Getting Things Done Guide (Councilor Edition)

PROPOSE A RESOLUTION

- Refer to Handbook and Resolutions on website (under Quick Links and About).
  Info on process and example
- Write draft (sometimes councilors also have other councilors review).
- Send to SC admin to place on agenda for introduction at next business meeting.

PLAN AN EVENT

- Refer to Event Planning Guide (on Councilor Resources webpage).
  Info on practices/policy, checklist, contacts, links
- Coordinate with events committee.
  - Need funding? → GET SC FUNDING
  - Post-event: submit Event Debrief form to SC Admin (Councilor Resources webpage – follow procedure).
    Summary of how event went
  - Need promotional materials? → PROMOTE SOMETHING FOR SC

JOIN A COMMITTEE

- Executive
  - Refer to Bylaws for info on offices and Exec webpage for committee info.
  - Secure nomination or self-nominate for May election.
  - Be prepared with speech for election.
- Ethics
  - Refer to Bylaws and Ethics webpage for info on committee.
  - Applications solicited during summer. Submit name and qualifications.
- Other
  - Refer to committee webpages for charges and minutes.
  - Email committee chair (info on webpage) to attend a meeting or join the committee.

LEARN MORE ABOUT SC

- History
  - Refer to Handbook and website (esp. 'About' section).
- Current business
  - Refer to Business Meetings and Committee webpages for minutes, ENews (website homepage), and website calendar.

GET SC FUNDING

- Refer to Project/Event Funding Requests Procedure (on Councilor Resources webpage).
- Fill out Project/Event Funding Requests form (on Councilor Resources webpage).
- Submit form to SC admin.
- For large requests, be prepared to present to Exec and/or Council.

PROMOTE SOMETHING FOR SC

- Refer to Request for Design Help Procedure (on Councilor Resources webpage).
- Making your own flyer?
  - Refer to Marketing Plan Addendum D for graphic standards (on Councilor Resources webpage).
  - Submit flyer to SC admin to obtain communications and marketing committee review/approval.
- Requesting flyer from communications and marketing committee?
  - Fill out Request for Design Help form (on Councilor Resources webpage).
  - Submit form to SC admin.

UPDATE WEBSITE

- Refer to Website Edit Requests Procedure (on Councilor Resources webpage).
- Fill out Website Edit Request form (on Councilor Resources webpage).
- Submit form to SC admin.

COMMUNICATE

- Constituents
  - Refer to Marketing Plan for list-serv practices and Handbook for more details.
  - Email the precinct or grade list-serv you own.
- Councilors
  - Refer to Marketing Plan for list-serv practices.
  - Email the list: staffcouncilors-l@list.unm.edu.
- Exec
  - Refer to Handbook for details.
  - Email SC admin. Can be put on Exec agenda.

PARTICIPATE IN MEETINGS

- Email any resolutions or other materials to SC admin beforehand.
- Refer to Handbook for meeting etiquette.
- Review agenda and other materials emailed by SC admin prior to meeting.
- Vote on any action items.
- Comment when recognized by speaker. Always begin with your name and precinct/grade.
  - Make motions during business.
    - Refer to Handbook for basics, and Robert's Rules of Order in Brief for more details.
  - Open floor during councilor comment portion of meeting. Bring up any questions, issues, or other comments during this time.