

Spring 1-1-2000

## Senate Resolution SR-00S-1311 Updates the Senate Policies and Procedures for the Spring 2000 Term

Student Government Association  
*University of North Florida*

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UNIVERSITY OF NORTH FLORIDA  
STUDENT GOVERNMENT ASSOCIATION



# SENATE RESOLUTION

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NUMBER SR-2000S-1311

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*SR-2000S-1299 Updates the Senate Policies and Procedures for the Spring 2000 Term*

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- Whereas: The Student Government Association of the University of North Florida was established to represent student concerns in all University wide matters, and;
- Whereas: The Constitution and Statutes Committee is responsible for updated the Senate Policies and Procedures for each term, and;
- Whereas: The members of this committee found some inconsistencies and felt that the Senate Policies needed to be updated, and;
- Therefore: Let it be resolved that the following changes be made to the Senate Policies and Procedures (see attached)

Respectfully submitted, CSC Committee

Introduced by CSC Chair Obi Umunna

Senate Action: Passed 26 - 2 - 1

Date: February 25, 2000

AMENDED COPY - ACCEPTED

## Senate Policies and Procedures

### Purpose of the Senate

The Senate shall be the legislative body of the University of North Florida's Student Government Association (herein after known as SGA).

### Membership of the Senate

A. The Senate shall consist of forty elected or appointed members

#### B. Membership Eligibility

1. Each member must be either a full or part time student at the University of North Florida.
2. Each member must maintain at least a cumulative grade point average of 2.00, unless the member has only attended University of North Florida for less than a full semester.
3. Each member must be in good standing with the University, as defined in the Student Handbook of the University of North Florida.
4. To be eligible for membership to the Senate, a student cannot be on conduct probation, as defined in the Student Handbook of the University of North Florida

#### C. Membership Requirements

1. Senators must serve on at least one SGA Senate standing committee.
2. Senators must serve on at least one University committee.
3. Senators can serve on no more than two SGA standing committees. This excludes Presidential task forces and any SGA subcommittees.
4. SGA standing committee chairperson may also be a voting member of another SGA standing committee.

#### D. Basic Duties of All Senators

1. To represent students in all University-wide matters.
2. To develop and promote activities of interest to students.
3. To maintain communication with the student body, SGA President, SGA Vice-President, and Chief Justice on all matters concerning students.
4. To consider all legislation necessary and proper for the operation of SGA and its Agencies.
5. To override a Presidential veto of any legislation.
6. To serve as the validating body for all SGA elections.
7. To approve/ disapprove all Senate, Presidential Cabinet, and SGA Agency Director and Assistant Director appointments.
8. To recall any SGA member of the executive, legislative, or judicial branches, as provided in Article VII of the SGA Constitution and in the SGA Statutes.

#### E. Senate Cabinet Members and Their Duties

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## 1. Senate President

- a. To conduct meetings of the Senate in accordance with parliamentary procedures.
- b. To prepare, approve, and distribute the agenda for each SGA Senate meeting.
- c. To refer all parliamentary interpretations to the Parliamentarian.
- d. To refer all Constitution and Statute interpretations to the Chairperson of the Constitutional and Statutes Committee.
- e. To call a Senate meeting not later than two weeks after the first day of classes of each semester.
- f. To determine the time, day, frequency, and place of the regular meetings of Senate.
- g. To compile or ensure the completion and distribution of the Senate Packet, which shall consist of the agenda, pervious Senate SGA. The Senate Packet will be placed in the Senators' boxes no less than twenty-four hours prior to a regular Senate meeting.
- h. To collect the minutes and tape recordings of all Student Government standing, special, or ad-hoc committees.
- i. To transmit all final Senate legislative action to the SGA Attorney General no later than three working days after the Senate meeting when the legislation took place.
- j. To serve as a voting member of the Constitution and Statutes Committee, but not in the position of Chairperson.
- k. To serve as a non-voting ex-officio member of all SGA standing committees, Advisory boards, and ad-hoc committees.
- l. To appoint the Chairperson of a standing committee in the event of a vacancy until the end of that term.
- m. To swear in newly elected or appointed Senators in the event that there is no member of the Judicial branch is available at the SGA Senate meeting.
- n. To create ad-hoc committees when necessary.

