Rep you have to attend Associate Council meetings every Monday night at 9:00 in different residence halls each week. At these meetings you will represent your hall in voting affairs, discussions, campus and community outreach, and overall, improvements for residence life on the SUNY New Paltz Campus. You are to relay this information back to your resident hall at every hall government meeting, the hall government will then relay this information to residents living in the hall.

WHAT DO I DO AS AN RHSA REP?

- Attend weekly AC meetings
- Attend weekly Hall government meetings (Days and Times depends on your Hall Government)
- Help promote and attend RHSA Programs
- Be a liaison between your hall and RHSA-Relay all info from RHSA meetings to your Residence Hall!
- Attend RHSA Retreat and S.T.A.R.S Conference
- Make sure that all contact information for hall government members and hall government constitution is given to the RHSA E-Board in a timely manner

-Become familiar with the current RHSA constitution

HOW SHOULD I ACT IN AN ASSOCIATE COUNCIL MEETING?

In Associate Council Meetings, RHSA uses Robert Rules of Order- During the first couple of meetings, we will be explaining how to use such rules (motion to move, point of information, etc...). There is also a Robert's Rules Chart attached in this guidebook (which you'll also receive at our first meeting).

MEETING RULES:

- 1)-Please do not speak, while any e-board member, fellow RHSA Rep, or Guest are speaking. Instead take useful notes and write down questions that you may have for the speaker.
- 2)-During the Roll Call portion of the meeting, the more students from your hall the better. You earn a certain amount of good fellowship points for every person from your hall that you bring to the meeting. However, any student who leaves after roll call will not earn such points.
- 3) - Remember that you are making the best decision for your residence hall when voting on legislation, funding requests, or programs. Make sure to ask plenty of questions and evaluate fairly how it will affect your hall's residents
- 4)- When asking questions after a presentation, know that it can be extended up to 3 times, but that you cannot increase the amount of time you have for questions, you can only decrease time, if necessary!

ACRONYMS!

RHSA - Residence Hall Student Association

AC - Associate Council

NEACURH - North Eastern Affiliated Colleges and University's Residence Halls

NACURH - National Affiliated College and University's Residence Halls

NCC - National Communication Coordinator

CCC - Campus Communication Coordinator

NRHH - National Residence Hall Honorary

CAS - Campus Auxiliary Services; main funding source for RHSA

Pres Cab - A monthly meeting between the President of the school, his vice-presidents, the RHSA e-board and the Student Association e-board.

RHSA

RA LIAISON

The Residence Hall Student Association would like to welcome you as an RA Liaison of your hall government. We look forward to working with you throughout the semester as we work together to bring exciting programs and ideas to your residence hall. We want to remind you that as an integral member of your hall government, your dedication is extremely appreciated. This guidebook presents tips and ideas that will enhance your success as an RA Liaison. Please read through this guide to better understand your role within hall government. If this is your first time as an RA Liaison, please consult with your RD or past RA Liaisons as well for more information specific to your hall. Consider what would be best for your hall and the people you will be working with. If you ever have any questions, feel free to contact us at rhsa@newpaltz.edu. We would love to hear from you with any concerns or ideas. RHSA would like to make this an awesome semester, but it's difficult to succeed without your support. Thanks in advance!

RECRUITING HALL GOVERNMENT MEMBERS:

We understand that some halls have more support for their hall government than others, but don't give up if it seems like people don't want to be involved!

- Have a general interest meeting ASAP. **The sooner the better!**
- Advertise as much as possible! **RHSA can help you create or print flyers if you need.** Just email us!
- Explain to the residents what hall government does. **Tell them about the budget!!** Residents might become more involved once they know they can spend money on items and programs for the hall.
- **Keep recruiting throughout the semester!** Just because someone can't make it to the first few meetings doesn't mean they don't want to be involved!

ELECTIONS AND MEETINGS:

- Each hall has a **hall government constitution**. Refer to this for guidelines about elections and meetings.
- If you don't have a constitution or you can't find it, first **ask your RD, and then ask RHSA**. We might have one on file or have one from another hall to show you.
- You may have to **facilitate elections and the first meeting** if your hall government members are new. You should follow what your constitution says.

BEING A LIAISON:

- As a liaison, the most obvious part of your position is to **relay information** from your RD and RA Staff to your hall government. This communication will be especially important when **scheduling programs** so there are no conflicts. Therefore, **attendance** at your hall government meetings is crucial.
- Try and **exchange contact information** so your hall gov members can get a hold of you for questions, concerns, or even just a helping hand.
- Since hall government is an extension of RHSA, your **support for RHSA events** is also necessary. We don't expect you to be at every program, but we do want you to attend some and promote them to others.
- **Your hall governments' attendance at RHSA Associate Council Meetings** (Mondays at 9pm in alternating residence halls) is extremely important. This is where they can share campus concerns and learn about upcoming programs, fundraising events, and more. If your RHSA Liaisons cannot attend, it is important for you to **find someone who can go** instead. If for some reason you cannot find a replacement, you must **email us or check the minutes** on our website at www.newpaltz.edu/rhsa for the information that you missed.

