

P.A.C.U.R.H.

No-Frills Conference

Survival Guide

Please bring this to the NCC Business Meeting during the No-Frills Conference



Presented by the
Pacific Affiliate
Regional Directorship



"The Most Jumpin' Region in the Nation"



Developed/Updated – January 2003

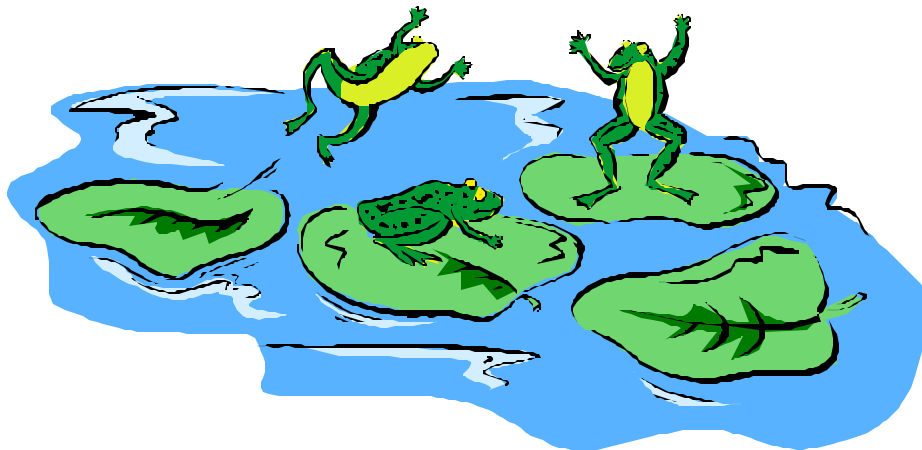


So, what is a No-Frills Conference like and why will I be in meetings all weekend long?

During the No -Frills Conference, there will be an NCC Business meeting that will consist of the Regional Board of Directors (RBD) and a National Communications Coordinator (NCC) from each school. Everyone will be working together to further the purposes of the PACURH region. Each member school in good standing receives one vote. The RBD and NCC's will meet during the conference to make important decisions for the future of the region.

At No -Frills the NCCs are typically in the meeting room for the entire weekend. This conference is crucial to the future of the PACURH region as NCCs will be deciding the year-end award recipients, a future conference site host, and the new directorate body of the region, the RBD. The conference also includes programming tracks for: NCCs, Advisors, NRHH, Presidents and Programming.

- **Awards:** There are quite a few awards that will be decided at the No-Frills conference, please see the awards section for a list and description. These awards winners are considered PACURH's year end awards and the majority of them will go on to represent the PACURH region on a national level.
- **Conference Bids:** At this conference, we will be hearing presentations and selecting a host for the No -Frills 2004 Conference.
- **Business:** Any member school may put forth a proposal to create policies, awards, or just about anything else at a meeting. However, a written proposal is requested by the Regional Director by the post-marked date (as published by the Director). Most proposals need only to pass by a majority vote of the NCC's, but changes to the by-laws and policy -book needs a two -third (2/3) vote. **We strongly recommend that because of the nature of the No -Frills NCC meeting that legislation be held off for another conference or for on line voting.**
- **Elections:** Election for the 2003-2004 Regional Board of Directors will take place at this conference. Elected individuals help to facilitate every aspect of the region's business during the academic year.
- **Reports:** The RBD and Conference and Committee Chairs will be presenting written and oral reports on their progress since the PACURH Conference as well as goals for the rest of their terms.
- **Sponsors:** A number of guests have been invited to the conference in order to help you make your campus a better place. These guests include representatives from the National Information Center (NIC), the National Residence Hall Honorary (NRHH) National Office, and corporate sponsors (Student Advantage and USA Today).