## 2. Senate President Pro-Tempore

- a. To assume the previously described duties of the Senate President in the event of his/her absence.
- b. To serve on the Constitution and Statutes Committee
- c. To assist the Senate President in organizing, setting up, implementing, and cleaning up after every Senate meeting.
- d. To conduct roll call at the beginning and end of each Senate meeting.
- e. To keep a written record of attendance.
- f. To put Senate absentee forms in the boxes of all Senators that were not in attendance for any of the roll calls.
- g. To fill in absentee forms which includes: name of Senator, date of Senate meeting, date absentee form is due in to the Senate President Pro-Tempore, and type of absence (half or full).
- h. To turn in the record of attendance to the Senate President four

class days before the next Senate meeting. This record will include the roll call and all excused and unexcused absences.

- i. To be responsible for educating all Senators as to the SGA attendance policy.
- j. To assist the Senate President in organizing, implementing, and evaluating SGA Orientation and Leadership Workshops.
- k. To organize, implement, and evaluate social activities that are designed to promote unity and friendship within SGA.
- l. To assist the Senate President with filing information relevant to the SGA Senate activities.
- m. To serve as a non-voting, ex-officio member of all SGA standing and ad-hoc committees, boards, and councils, thus counting towards quorum, but not against it.

### 3. Senate Parliamentarian

- a. To rule on matters of parliamentary procedure using Robert's Rules of Order, Newly Revised
- b. To serve as a voting member of the Constitution and Statutes Committee.
- c. To assist the Senate President in organizing, implementing, and cleaning up after each Senate meeting.
- d. To give each new Senator a Parliamentary Procedure information packet.
- e. To educate the Senate on Parliamentary procedure by scheduling at least one workshop a semester.
- f. To assist the Senate President Pro-Tempore in implementing social activities that to promote unity and friendship within SGA.
- g. To help the Senate President with filing information relevant to SGA activities.

### 4. Senate Secretary

- a. To prepare accurate minutes of every Senate, Legislative cabinet, and Senate ad-hoc committee meetings.
- b. To assist the Senate President in organizing, implementing, and cleaning up after each Senate meeting.

### 5. Senate Chaplain

- a. To present a non-denominational and voluntary invocation after the call to order at each Senate meeting.

## F. Committees

1. There shall be four standing committees of the Student Government Senate: Budget and Allocations, Constitutional and Statutes, Elections Selections and Appointment, and Student Advocate Committee. Any special or ad-hoc committee may be formed at the discretion of the Senate President and SGA President.

2. Senators of the SGA are required to sit on one standing committee. The Senate President will appoint each Senator to his or her committee. SGA standing committee appointments are NOT subject to Senate approval.

3. There shall be two officers of the SGA Committees: the Chairperson and the Vice-Chairperson. The officers of each committee must be Senators, with the exception of the Vice-Chairperson of the Budget and Allocations Committee. The Chairperson shall be elected from the Senate majority each semester, with the exception of the Budget and Allocation Chairperson. The Budget and Allocation Chairperson is elected to a term of one year. The Budget and Allocations Chairperson shall be elected at the end of the Spring Semester, and will not take the position until the previous budget hearings have been completed. The Vice-Chairperson of each committee, with the exception of the Budget and Allocation, will be elected from the committee membership. The Vice-Chairperson of the Budget and Allocation Committee is to be appointed by the Senate President and is to be an A & S Fee paying, non-SGA (including agency directors and assistant directors) student. The officers shall be elected by the second regular Senate meeting of each new session. If a vacancy occurs, the Senate President may either appoint someone until the next regular election the following semester, or open the position up for nomination and election by the Senate majority.

