

Fall 8-1-2010

## Senate Bill SB-10F-2473 2010-2011 Policies and Procedures Update

Student Government Association  
*University of North Florida*

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# SENATE LEGISLATION

## SR-10F-2473

1 *SR-10F-2473: 2010-2011 Policies and Procedures Update*

2 Whereas: The Student Government of the University of North Florida was established to represent  
3 student concerns in all University wide matters, and;

4 Whereas: The Student Senate is the legislative body of the University of North Florida's Student  
5 Government, given the responsibility of carrying out such legislative acts that are necessary  
6 and proper for the Student Body of the University of North Florida; and

7 Whereas: Legislation dealing with necessary and proper statutory revisions shall be considered by the  
8 student senate; and whereas Article II Section VA Meeting of the Senate  
9

10 Whereas: The Senate Policies & Procedures are in need of minor revision; and  
11

12  
13 Whereas: The following revisions will be made to Senate P&P:  
14

15

16 **I. Purpose and Mission of the Student Senate**

17  
18  
19

A. Purpose

20 The Student Senate shall be the legislative body of the University of North  
21 Florida's Student Government (herein after known as SG), as defined by the  
22 SG Constitution, given the responsibility of carrying out such legislative acts  
23 that are necessary and proper for the Student Body of the University of  
24 North Florida.

25  
26

27 B. Mission

28  
29 The Mission of the Student Senate shall be to serve the students by passing  
30 on their behalf acts, bills, and resolutions that benefit the Student Body at  
31 large. Furthermore, the Senate shall represent Students in all university-wide,  
32 local, state, and national concerns as their elected representatives.

33



# SENATE LEGISLATION

## SR-10F-2473

1 *SR-10F-2473: 2010-2011 Policies and Procedures Update*

2 II. Requirements and Duties of the Senate

3  
4 A. Membership Requirements

- 5  
6 1. Senators must be in good standing with the University's Academic  
7 Integrity and Student Conduct Codes as delineated in the University  
8 of North Florida's Student Handbook.  
9  
10 2. Senators must serve on at least one SG Senate standing committee  
11 and not more than three (3).  
12  
13 3. ~~Senators can serve on no more than three SG standing committees.~~  
14 ~~This excludes Presidential task forces and any SG subcommittees.~~  
15

17 B. Basic Duties of All Senators

- 18  
19 1. To represent students in all University-wide matters.  
20  
21 2. To develop and promote activities of interest to students.  
22  
23 3. To maintain communication with the student body, President, Vice  
24 President, Chief Justice, and Legislative Cabinet on all matters  
25 concerning students.  
26  
27 4. To consider all legislation necessary and proper to the Student Body.  
28  
29 5. To override a Presidential veto of any legislation when appropriate.  
30  
31 6. To serve as the validating body for all SG elections.  
32  
33 7. To ~~approve or disapprove~~ confirm all Senate, Executive Cabinet,  
34 Judicial, and SG Agency Director and Assistant Director  
35 appointments.  
36  
37 8. To impeach or remove any SG member of the executive, legislative,  
or judicial branches, as provided in Article VII of the SG



# SENATE LEGISLATION

## SR-10F-2473

1 *SR-10F-2473: 2010-2011 Policies and Procedures Update*

2 Constitution and in the SG Statutes.

3  
4 9. ~~To work a minimum of two (2) hours per polling day unless he/she~~  
5 ~~is running in the election.~~  
6  
7

8 III. Senate Officers and Their Duties

9  
10 A. Basic Duties of all Senate Officers

- 11  
12 1. Serve as a member of the Legislative Cabinet and attend all of its  
13 meetings.  
14  
15 2. Keep the President, Senate President, Chief Justice, and the Student  
16 Senate apprised of issues that concern students.  
17  
18 3. Give a report at every regular meeting of the Student Senate of the  
19 business that was done since the last meeting.  
20  
21 4. To not serve in any other office in the Legislative Cabinet other than  
22 the one elected or appointed to by the Senate.  
23

24  
25 B. Senate President

- 26  
27 1. To conduct meetings of the Senate in accordance with Title II: The  
28 Parliamentary Authority Statute.  
29  
30 2. To refer all parliamentary interpretations to the Parliamentarian.  
31  
32 3. To refer all Constitution and Statute interpretations to the  
33 ~~Chairperson of the Constitution and Statutes Committee or the~~  
34 ~~Attorney General.~~  
35  
36 4. To call a Senate meeting no later than two weeks after the first day of  
37 classes of each semester.



