



Michigan Organization of Residence Hall Associations

# BEING MOCC

# 101

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*Nota bene: information in this guide is subject to change without prior notice*

## MOCCs:

I am so happy to be able to welcome you to such an amazing organization! MORHA is truly a unique group that everyone grows to love. You will build relationships that will last you a lifetime and feel so accomplished after all the hard work and dedication you give to your host institution and to MORHA as a whole.

The previous SRC, Ken Horne, started out the year with a quote for what we are trying to accomplish within MORHA: “The person who gets the farthest is generally the one who is willing to do and dare. The sure-thing boat never gets far from the shore”. I don’t think I could word it any better. The work you put into this organization will show through and will make a bigger impact than you can imagine! Every one of you has the potential to change the history of MORHA and your host institution’s RHA and the more you think outside the box the farther you will get!

Now would be a good time to lay down my expectations of you as I would love to hear your expectations from me. You are all STUDENT-leaders! Everyone’s priorities are different and what order you put yours in is your own business. That being said, it is important to make sure all of your priorities are paid the attention they need and deserve. Be the very best you can be at everything you do. Don’t spread yourself too thin. Please let me know if you need absolutely anything from me that may help you in your pursuit to be the best MOCC you can be. I will do my best to provide you with the tools you need to be successful before you need them but if you ever feel there is something more I can provide for you don’t hesitate to ask or request it. Although we all should have a similar vision of where we would like to end this coming school year in regards to MORHA, our road maps may look very different. This may seem difficult at times but this is GREAT news! It is a very important part of the journey and the key to arriving at the desired destination is communication, COMMUNICATION, communication!

I am so excited to meet each and every one of you! I hope this guide can clear up a few wonders about your position as a new or returning MOCC. I hope this guide can also get you a little more comfortable with my knowledge of the organization and answer a few questions you may have before you have to ask them! As always, don’t hesitate to ask any questions you still may have after reading this guide.

best,

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# Prepare Yourself

As an MOCC you represent the views of all the students that living in your residence halls. Your presence and participation within the state organization (MORHA) allows their perspectives to be heard so that we can make sure that our organization continues to cater to the needs of the residents. You—MOCCs—are what give MORHA the power to accomplish many of the goals set forth in the beginning of each academic year.

Even now, there are some things that you should keep in mind as we kick off the 2011-12 academic year:

- Review the MORHA Constitution, and make notes on what you feel should be changed
- Keep in touch with other MOCCs as well as the MORHA Board
- Work on Committee assignments
- Brainstorm ideas for what the organization needs to accomplish in order for it to become the organization that we want it to be

In addition to covering some basic ground, take the time to familiarize yourself with what it means to be an MOCC. Read over the expectations that your individual RHA chapter has outlined for you as well as the expectation set forth in the MORHA governing documents. Knowing and understanding what is expected of you will only prove to be helpful as the year unfolds. Here are some things to remember while you serve as MOCC:

- Your vote is the way the *majority* of your constituents would vote, and is in the best interest of your institution
- You represent your host institution to MORHA; you are a liaison between MORHA and your host institution
- You represent your institution; NOT yourself. Even if you personally disagree with something, your institution may not disagree with it. Vote how your perspective institutions would vote
- Ask your constituents for their opinions on different situations, issues, etc. You serve as their voice to the state
- Be a resource for your constituents—If they have questions, need information, or need help with a program, it is your job to help them. This is where keeping in touch with your fellow MOCCs comes in handy
- Bring MORHA back to your host institution. As a liaison for MORHA it is your duty to make sure that what is happening in MORHA is made known to your institution as well as to the organization(s) within