PACURH Leadership Defined

- **Directorship:** These are the leaders of the RBD, as well as your representatives to the NACURH National Board of Directors (NBD). The directorship consists of the Director, Associate Director of Administration and Finance, Associate Director of NRHH/Recognition, three Regional Communications Coordinators (RCC), the Presidential Resource Coordinator (PRC) and the Advisor. All members of the board serve one year terms, while the Regional Advisor serves a two year term.
- **Regional Board of Directors:**
 Regional Director – Ansel Olson, University of Washington
 Associate Director of Administration and Finance – K. Glenn Park, University of Washington
 Associate Director of NRHH/Recognition – Brandon Mills, University of California at Berkeley
 Northern RCC - Susan Stapish, Western Oregon University
 Central RCC - Vivian Kim, University of California at Berkeley
 Southern RCC - Teddy Tsau, University of California at Riverside
 Presidential Resource Coordinator – Jennifer Estroff, Washington State University
 Regional Advisor – Kenrick Ali, University of California at Berkeley
- **RCCs:** RCCs are responsible for the facilitation of communication throughout the three PACURH Sub-Regions. PACURH is divided into 3 sub-regions in which RCC's are responsible.

They are : **Northern Sub-Region:** Alaska, Canada, Washington & Oregon; **Central Sub-Region:** Schools in California from the Oregon border to the 35.5 degree latitude and the University of Nevada Reno and any other international schools that fall within the sub-region; **Southern Sub-Region:** Schools in California from Cal Poly, San Luis Obispo to San Diego. It also includes schools in Hawaii, Las Vegas, Nevada and any other international schools that fall within the sub-region.

RCCs are also responsible for recruitment in those various areas as well as other tasks assigned for the year.

- **Conference Chairpersons:** The Conference Chairperson sits in during the NCC Business meeting as a representative of the conference staff. These are the individuals responsible for coordinating, with their smooth-running of the conference.
- **Committee Chairs:** Throughout the year there will be opportunities for leaders within the PACURH Region to serve as Committee Chairs. They coordinate the efforts of their committees, and report their progress to the RBD. Chair positions will developed by the Director on a as needed basis.

Questions & Answers

- **Who comes to the NCC Business Meetings?**
 At least 1 representative from each school is expected to attend the business meeting and must be present at all times. Also, members of the RBD and special guests will be in attendance. Because of the nature of this meeting, there will be other guests in attendance at the meeting.
- **How long are the meetings?**
 At this conference we start on Friday Afternoon and try to go until we complete all business. The No-Frills conference has been known in the past for lasting for many hours. **The RBD will try as hard as possible to make things run smoother. However, it is very important for you to pay attention in NCC business meetings, and please help us out by not abusing parli-pro.**



Questions & Answers

(continued)

- **How are the meetings conducted?**

Parliamentary Procedure is used to make the board meetings run smoother, as well as give them a standard format to follow. The procedure used is derived from the Robert Rule's of Order. If you are a bit fuzzy on Parliamentary Pro, please refer to the "cheat sheet" in the NACURH NCC Handbook. There will also be a handy-dandy guide behind your school's placard at the meeting.

- **Who votes at the RBD Meetings?**

The NCC has the authority to cast one vote per school. Most proposals and motions require a simple majority, however a two-thirds (2/3) vote is required for changes to the PACURH By-Laws and Policy Book. **Schools must be in good standing with NACURH in order to cast a vote.** Only full member schools are allowed to vote. Associate members are invited to participate, but may not cast votes.

- **What should I bring?**

- A Three Ring Binder to keep all your items in order. The following is suggested to help keep it in order: Sections for: Contact Info, Agenda/Minutes, Financial Info, Handbooks/Publications, Newsletters, Conference Info, NRHH, Bids
- If you're proposing bids or policies, please check with PACURH Governing Documents (Policy Book) to see how many copies are needed, or contact the Regional Director.
- Toys to occupy your hands (not the mind)
- Board Buddy Gifts and change for "the cup" in case you speak out of turn or say something that should not have been said.
- Hole punch, stapler, tape, highlighters, pens, notepads, and other supplies
- Camera (optional)
- A good alarm clock (for your room)
- A BIG OLE SMILE!

AWARDS That Will Be Presented

The following is a summary of all awards that will be given at the No-Frills conference. If you plan to bid for any of the awards, please consult the PACURH Policy Book and the Regional Director for the amount of copies to bring. Your school must be in good standing in order to be considered for any PACURH Awards. Letters of intent for each award, position description and conference are due to the Regional Director by January 31, 2003 at 11:59PM.