- a. The chairperson of each committee shall have the following duties:
1. To record and label each and every committee meeting without taping over the previous meetings and keep for historical record.
  2. To conduct meetings of the committee in accordance with **Robert's Rules of Order, Newly Revised.**
  3. To preserve order and decorum and to have a general control of the committee meeting. In case of disturbance or disorderly conduct of a person during a meeting, the chairperson may at his or her discretion cause individuals to be removed from the meeting.
  4. To be an active member of his or her committee.
  5. To vote only in the case of a tie.
  6. To call meetings of the committee. All committees must meet at least every two weeks. In the case of the Budget Hearings, the Budget and Allocations committee MUST meet to hear unallocated requests no less than once a month.
  7. To sign all committee minutes and report on committee activity at each Senate meeting.
  8. To maintain a record of committee absences.
  9. To attend all legislative cabinet meetings and retreats.
  10. To type and submit written minutes of each meeting to the Senate Pro-Tempore if there is no vice-chairperson.
  11. If ~~three or more~~ of the Chairperson's duties are not being accomplished and there have been at least three written

complaints validated by the Senate President by any students, faculty, or staff; this chairperson will be removed ~~by the Senate President~~ upon a two-thirds vote of the Senate.

12. Appeals for Chairperson removal will go to the Constitution and Statutes Committee, unless the person being removed is the Constitution and Statutes Chairperson. If the Constitution and Statutes Chairperson is being removed, he or she can appeal to the Judicial Branch.

b. The Vice-Chairperson of each committee shall have the following duties:

1. To assume the duties of the committee chairperson upon the request of the chair, or if the chairperson of the committee is unable to perform his or her duties.
2. To record and maintain the minutes and tapes of the committee meetings.
3. To maintain the committee files.
4. To write any bills or resolutions from the committee and forward them to the Senate President no later than forty-eight (48) hours prior to the next regular Senate meeting.

#### G. Description of duties of each committee

##### 1. Budget and Allocation Committee

- a. The Budget and Allocation Committee (herein after referred to as B & A) is responsible for the fiscal management of the Activity and Service Fee budget.
- b. B & A shall consist of seventeen members: the Chairperson, non-SGA (including agency directors and assistant directors) Vice-Chair, nine SGA Senators, one member appointed by the President of the University Support Personnel System, and three member appointed by the President of the Faculty Association. Any budget director, including the President and Vice President of SGA, MAY NOT be on the Budget and Allocations Committee.
- c. The Committee shall hold and conduct Budget Hearings as outlined in Title VIII.
- d. The Committee must approve/disapprove all transactions between line items on between other account disciplines (Other Personal Services, OCO, and Operating Expenses) funded by the Activity and Service Fees. The Senate must also approve these transfers.
- e. The Committee shall serve as budgetary authority over SGA Unallocated Reserves, General Reserves and Buffer. Any expenditures from these accounts must be approved by the Senate and the SGA President.

## 2. Constitution and Statutes Committee

- a. The Constitution and Statutes Committee shall consist of twelve members: the Chairperson, the Senate President, the Senate President Pro-Tempore, the Student Body Vice President (as an Ex-officio member), the Senate Parliamentarian, Attorney General (as an Ex-officio member), and seven SGA Senators.
- b. The Committee shall interpret the SGA Constitution and Statutes. The Committee shall resolve conflicts concerning the Constitution, Statutes and Policies and Procedures.
- c. The Committee shall review the SGA Constitution and Statutes and recommend any change to the SGA Senate when necessary.
- d. The Committee shall review all appeals for Senator absences.
- e. The Committee will validate all petitions to recall a SGA Officer or Senator.
- f. The Committee shall be responsible for maintaining a current Senate Policies and Procedures manual approved by a two-thirds (2/3) vote of the Senate. Any revisions to this document must be approved by a two-thirds (2/3) vote of the Senate.