## Position Timeline

- September: MOCC training session at Western Michigan University  
*TBA (Please send me the dates you will NOT be available, I will ask for this information in a separate email)*
- October: First official Business meeting for the new MORHA board and MOCC-elects hosted by Eastern Michigan University  
*October 7<sup>th</sup> – 9<sup>th</sup>*
- November: SRC/MOCC chat(s)  
Work on Philanthropy!
- December: SRC/MOCC chat(s)  
Work on Philanthropy!
- Select delegation for the annual conference and decide which awards to bid for!
- January: Business Meeting including Conference Training host **TBD**  
*Dates TBD*
- Registration for the 2012 MORHA Conference closes  
*January 13<sup>th</sup>*
- Consider running for a MORHA Board position!
- MORHA bid intentions due to the MORHA director, Brendan Millar at [morhadirector@gmail.com](mailto:morhadirector@gmail.com)  
*January 20<sup>th</sup> at midnight*
- Submit Bids for consideration at the annual conference  
*January 27<sup>th</sup> at midnight*
- February: 2012 MORHA annual conference hosted by Grand Valley State University  
*February 10<sup>th</sup> – 12<sup>th</sup>*
- March: SRC/MOCC chat(s)
- April: Business meeting including MORHA Board transitions and MOCC elects  
*TBA*
- Swearing in of the new MORHA board

# Business Room Etiquette

As the Student Resource Consultant I feel that it is important that we are all constantly reminded of the proper business room etiquette so that we can assure that each business meeting is efficient. It would be terrible to waste everyone's time in the boardroom, and these guidelines will assure that we are handling things that need to be handled in a timely manner. As a former MOCC, I will attest that our most recent business meetings have been phenomenal! These tips will assure that we continue to make the best use of our time:

- 1) No side conversations; not only are they distracting, but they are also disrespectful to whom ever has the floor at that time
- 2) The business room is for business; it isn't personal. Therefore no outside information should be brought into the boardroom
- 3) Minimize clutter on the table; show some appreciation to the institution that was kind enough to allow us to have our business meeting there in the first place
- 4) Know what you're voting on before the meeting; the documents are made ready before-hand for a reason. The presentation of a piece of legislation or of an award/position bid should not be the first time we are viewing the material
- 5) Pay attention for your sake, and your family's sake; they will have questions, and you should have answers. Besides, family members are perhaps prime candidates who will take over your position
- 6) Familiarize yourself with Parliamentary Procedure; just knowing the basics will help the flow of all business meetings
- 7) Dress accordingly; present yourself in a professional manner. If you have questions pertaining to proper business attire, feel free to ask
- 8) Turn your cell phone on SILENT; silence is golden, but vibrate mode is annoying. Besides, texting really has no place in the business room and is not permitted.
- 9) The business room is not the place to check social networking sites; internet proves to be more distracting than useful in most cases and is almost always prohibited.
- 10) Be on time!

## Robert's Rules of Order

Robert's Rules of Order plays a large role in fostering a conducive business room environment. The aim is not to make you (MOCCs) parliamentary procedure experts, but to provide you with some basic tips that will allow for you to understand the gist of what is going on in the boardroom. Listed below are some of the basic concepts of parli-pro that you can expect to use in a MORHA business meeting setting.

<b>Motion</b>	A formal proposal to take a certain path of action	"I move to ___"
<b>Calling the Question</b>	A tactic to move to a vote when opinions seem to be unanimous	"I call the question"
<b>Moving the Question</b>	A tactic to move to a vote when opinions do not seem unanimous, but the majority are ready to vote	"I move the question"
<b>Calling Consent</b>	When the outcome of the vote seems obvious	Director: "All in favor raise your placards" MOCC: "Consent" Director: "Consent has been called"
<b>Amendment</b>	Changes the wording and/or the aim of a motion. It has to be voted upon by the assembly	"I move to amend that ___"
<b>Move to groove</b>	Allows for a short break (i.e. a bathroom break)	"I move to groove for ___ minutes"
<b>Move to recess</b>	Allows for longer breaks (i.e. lunch)	"I move to recess until ___"
<b>Postpone Indefinitely</b>	Rejects a motion for the time being without incurring the risk of a vote	"I move to postpone ___ indefinitely"
<b>Table</b>	Temporarily suspends further consideration/action on pending question	"I move to table ___ until..."
<b>Refer to Committee</b>	Stipulates that a motion be discussed further by a particular committee	"I move that ___ be referred to a committee"
<b>Point(s) of:</b>		
• <b>Order</b>	Identifies something not in accordance with governing documents	"Point of order; the constitution does not ___"
• <b>Information</b>	Allows answers for any questions one may have	"Point of information; how long is the Q & A session?"
• <b>Personal Privilege</b>	Refers to conditions proving to be a hindrance (i.e. noise)	"Point of personal privilege; can the side chatter stop?"
• <b>Clarification</b>	Allows one to clarify one's intent	"Point of clarification; I never said that ___"