Please consult Section 4 of the PACURH Policy Book for guidelines and a more detailed description of each of the awards listed.

Conference Awards (Conference Theme: Building a Bridge to the Future)

- **Top Ten/Five Programs** are determined by delegates at the conference. The Top Ten/Five (Ten at PACURH and Five at No-Frills) Programs are brought back for an encore on the Sunday of the conference.

Individual Awards (Regional Service Awards)

- **The Silver Pin Awards:** The pin shall be awarded to individuals who have provided leadership and direction to PACURH. It is awarded to individuals who have provided leadership and direction to PACURH. The award is given by the Regional Director at his/her discretion. There is a total of eight (8) pins that can be given out by a Director.
- **Certificate of Excellence:** is an honor bestowed upon individuals who have made outstanding contributions to PACURH. The award recognizes outstanding achievements of individuals within PACURH member schools that have helped the Associate Director of Administration and Finance in their position. The award is given at the discretion of the Associate Director of Administration and Finance.



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AWARDS That Will Be Presented (continued)

- **PACURH NRHH Service Award:** is an honor bestowed upon individuals who have made outstanding contributions to PACURH. The award recognizes outstanding achievements of individuals within PACURH member schools that have helped the Associate Director of NRHH/Recognition in their position. The NRHH Service Award is an honor bestowed upon individuals who have made outstanding contributions to PACURH. The award recognizes outstanding achievements of individuals within PACURH member schools that have helped the Associate Director of NRHH/Recognition in their position. The award is given at the discretion of the Associate Director of NRHH/Recognition.
- **PACURH Three Year Outstanding Service Pin:** This award was designated to recognize individuals who have contributed to the member institution's residential community, and the PACURH region. To be eligible, the candidate must have served the PACURH region and/or their school for at least three years. An application is required to be submitted for consideration.
- **PACURH Four Year Outstanding Service Pin:** This award was designed to recognize individuals who have contributed to their member institution's residential community, and the PACURH Region. To be eligible, the candidate must have served the PACURH region and/or their school for at least four years. An application is required to be submitted for consideration.
- **Association of Alumni and Friends of PACURH (AAFP):** The AAFP is to recognize individuals that have made major contributions and service to the region of PACURH and its member schools. This honor was created to remember those who have helped the cause of PACURH and contributed to the region's growth. Nominations are made from school (2 per school) and there is a \$25 fee.

School Awards (winners continue on to the national level to compete against the other 8 regions).

- **PACURH School of the Year Award:** is the highest honor a PACURH member school can obtain. The award recognizes outstanding achievements on the campus level by a residence hall organization and associated groups, as well as contributions on regional and national levels.
- **PACURH RHA Building Block Award:** is created to recognize those RHAs that have made significant steps in the development of their RHA. The award is designed to honor the RHA, which displays tremendous effort and improvement in their residence hall environment from the previous academic year to the present.

Individual Awards (winners continue on to the national level to compete against the other 8 regions).

- **PACURH/ Student Advantage NCC of the Year Award:** This award recognizes outstanding service to PACURH by a National Communications Coordinator who has been directly affiliated with the organization.
- **PACURH/ Student Advantage Distinguished Service Award:** This award was designated to recognize distinguished student leadership while serving PACURH, its affiliates and member schools over a several year period.
- **PACURH First Year Experience:** The First Year Experience recognizes the outstanding contributions of a first year student.
- **PACURH Hallenbeck Service Award:** Named after Dan Hallenbeck, former NACURH Advisor and Regional Advisor, this award recognizes outstanding and continuous service to PACURH of a full-time housing or student affairs professional. This award recognizes service over a several year period.
- **PACURH Student of the Year:** This award recognizes outstanding service to PACURH by an individual who has been directly affiliated with the organization.
- **PACURH President of the Year:** is to recognize outstanding contributions made by a president of an affiliated residential life programming board and governing body of PACURH.

*With the exception of NCC of the Year, awards are decided by the Regional Board of Directors. NCC of the Year is decided by the NCCs in the business meeting.