## 3. Student Advocate Committee

- a. The purpose of the Student Advocate Committee shall be to act as a liaison between the University of North Florida's student body and the SGA, and to promote those programs and activities, locally or nationally, which are in the interests of the University of North Florida students.
- b. The Student Advocate Committee is composed of twelve members: the Chairperson, the Ombudsman, and ten SGA Senators. The SGA Undergraduate Student Advocate, the Graduate Student Advocate, Public Relations Director, Senate President and Senate President Pro-Tempore shall serve as ex-officio members.
- c. The Committee will maintain and update the SGA Kiosk and Bulletin Board.
- d. The Committee will work with the University Faculty Association when necessary to protect student rights and privileges.
- e. The Student Advocate Committee will maintain and update a Policies and Procedures Manual, which will serve to organize and control the inner workings of the board. Initial implementation of the manual and any revisions to the manual must be approved by the two-thirds (2/3) vote of the Senate.
- f. The Committee shall promote and evaluate programs and services that concern the students and review and recommend policies regarding student rights, student conduct, recognition, and awards.

## 4. Elections, Selections, and Appointment Committee



- a. The Elections, Selections, and Appointment Committee is responsible for SGA elections and Senate appointments.
- b. The Elections, Selections, and Appointment Committee shall consist of ten members.
- c. The committee shall conduct SGA Elections in accordance with Title VI of the SGA Statutes and Article V of the SGA Constitution.
- d. The committee shall make a calendar that would include pertinent election and legislative retreat dates.

#### H. Senate Meetings

1. The percent of Senators attending a meeting to establish a quorum must be 40% plus one of the Senate membership.
2. The Senate shall meet no less than twice a month. The time, day, and frequency of the meetings will be determined by the Senate President.
3. All regular Senate meetings must be posted one week prior to the meeting in question.
4. Changing a Senate meeting requires a directive posted by the Senate President no later than forty-eight hours prior to the regularly scheduled meeting.
5. Special meetings of the Senate may be called by the Senate President or by a majority of Senators. Senators must be given notice forty-eight hours prior to the Special meeting. Any absences count unless the Senate President says otherwise.
6. During the regular meetings of the senate, the agenda will be set as follows:
  - a. Call to Order
  - b. Invocation
  - c. Roll call
  - d. Pledge of Allegiance
  - e. Approval of Minutes from previous meeting
  - f. Approval of Agenda for this meeting
  - g. Senate Speaker Remarks
  - h. Student Remarks
  - i. Senate Committee/ Council Membership
    1. Resignations and Removals
      - Senate
      - Committee / Council
    2. Appointments
      - Senate
      - Committee/ Council
      - Executive Officers
      - Office of the Judiciary
  - h. Student Committee Council Reports (5 minute time limit per person)
    1. Budget and Allocations Committee

2. Constitution and Statutes Committee
3. Elections, Selections, and Appointments Committee
4. Student Advocacy Committee
- i. Senate Officers' Reports
  1. Senate President Pro-Tempore
  2. Parliamentarian
  3. Senate Secretary: reports on legislation passed by SGA President
- j. Old Business
- k. New Business –to include all Bills, Resolutions, Amendments, University concerns, and any new ideas.
  1. SGA Executive Reports (10 minute time limit per speaker)
    1. Vice President (10 minute time limit)
    2. President ~~includes reports from executive cabinet members~~ (10 minute limit)
    3. Cabinet Reports - oral reports will be done by cabinet members on every other Senate Meetings. The written reports will be given to the Senate President at least forty-eight hours prior to the scheduled Senate Meetings. These written reports will be placed on the agenda. (3 ~~1~~ minute limit per speaker)
- m. University Committee reports (3min. time limit per report)
- n. Announcements
- o. Final Roll Call
- p. Adjournment

## I. Legislation

1. The Senate shall consider five forms of legislation: bills, Constitutional amendments, Statute amendments, ~~resolutions, and standing rules~~ simple resolutions and joint resolutions.
2. Bills are written legislation that comes from committee and must go before Senate for approval. Bills are passed by a majority of Senators. Any bill vetoed by the SGA President must come up under old business at the next scheduled Senate meeting.
3. Bills refer to any legislation that:
  - a. creates or abolishes student programs.
  - b. creates budgets or deals with budget reallocation.
  - c. approves funding.
  - d. Affects the internal aspects of SGA, the University as a whole, or marks a change in the internal structure of SGA, and not prohibited by the Constitution of the University of North Florida or the Constitution of SGA.
4. Constitutional and Statute amendments make revisions of, additions to, and deletions from the SGA Constitutions and Statutes.
5. Resolutions may be written or verbal, and may come from the Senate floor.