# Promoting MORHA to Your Institution

## FIRST:

Does your school know what MORHA is? Here's how to explain MORHA in mere seconds:

MORHA is the Michigan Organization of Residence Hall Associations – which basically means that MORHA is RHA/URA for the whole state.

**EDUCATION** is key – we all know that, right? If you educate people on what MORHA is, they are at least ready to talk about it and be on the same page as you – somewhat. If they're interested in that simple explanation of what MORHA is, then go into detail more.

## SECOND:

What are MORHA's biggest perks?

**THE CONFERENCE**, the networking, the Michigan organization resource library...

Do not overwhelm people who don't know much about MORHA by telling them every detail of business meetings and MOCC chats... they aren't interested in that stuff (yet.) Let them know how much FUN everyone has at MORHA and really highlight the things that they can use through MORHA.

## THIRD:

Suggest ways that they can get involved in MORHA.

"You could join me at the MORHA October Business Meeting..." or "Let's go look at this computer, I'll show you the MORL."

Actually finding a way to cater MORHA to the person or group in question's needs, whether they be networking or leadership development, shows that you care and it also shows that MORHA is a great organization that anyone can benefit from!

## So what have we learned?

**EDUCATE** people on WHAT MORHA is. **SPARK** their interest by letting them know some of MORHA's more exciting perks. **CATER** to them by giving them a time and a place to utilize MORHA.

# Bidding to Host a Business Meeting

Hosting a business meeting is something that can be stressful, yet very rewarding. One of the main things to keep in mind is that if your institution wins the bid for the business meeting, then you don't have to travel! :) However, there is a lot of groundwork that goes into pulling off a successful business meeting.

## **Talk to Your Institutions RHA/URA**

You need to make sure that there is interest in actually hosting a business meeting! If you bid for a business meeting beforehand, you could potentially win the bid and have no one to help you for whatever tasks lay ahead.

If you do find that you have generated interest in hosting a business meeting, then you need to double check and make sure that your RHA/URA is willing to help out financially. Even though it does not cost that much to host a business meeting, a couple of hundred dollars can greatly affect your RHA/URA depending on how their budget is set up.

## **Be Prepared: Finances & Costs**

Be prepared to discuss figures! Generally, business meetings range anywhere from \$10.00 to \$25.00 in cost per person. The cost covers the cost of breakfast, lunch, and dinner on Saturday and breakfast on Sunday morning as well. In addition, the cost reflects a cover amount for the space being rented out for the business meeting.

It is a good idea to ask local businesses for donations! MORHA business meetings are typically loaded with snacks, and if you can get snacks donated—that always helps to defray some costs.

## **Ask For Help!**

Why do everything on your own when you could ask for help and delegate tasks? Ask other campus organizations if they are willing to help out, whether it be financial assistance or providing volunteers. Greek organizations are typically a great place to start because they are always looking for volunteer opportunities!

## **The Bid**

Once you have all of the odds and ends figured out, THEN you can put the bid together! The actual bid is going to be what captures the eyes of the MOCCs, so get creative! The more information you have on the bid, the more prepared you will be when it comes to giving a presentation and answering questions (don't forget to look in the constitution for business meeting bid requirements!). Make sure you provide some potential dates for the business meeting, and of course some back up dates as well—you never know what is going on another MOCCs institution that would require alternative dates! Last but not least, ask yourself some very important questions: what would you want to get out of going to the Business Meeting? Does it sound appealing?