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AWARDS That Will Be Presented (continued)

National Residence Hall Honorary Awards (winners continue on to the national level to compete against the other 8 regions).

- **NRHH Outstanding Chapter of the Year:** is the highest honor an NRHH Chapter can attain. The award recognizes an outstanding chapter that has met and exceeded its purpose and stated goals and objectives.
- **NRHH Building Block Award:** is given to the chapter which shows outstanding growth and development during the year of nomination.
- **NRHH Outstanding Member of the Year:** recognizes outstanding service to PACURH and NACURH through NRHH by an individual who has been directly affiliated with the organization.

Business Meeting Room & Schedule will be included in the delegate folder upon arrival at the conference. An agenda of the business meeting will be presented at the NCC Business Meeting on Friday afternoon, or sent out via the regional list serve.

Selecting A Delegation

Selecting a delegate for the No -Frills conference is quite easy. Because it is a track conference, you should pick a delegation that can represent the five tracks: NRHH, President, Advisor, Programming and NCC.

Pre-Conference Preparation

Pre Conference Preparation is quite easy as well.

- If you are submitting bids for awards, conferences or a position on the RBD it is imperative that you have those bids ready for the conference. Bids are a lot of work, so make sure you plan accordingly.
- It is important that you get yourself updated with PACURH policies so to help this meeting run smoothly.
- It is important to meet with your delegation before you attend and get them updated as to the expectations and the type of conference No-Frills will be.
- It is important to schedule a meeting with your delegation at the conference to go through the conference binder for selection of programs to attend.

Post Conference

Just because the conference is over, doesn't mean that the fun is done.

- Organize a time or event where the delegates can share their new programs with the campus.
- Plan a delegation meeting for after the conference.
- Get feedback on what was good and bad, take some time to relax and reflect on experiences.
- Share your experiences with your assembly as much as possible - the more people you can connect with, the better selection you will have when it comes to select candidates for the next conference.
- Inform your school of Regional Award Winners.
- Start planning for the NACURH Conference.



Parli-Procedure Info

While parli-pro is slightly different in every organization. However, the basics of parli-pro are important to know for any organization. Here is a list of how to master parli-pro in a few basic steps:

1. Remember that Parliamentary Procedure is not your enemy. It's a tool- a way of running meetings in a quick and orderly fashion. It stops people from arguing and it helps to get through tougher parts of meetings.
2. Parli-pro is not evil or hard to understand. By mastering the basic terms and what they do, parli-pro becomes simple.
3. The chair (Director in this case) is the center of all activities in parli-pro. The Director begins the meeting, follows the agenda, and answers all the motions (taking a stand or taking action on an issue) that the members make. The chair yields (gives) the floor (the right to speak) to those making motions.
4. The voting members make "motions" which are basically the steps to get things accomplished.
 - i) Main Motions- these are the major things brought to the attention of the assembly - for example: allocations (asking for money) and nominations for positions. Only one motion may be on the table (looked at) at one time. Another voting member of the assembly must second Main motions. A second is another voting member voicing their agreement with the motion that is being made.
 - ii) Subsidiary motions- these are motions that affect how the main motion is handled. They can be amendments, which change the wording of the motion without changing the intent, or they can be motions like calling the question, which brings a motion on the table to vote.
 - iii) Privileged motions- these take priority over other motions. They are made during discussion of another motion. They are sort of like an interruption- as in point of inquiry - that is used to ask a question for which an immediate answer is needed, or for things like adjourning and point of order (calling for the assembly to regain composure and be silent). They do not need to be seconded.
 - iv) Incidental motions- these motions don't fit into the other categories. These include things like moving to suspend the rules of parli-pro, to re-clarify a motion or to allow everyone to vote.