The Senate President may refer any resolution from the floor to the appropriate committee, or directly to the agenda. Resolutions are passed by a majority of the Senate.

6. Resolutions pertain to:

- a. vacancy nominations.
- b. Commendations.
- c. Support, endorsements, or statements of opinion to the university, community, or state activities.

7. Standing rules are rules of limited duration or that which defines operating procedures of the Senate that must be passed through as a simple resolution.

8. The length of time that legislation must be posted prior to the Senate meeting in which it will be considered will be as follows:

- a. Bills- forty-eight hours.
- b. Constitution and statute amendments – seventy-two hours.
- c. Resolutions- (if from committee) forty-eight hours.
- d. Standing rules – No posting required.

*\* 9. If Legislation*  
J. Voting Guidelines

1. At all SGA Senate meetings there shall be three ways in which a senator, committee member, or board member may vote:

- a. For- In favor of the motion or legislation.
  - b. Against- Opposed to the motion or legislation.
  - c. Abstention- neither for nor against the motion or legislation.
- Abstentions shall not be counted in the total number of the votes.

2. At all SGA Senate meetings there shall be two types of votes.

- a. **Roll call voting** – Roll call voting is done by calling out the name of each Senator. Each Senator shall then vote For, Against, or Abstain by saying “Aye,” “Nay,” or “I abstain from the vote,” respectively. Roll call voting will only be used when there are bills and amendments to be passed.
- b. **Voting by show of hand**- All Parliamentary motions shall be done by the raise of the right hand, signifying either for, against, or abstentions. These motions shall include, but not be limited to: motion for unanimous consent, motion to adjourn the meeting, motion to pass resolutions, etc.).
- c. **Proxy Voting** –The power of attorney given by one person to another to vote in his/her stead on one issue; the term also designates the person who holds the power of attorney. It is allowed to be used in the Student Senate when Senators know they will be absent and (s)he would still like their vote to be counted on one issue. The proxy vote and it Must specifically state a vote of “Aye” or “Nay”

K. Parliamentary Procedure

The rules contained in the current edition of Robert’s Rules of Order, Newly

## K. Parliamentary Procedure

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall be the parliamentary reference for SGA, when applicable and when not consistent with these Policies and Procedures, Student Government Constitution and Statutes or any special rules of order SGA may adopt.

## L. Senate Absences

### 1. General Meeting Absences

- a. Each Senator must attend all Senate meetings and all committee, board, and council meetings on which he/she serves.
- b. An excused absence shall include, but not limited to: a serious illness, travel associated with a student organization, a class conflict, or engaged in compensated work (i.e. jury Duty), or community service.
- c. An absence will be forgiven if it is due to participation in a SGA sanction activity.
- d. All Senators absent from SGA's Senate committee, board, and council meetings must submit a Senate Absentee form to the Senate President Pro-Tempore. Absences will automatically be unexcused if the Senate President Pro-Tempore has not received a written excuse by the end of the sixth school day following an absence by a Senator.
- e. A half of an absence will be given if the Senator misses just the first or last role call at a regular Senate Meeting. If he or she misses both role calls, a whole absence is counted.
- f. The Senate President Pro-Tempore shall announce which Senators have two or more absences, both excused and unexcused.
- g. When a Senator acquires either four excused, two unexcused, or two excused and one unexcused absences from a Senate meeting and/or a Senate committee meeting in one academic term, he or she shall be impeached on the charge on non-feasance in accordance with Chapter 704 of the University of North Florida Constitution and Statutes.
- h. Every Senator will be notified, in writing, through the US mail system, of his or her absences in excess of the allowed amount.
- i. Every Senator has the right to appeal any absence to the Constitution and Statutes committee. By notifying the Senate President Pro-Tempore, in writing, on the Senator's absentee form and/ or after consulting the Constitutions and Statutes Chairperson, a Senator may present his or her case. The Constitution and Statutes Committee can make recommendations to the Senate for approval to Suspend the absentee policy for an individual when extenuating circumstances arrive. In the case of a committee absence, when both the Senate President and Senate President Pro-Tempore have split votes on the excusal of a senator's committee absence, the committee chair of the senator in question shall have the deciding vote.
- j. A leave of absence can be granted for a single semester at the discretion of the Speaker of the Senate. No more than one semester can be granted per fiscal year ( i.e. July 1, 1998 to June 30,1999).

