

Student Government
Orientation
Las Positas College



If you're a new appointed senator at Las Positas College, you must participate in a short orientation session to get important information that will help you succeed and be a better leader and representative of LPC's student affairs.

When you participate in orientation, you will better understand your role and responsibilities as a senator during your **SG office hours**, during our **regular Student Government meetings**, during **LPC's Governance Committees**, as well as throughout your experience as a student representative. Furthermore, you will also be trained on important regulations such as the **Ralph M. Brown Act** and **Robert's Rules of Order**. These are important steps to better prepare yourself as an official LPCSG senator.

Completing Orientation

You must complete the orientation process in person with the Vice President of LPCSG, ending with the confirmation of orientation by the Vice President during one of the scheduled regular Student Government Meetings.

The Orientation Process

The following is an outline of the training process and information a senator must know by the end of orientation.

- A. **Introduction:** a general overview of Student Government
- B. **Regulations**
 - a. Ralph M. Brown Act (presentation)
 - b. Robert's Rules of Order (presentation)
- C. **Student Government Office Hours**
 - a. Phone Access and Mechanics
 - b. File access and Mechanics
 - i. Types of forms and where to submit such forms
 - c. Supplies
 - i. scantrons/greenbooks

- d. Programs and Services
 - i. The Market
 - ii. Textbook Loaner Program
 - e. Bulletin Board
 - i. Scheduled events and meetings
 - f. Hours of Operation
 - i. Office hour sign-up sheet
 - ii. How to lock up
 - g. Keycard Access
 - h. Copycode access
 - i. Priority registration
- D. Regular Student Government Meetings**
- a. Agenda Items (requesting to add, motions to make)
 - b. Reports
- E. LPC's Governance Committees**
- a. Governance Committee sign-up sheet
 - b. What/how to report

Once completed, please receive confirmation below by the LPCSG's Vice President.

Vice President Signature

Date