- **Making a motion**

For a voting member to make a motion they must first obtain the floor. Once they have been called upon by the chair they make a motion by saying "***I move that we...***" it must be positive- you never say, "I move that we do not..." After the main motion is made it must be seconded by another member. If no one volunteers a second, the chair must ask for one. Without a second, the motion dies. Next the chair restates the motion- with the chair's statement the motion is solidified- it cannot be changed without an amendment by the assembly. Then the person who proposed it gives the '**proponent speech**' or an explanation of why the motion should be agreed upon. All other comments should be directed to the chair- beyond asking questions of the original speaker, an assembly member are NOT allowed to confront the person who called for the motion. Arguing, or commenting on what another person has said is called **cross debate**, and should not be allowed to keep members from attacking each other. When speaking in discussion you should say, "I feel that..." and express their opinion without attacking others. Under most circumstances, you may only speak twice about a single motion- this does not count amendments- they are considered separate motions. Also, people who have not spoken are given priority over people who have spoken on a motion previously.

- **Voting**

A privileged motion "I call the question" brings an item to vote at any time. The chair states that the question has been called- meaning someone says they're ready to vote. They then ask for objections- if no one objects then everyone is ready to vote. If someone objects, they are given a chance to voice their objection. After short discussion, the assembly is given a vote to vote. This is the most complicated part of any parliamentary procedure is understanding this vote to vote- the assembly decides as a majority if they are ready to make a



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Parli-Procedure Info

(continued)

decision on the motion on the table. They are not voting on the actual motion; they're just voting on whether or not they are ready to have a final vote. If this vote to vote passes, a second vote is immediately taken to determine the final result. If it fails, the floor is again open to discussion. During discussion, when there are no more speakers, the question is then voted upon. If a 'call the question' failed, the question can be called again- this time the wording is changed. Instead of "call the question" the correct phrase is "move the previous question."

There are several forms of voting:

1. **Consent** - a member thinks that everyone agrees to pass a motion, and therefore calls out consent when a motion is being voted on. The chair states consent has been called by [fill in name]- and asks for objections. If anyone objects, the voting continues. If no one objects, the motion passes. Consent cannot be called in matters of money.
2. **Voice vote** - the assembly calls 'aye' (yes), 'nay' (no), or abstain. The chair has the authority to say which has plurality (majority). A member may call for a "division of the house" if they disagree with the chair's ruling. A chair may also choose to revote in another manner if they cannot decide.
3. **Show of hands/placard**- 'aye', 'nay', or abstain. It does not require a count, but a member can call for an exact count.
4. **Roll Call** - the voting members are called off by name to give their vote
5. **Ballot** - the votes of the individual are written on slips of paper. All elections are done by ballot vote.
6. Motions may also be **tabled** or **postponed**. Tabling takes the motion off the table so that other business may be conducted. This motion must be voted upon. To consider the motion again, someone must move to take it from the table. If tabled for a specific amount of time, the motion appears on the agenda at that date under old business. It still must be taken from the table. To postpone indefinitely you remove a motion from the table whose result would have negative impact whether it would be a yes or no vote. Basically a postponement means that you just don't want to consider it, and it basically disappears until someone brings it up again.

- **Amendments**

Amendments are changes made to a motion on the table. An amendment is not allowed to change the intent of the original motion, but it can change the way it is acted upon. Only two amendments may be made on each motion. An amendment is made during discussion of a motion. An amendment needs a second, and must be approved by a majority vote. If wished, the president or parliamentarian may allow 'friendly' amendments, which skip the formality of having the assembly vote if both the person who originally moved the motion and the original person who seconded the motion both agree with the amendment. If they do not agree, the amendment must be made formally. An amendment may also confuse members because it requires a vote to pass the amendment - not the final motion. It is always important to clarify exactly what the assembly is voting on- whether it's the original motion, an amendment, or a vote to vote.

- **Writing Legislation**

- Title: [insert title of legislation]
- Whereas: Whereas are factual reasons why the something should be changed or supported. They do not state specific constitutional changes, but logical reasons. Basically whereas says "because." This is to explain where the legislation is
- Be it therefore resolved that: (or BITTRT)- This is the statement of change- includes the section numbers and the specific change. Example: Article II section A changed shall state _____.

Developed by Kenrick Ali, PACURH Regional Advisor ('99-'00, '01-'04); contributions from: Bryan Jones, Michigan RCC '99-'00 & Amanda Bush, Michigan RCC '02-'03



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