## JOIN US IN THE JUNGLE!

MORHA October Business Meeting  
ABC University October 1st, 2nd, & 3rd  
Bring your fun pajamas and a positive attitude!

ABC University  
1234 Sunny University Drive  
Maps will be emailed out to MOCCs

Friday:  
Dinner on your own  
Evening Fun Activities

Saturday:  
Breakfast, Lunch & Dinner provided (Campus Dining)  
PAJAMA BASH!!! (after BM dismisses)

Sunday:  
Breakfast  
Service Project

\*\$12 per delegate

\*Standard BM sleeping  
arrangements

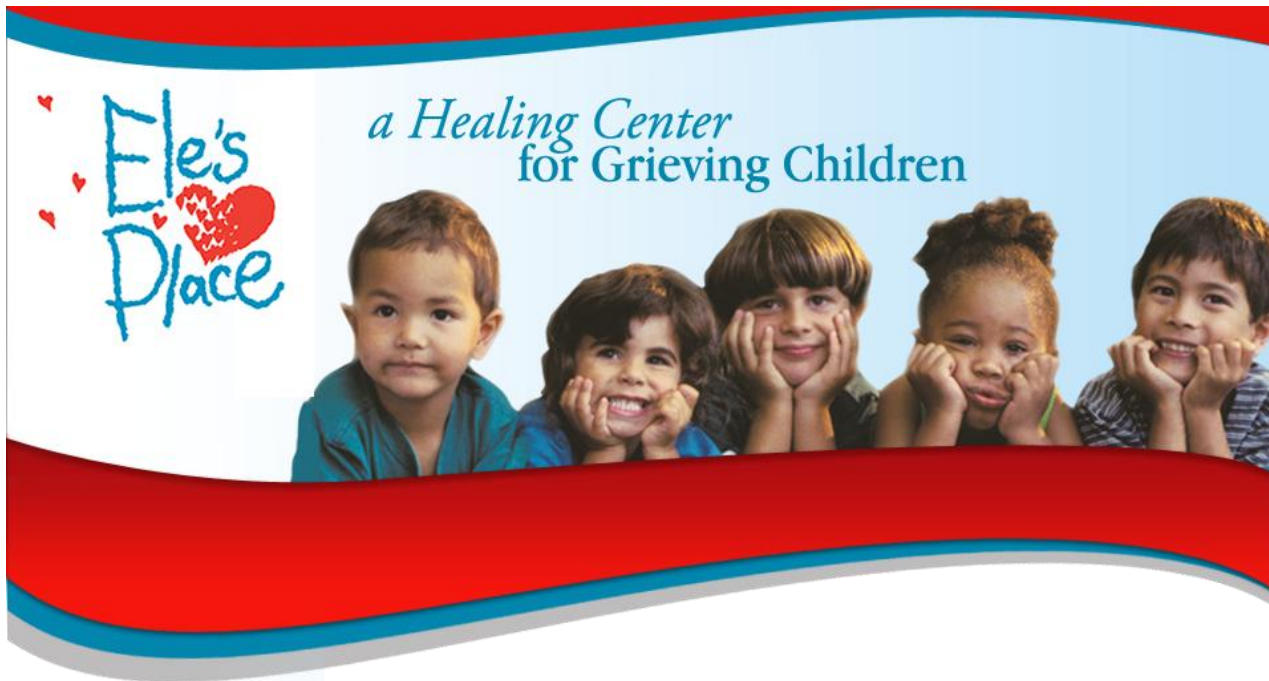


Good BM Bids have a letter of approval to accompany them! PS—do NOT use this bid; it's ok but you can do better

# All About Philanthropy

Ele's Place is a healing center for grieving children, supporting families in the Lansing and Ann Arbor regions and beyond. Each week, peer support group programs help hundreds of children and teens to cope with the death or life-threatening illness of a parent, sibling or other close family member or friend.