PROGRAMMING REQUIREMENTS:

- Each hall government is required to present **two programs a month**.
- Following the program, a **program evaluation sheet** or PUP sheet (which can be found on our website) is to be filled out (by a hall government member), signed by the President or any individual who worked in tandem, and handed in at the RHSA office or during meetings. These are not being submitted for RHSA's approval, but for recognition of the hard work that your hall government is doing. We would like to see what kinds of programs have been successful or not. A program that didn't go too well or didn't have good attendance will not reflect poorly on your hall. Don't stress!
- The **extent in which you facilitate and participate** in your hall government programs depends on how stable your hall government is or isn't. If you feel they need help, you should step in, but if they're competent enough, you should step back. You should always be available for support, but you shouldn't have to run every program.

BEING A SUPERVISOR / MODERATOR / MENTOR:

- Your role as RA Liaison varies from time to time. Sometimes you need to guide your hall government in the right direction and sometimes you need to give them more freedom. However, you'll need to **determine the appropriate time for each approach**.
- There is a difference between suggesting ideas and making decisions.

Think back to when you were in hall government (if you were) or put yourself in their position: **they're not incompetent**. It is true that you may have more experience, but that doesn't mean your hall government can't think for themselves.

- Of course **you can suggest ideas and provide input**, since you are a part of hall government too, but try not to take over. It is important for you to make sure that their program ideas seem feasible, and that the items they plan to purchase are justifiable. Step in when it's necessary, but allow them freedom as well.
- **Know what's going on with your hall government members!** They may be busy, stressed and scared to ask for help. Sometimes simply talking to you about it and knowing you're there will help relieve tensions and prevent them from feeling too pressured.
- **Be aware if someone is not completing their job.** Sometimes it's hard for hall government members to listen to their peers, yet words from an RA can make more of an impact and avoid an argument or even hard feelings.
- **Hall government members may look up to you** because they aspire to be a student leader too. For this reason, you should be a role model and mentor. Set a good example for your RA Staff by treating your hall government with respect.

HANDLING CONFLICTS:

- It is possible that conflicts may arise between hall government members. You must decide how you will assess the situation if it occurs. **Think about it now and be prepared.**
- There is a **difference between being asked for advice and being asked for help**. You may be tempted to step in and solve your hall government's problems, but you are there to encourage communication and teamwork not to resolve issues for them. Like we said before, **they are capable!**
- It may be beneficial to **talk to your RD** before you take action to see if they have any suggestions.
- You can also **email us** if you identify a problem that is affecting your hall government's productivity. We are here to help both you and your hall government!

HAVE FUN:

- Even though you bear responsibility as an RA Liaison, hall government should still be fun! **Make the most of your semester.**
- Don't forget to bond! Take time **for icebreakers, team building activities, and hall government outings**. Remain positive and productive! The cohesiveness of your hall government will affect how you work together.

RHSA

RHSA'S ROBERT'S RULES

You Want To:	You Say:	Need A 2nd?	Must Be Called On?	Other Info
Open Business	I move to open old/new business	Yes	Yes	
Close Business	I move to close old/new business	Yes	Yes	
Open Discussion	I move to open discussion	Yes	Yes	Required even when discussion is a set procedure
Extend Discussion	I move to extend discussion by ____ minutes	Yes	No	Extensions may not exceed the amount of time from previous extension. Discussion can only be extended up to 3 times.
Close Discussion	I move to close discussion	Yes	Yes	
Vote Without Discussion	I move to vote	Yes	Yes	
Make One More Comment Without Extending Discussion	I move to make one more comment	Yes	Yes	
Put Aside Temporarily	I move to lay the question on the table until ...	Yes	Yes	
Postpone Until A Certain Time	I move to postpone the motion/action until...	Yes	Yes	
Modify Wording of Motion	I move to amend the motion by...	Yes	Yes	
Divide Motion	I move to divide the question by...	Yes	Yes	
Cancel Previous Action	I move to rescind...	Yes	Yes	Majority Open Eyed Vote Required
Enforce Rule	Point of Order	No	No	
Request Information	Point of Information	No	Yes	
Request Physical Alteration	Point of Personal Privilege	No	No	(Ex: request speaker to be louder, etc.)
Parliamentary Law Question	Parliamentary Inquiry	No	No	

