



## Las Positas College Student Government Meeting Agenda Instructions

Please note that the following are instructions to use with the agenda “template” example provided on the [LPCSG Official Documents and Forms](#) webpage.

**An agenda is a summary of items that will be addressed during a meeting. You are not required to write word for word report of what will be planned for the meeting. However, you must be careful when wording agenda items when you are requesting action(s) to be taken. You can find many examples of a meeting agenda on the [LPCSG](#) and [ICC](#) Agendas & Minutes webpage or by doing an Internet search.**

**Additionally, the Student Senate for California Community Colleges (SSCCC) has a [SSCCC YouTube channel](#) with a [Minutes and Agenda Workshop video](#) which may be helpful.**

You are advised to download the agenda “template” example provided on the [LPCSG Official Documents and Forms](#) webpage. The “template” is a Word document file of a previously approved meeting agenda. Word documents are less complicated to edit. Additionally, it has been found that attempts to download PDF files and convert them to Word documents may be challenging and cause errors in the document.

\* Many of you may prefer to use Google Docs. You may do so for the purposes of sharing with other members of the LPCSG cohort and editing. However, you **MUST** save the file as a WORD document before emailing the file as an attachment to the Program Coordinator of Student Life and Leadership. WORD documents are required for easier edits and conversion to a PDF file for posting online for the Student Life Office Staff.

Edit the file using the template suggestions below. Note you should review the document line by line to avoid missing areas that need to be revised to reflect the particular meeting minutes you are creating.

Most important items of concern:

- **Meeting Title, Time, Date, and Location MUST be consistent on all pages of the agenda.** The cover page and following agenda page(s) should have the same information.
- **Title of the meeting-** Student Senate, Executive Board, Committee, etc. also indicate if it is a special meeting
- **Title of the document-**Agenda not minutes
- **Time and date of the meeting-** Note the LPCSG Executive Board, Student Senate, and ICC meetings have been set as reoccurring Zoom meetings. Therefore, the meeting link, id, and password should not change. **If this is a new committee or special meeting, [Josué Hernández](#), Program Coordinator of Student Life and Leadership, or [Adria Anderson-Kelly](#), Administrative Assistant for Student Life, should be assigned to schedule the Zoom meeting and provide the Zoom information.**
- **Approval of Minutes.** If the previous meeting minutes have been approved and posted online, it is advised to hyperlink them to the agenda.
- **Roll Call** indicate the names and titles of LPCSG Executive Board, Advanced Senators, Senators, and Advisors. *This information will only need to be revised as people are appointed or leave office.*
- **Guest Speaker** indicate title, name, company represented of the person speaking. Summary of information, message, presentation that will be provided. Include links to websites, documents, presentations if provided in advance. Make sure that the links provided in your document are accurate and working correctly.
- **Unfinished Business** indicate title, name, company represented of the person speaking. Summary of information, message, presentation that will be provided.
- **New Business** indicate title, name, company represented of the person speaking. Summary of information, message, presentation that will be provided.

- **Officer Reports** information should match what is provided in the Roll Call section
- **Announcements** Summary of message provided if known in advance.
- **Make sure to include hyperlinks to websites, references, documents and presentations if known in advance and that the links provided in your document are accurate and working correctly.**

Once you have completed your meeting agenda:

1. Double-check the document both using a spelling and grammar check function or software.
2. Proofread your document including double-checking the spelling of names and titles.
3. Check and test that hyperlinks within the document are linked and working correctly.
4. Check formatting.
  - a. Fonts style and size should be consistent throughout the document with the exception of Page Headings, Section Headings, and Agenda Item Titles which are typically bold and larger than the body of the document.
  - b. Margins alignment.
  - c. Table contents aligned to the top and no additional spaces are left between the last line of text and the table line.
5. Save the document as a WORD document. It is suggested that you name the file with the date meeting and title of document. Example: 6.10.2021\_LPCSG Student Senate Meeting Agenda.
6. Consider sending your agenda to be proof read by another officer(s). This will help catch possible oversights, errors, or missing agenda items.
7. Submit your meeting minutes as a WORD document file attachment in an email to [Josué Hernández](#), Program Coordinator of Student Life and Leadership. You may choose to Cc [Adria Anderson-Kelly](#), Administrative Assistant for Student Life, and any additional persons who may be affected or interested.

**\*NOTE:**

**All agendas and minutes must be reviewed and approved by Josué Hernández, Program Coordinator of Student Life and Leadership, or Shawn Taylor, Director of Student Equity and Success, before they will be posted on the [LPCSG](#) and [ICC](#) Agendas & Minutes webpages. Submit your document(s) within a reasonable amount of time before the [Ralph M. Brown Act](#) required 72- hours of the meeting to allow for reviews and edits as needed.** (Special meetings require 24- hour notice and are limited to agenda items.

Emergency meetings can only be called by an Administrator/Advisor and should not be held unless there are health and safety concerns that require immediate attention.)

**Agendas and Minutes cannot be altered once they are posted for public review.**