Before coming to Ele's Place, many grieving children and teens feel alone and keep their feelings inside, not wanting to burden their parents or other family members. Often, friends don't seem to understand if they haven't had a similar experience. But each week at Ele's Place, hundreds of grieving children find a warm and welcoming place to meet new friends who really understand how they feel. Some children learn how to cope with a family member's illness, while others begin to heal after the death of a loved one.



## Fundraising Ideas

Before you rush out to start raising money for Ele's Place, there are some things that you should keep in mind. Helping out the organization should not be done for the sake of winning an award at the end of the year (granted it is a good motivator). We partner up with organizations as such for the sake of becoming well-rounded and effective members within our communities.

Ele's Place has two locations, one in Lansing and one in Ann Arbor. If you don't live close to these areas don't fret. You can host events at your campus to raise money and we will be talking about a few other things we can do in MORHA to support the organization.

### Fundraising Ideas

- Trash Collect: charge residents for your trash services
- Pie Throwing: charge residents to throw pies at someone (great stress reliever)
- Bake Sale: who does not like homemade goodies!
- Partner with a local business for a college night: for every resident who attends your organization will earn a certain percentage of the profits
- University Raffle: partner with the various departments within your institution to raffle off valuable prizes

**How to Be an Awesome,  
Amazing, Fantastic,  
Phenomenal, and All-Around  
Super Cool...**

**Family  
Member!**

***\*\*This guide is adapted from Steve Miller (SVSU) 2006-07 ADR***

So what exactly is this MORHA you've been hearing all about? If you're like most first-time family members, you're not sure what you've gotten yourself into. You were just sitting there in Hall Council or RHA, minding your own business, and next thing you know, you're at some other school with all of these people you don't know! Well, don't worry. We've all been there and we can all guarantee you that MORHA is something that you won't ever regret or forget.

To help you get the most of your MORHA experience, the following has been constructed as a guide to help you utilize this great organization! So without further ado, I present to you:

## **5 STEPS TO BECOME A GREAT FAMILY MEMBER!**

1. Get Involved!
2. Get Spirited!
3. Get to Know Others!
4. Get Something New!
5. Get The Benefits of MORHA! (self-explanatory)

Have you got that? Probably not, but that's totally okay! This guide is going to give you a primer on what MORHA is, what we do, and how you can take advantage of these steps to get something more out of MORHA!

But before we get too far into things, I think it's important that we define a few terms for you, so you don't get too overwhelmed:

- **MORHA:** *Michigan Organization of Residence Hall Associations.* A state organization made of member schools with RHAs. MORHA seeks to provide leadership, networking, and the bettering of its member schools. MORHA has an annual conference during winter/spring semester and several business meetings.
- **Director:** Spokesperson for the MORHA organization. The Director presides over MORHA, advises the MORHA Executive Board, and runs the board and business meetings. The director runs the show.
- **SRC:** *Student Resource Consultant.* The SRC acts as an advisor to the MOCCs and helps coordinate philanthropy projects.
- **ADR:** *Associate Director of Records.* The ADR handles the budget and financing for MORHA. The ADR is also responsible for taking minutes and updating the MORHA constitution.
- **ADP:** *Associate Director of Programming.* The ADP works to coordinate programming for MORHA Family Members at business meetings, as well as to coordinate service events.
- **PR Chair:** *Public Relations Chair.* The PR Chair works to spread the word about MORHA and gain more member schools.
- **Recognition Chair:** The Recognition Chair helps recognize the great things people are doing in Michigan through monthly awards and other forms of recognition. The chair also serves as the director for MARHH
- **Conference Chairs:** Coordinate and organize the annual MORHA conference.
- **Family:** People like you!! The bonds that are formed through MORHA make us one big “family.” Even though you aren’t a voting representative, you are still a HUGE part of what makes MORHA the organization that it is.
- **MARHH:** *Michigan Association of Residence Hall Honorary.* A representative body on the state level for residents who have shown great leadership on their campus, especially in the residence halls.
- **MOCC:** *Michigan Organizational Communications Coordinator.* The MOCC is a voting member of MORHA that works and votes on behalf of their member school.
- **MORL:** *Michigan Organization Resource Library.* The MORL is a huge collection of program ideas and bids put together by the organization. Need a program for next month? Check out the MORL for some ideas!
- **Parli-Pro:** *Parliamentary Procedure.* Parli-Pro is a set of rules that MORHA uses to run meetings.
- **RHA:** *Residence Hall Association.* RHA is a representative body for a campus’ residents.