Revised shall be the parliamentary reference for SGA, when applicable and when not consistent with these Policies and Procedures, Student Government Constitution and Statutes or any special rules of order SGA may adopt.

## L. Senate Absences

### 1. General Meeting Absences

- a. Each Senator must attend all Senate meetings and all committee, board, and council meetings on which he/she serves.
- b. An excused absence shall include, but not limited to: a serious illness, travel associated with a student organization, a class conflict, or engaged in compensated work (i.e. jury Duty), or community service.
- c. An absence will be forgiven if it is due to participation in a SGA sanction activity.
- d. All Senators absent from SGA's Senate committee, board, and council meetings must submit a Senate Absentee form to the Senate President Pro-Tempore. Absences will automatically be unexcused if the Senate President Pro-Tempore has not received a written excuse by the end of the sixth school day following an absence by a Senator.
- e. A half of an absence will be given if the Senator misses just the first or last role call at a regular Senate Meeting. If he or she misses both role calls, a whole absence is counted.
- f. The Senate President Pro-Tempore shall announce which Senators have two or more absences, both excused and unexcused.
- g. When a Senator acquires either four excused, two unexcused, or two excused and one unexcused absences from a Senate meeting and/or a Senate committee meeting in one academic term, he or she shall be impeached on the charge on non-feasance in accordance with Chapter 704 of the University of North Florida Constitution and Statutes.
- h. Every Senator will be notified, in writing, through the US mail system, of his or her absences in excess of the allowed amount.
- i. Every Senator has the right to appeal any absence to the Constitution and Statutes committee. By notifying the Senate President Pro-Tempore, in writing, on the Senator's absentee form and/ or after consulting the Constitutions and Statutes Chairperson, a Senator may present his or her case. The Constitution and Statutes Committee can make recommendations to the Senate for approval to Suspend the absentee policy for an individual when extenuating circumstances arrive.
- j. A leave of absence can be granted for a single semester at the discretion of the Speaker of the Senate. No more than one semester can be granted per fiscal year ( i.e. July 1, 1998 to June 30,1999).

### 2. Senate Committee Absences

~~When a committee member acquires four (4) excused absences, two (2) unexcused, or two (2) excused and one (1) unexcused absence in one academic term, he or she will be removed from the Senate Committee roll.~~

### 3. Senate Absences during the Summer Term

Senators must register and pay for at least three credit hours of classes during the course of a summer. All Senators must turn in his or her summer schedule to the Student Government Senior Secretary by the last day of add/drop. Section K.1.j. of the Senate Policies and Procedures and Chapter 402.E of Title IV also applies to the Summer Term.

## M. Senatorial Compensation and Merit Points

### 1. Graduation Stoles

a. Any senator who has served a year in good standing is eligible to wear a SGA graduation stole. This stole must be purchased by the member.

### 2. Scholarship

a. A \$200 scholarship should be made available each year to all senators who have been elected by the student body in a regularly scheduled Student Government Election and have served their full term of office without violating Chapter 401.1: Senate Absences and the Senate Policies and Procedures.

### 3. Merit Points

a. Merit Points are a rating system for Senators involvement. Senators are encouraged to attend activities outside of the Senate meeting. Certain goals will be set each year by the Senate President Pro-Tempore and the Senate President Pro-Tempore will also be in charge of keeping record of senators merit points.