Ok, so did you get all that? Rest assured that even though this all seems a little confusing, you'll get the hang of it pretty quickly. If you don't understand something, don't be afraid to ask!! So if you're ready, let's get started!

## **1. Get Involved!**

A Business Meeting? Eww, that sounds really boring. Well guess what? It's completely the opposite of what you might be thinking. Approximately once a month, the MOCC representatives from each school get together to discuss legislation, issues facing the organizations, and new ways to make MORHA even better! But while they work long and hard in the boardroom, you guys get to have all the fun! The Business Meetings are a great chance for everyone to get together and talk about what's happening on campus. It's also a great chance to see the new friends you've made. The business meetings usually run a bit differently each month, but each is made up of several roundtables, discussions, and committee times. The more meetings you go to, the more you're able to benefit from what we offer!

It's important to not just show up for the meeting and the conference, but to also really be a part of what's happening. Just being there is great, but many of our discussions are fueled by your input, ideas, experiences, and feedback. MORHA utilizes a forum and many other outside resources to help solve problems and get new ideas, but without your help, these resources are a lot less effective.

But if you REALLY want to get involved, think about becoming more than a family member! Being on the MORHA Executive Board is a lot of fun!

## **2. Get Spirited!**

Enthusiasm is everything!! We love MORHA and we hope that you do, too! One of the greatest things about MORHA is the enthusiasm that every member has about what they're doing. Being excited and willing to go outside your comfort zone goes a long way in this organization. We participate in a ton of icebreakers, cheers, and activities to get our blood pumping and ready for the day's events. The people you meet at conferences are some of the wildest you'll ever meet. Sometimes you wonder where they get all of the energy. But once you jump into MORHA, it becomes pretty clear where it comes from.

### **3. Get to Know Others!**

People say that one of the most important things to do during your college life is to network. MORHA is a great way to meet new people, see old friends, and make lifelong connections all over the state and region. Any member of MORHA can attest that being in MORHA has only benefited them in terms of friendships. Look at it this way. Every business meeting you go to, there might be 20 or 30 new people. Be social, get to know them, and at the next month's meeting, meet 20 new people, and so on. You might never know how important that first person you meet might end up being in your life down the road. And just think of all the new Facebook friends you can get!

### **4. Get Something New!**

A large part of MORHA, both through conferences and business meetings is all of the ideas that get shared and created. Through programming, roundtable sessions, committee times, and a cornucopia of other activities, you can easily leave MORHA with fresh ideas to take back to your campus. Are you an RA fresh out of programs to present to your residents? Facing racism and diversity issues on campus? Perplexed on how to work with administration on new policies? MORHA can help you with that. Even if what your school is dealing with is not directly focused on in discussions, step #3, networking, becomes big. Student leaders from all over Michigan are collected in this one place. Out of ideas? Just ask someone and see how they deal with an issue at their school! Need help with your Parliamentary Procedure? The MOCCs are pros. Sitting in MORHA business is a great way to brush up on Parli-Pro, learn more about the legislative process, or just learn a little more about how MORHA works. The sky is the limit in MORHA, and the more you follow the first 3 steps, the more you can learn!