# SENATE LEGISLATION

## SR-10F-2473

### *SR-10F-2473: 2010-2011 Policies and Procedures Update*

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5. To determine the time, day, frequency, and place of the regular meetings of Senate.
  6. To compile or ensure the completion and distribution of the Senate Packet, which shall consist of the agenda, bills, and previous Senate meeting minutes. The Senate Packet will be provided to the Senators ~~not less than one~~ no less than two business day prior to a regular Senate meeting.
  7. To transmit all final Senate legislative action to the President no later than five working days after the Senate meeting when the legislation took place.
  8. To collect the minutes and/or audio recordings of all SG standing, special, or ad-hoc committees.
  9. To serve as a non-voting ex-officio voting member of SG standing committees and ad-hoc committees.
  9. To appoint any legislative officer in the event of a vacancy until the end of that term.
  10. To swear in newly elected or appointed Senators in the event that there is no member of the Judicial branch available at the SG Senate meeting.
  11. To create ad-hoc committees when necessary.
  12. To vote in the event that the Senate President's vote will break a tie.
  13. To supervise officers and committee chairs within the Senate.
  14. To serve as Budget Director over the SG Legislative Account.
  15. To sign off on all wages earned by the Legislative Cabinet.
  16. To enforce Title VII: The Enforcement Statutes.



# SENATE LEGISLATION

## SR-10F-2473

### *SR-10F-2473: 2010-2011 Policies and Procedures Update*

17. To serve as a voting member of all Agency Advisory Boards, and to appoint a Senator at-large to those boards as well.
18. To issue Notification of Noncompliance.
19. In the case of a disturbance, the Senate President may, at his or her discretion, remove individuals from the Senate meeting.

#### C. Senate President Pro-Tempore

1. To assume the previously described duties of the Senate President in the event of his/her absence.
2. To serve as a voting member of the Constitution and Statutes Committee and as a non-voting, ex-officio member of all other SG standing committees and ad-hoc committees.
3. To assist the Senate President in organizing, setting up, implementing, and cleaning up after every Senate meeting.
4. To conduct roll call at the beginning and end of each Senate meeting.
5. To keep a written record of attendance.
6. ~~To put Senate absentee forms in the boxes of all Senators that were not in attendance for any of the roll calls. To follow and enforce the Legislative absence policy outlined in "I. Absences."~~
7. ~~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).~~
8. ~~To turn in the record of attendance to the Senate President four business days before the next Senate meeting. This record will~~



# SENATE LEGISLATION

## SR-10F-2473

1 *SR-10F-2473: 2010-2011 Policies and Procedures Update*

2 ~~include the roll call and all excused and unexcused absences.~~

3

4 9. To be responsible for educating all Senators as to the SG attendance  
5 policy.

6

7 10. To assist the Senate President in organizing, implementing, and  
8 evaluating SG Orientation and Leadership Workshops.

9

10 11. To organize, implement, and evaluate social activities that are  
11 designed to promote unity within SG.

12

13 12. To assist the Senate President with filing information relevant to the  
14 SG Senate activities.

15

16 ~~13. To collect the minutes and/or audio recordings of all SG standing,  
17 special, or ad-hoc committees.~~

18

19 14. To assist in the coordination of the Legislative Cabinet and assist the  
20 Senate President with supervision.

21

22 15. To make available proxy vote forms and envelope addressed to  
23 Senate Pro-Tempore in the event that a Senator wished to vote  
24 during an absence at a Senate or Committee meeting.

25

26 16. To properly document, file and save proxy vote forms in the event of  
27 a discrepancy. All proxy forms will be submitted to the SG Advisor  
28 immediately following the indicated meeting on the proxy.

29

30

31 D. Senate Parliamentarian

32

33 1. To rule on matters of parliamentary procedure using *Robert's Rules of*  
34 *Order, Newly Revised* and Title II: The Parliamentary Authority Statute.

35

36 2. To serve as a voting member of the Constitution and Statutes  
37 Committee.



# SENATE LEGISLATION

## SR-10F-2473

1 *SR-10F-2473: 2010-2011 Policies and Procedures Update*

2 3. To give each new Senator a Parliamentary Procedure information  
3 packet.

4 4. To educate the Senate on Parliamentary procedure by scheduling at  
5 least one workshop a semester.

6 5. ~~To assist the Senate President Pro Tempore in implementing social  
7 activities that to promote unity within SG.~~

8  
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10  
11  
12 E. Senate Secretary

13 1. To prepare and submit, within three (3) business days, accurate  
14 minutes of every Senate, Legislative cabinet, and Senate ad-hoc  
15 committee meetings to the Senate President.

16 2. To assist the Senate President in organizing, implementing, and  
17 cleaning up after each Senate meeting.

18 2. ~~To assist the Senate President Pro Tempore in implementing social  
19 activities that to promote unity within SG.~~

20 3. To help the Senate President with filing information relevant to SG  
21 activities.

22 4. To record and read aloud proxy votes during a Senate meeting in the  
23 event of a Senator's absence.

24  
25  
26  
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30  
31 F. Senate Chaplain

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

34 2. ~~To assist the Senate President Pro Tempore in implementing social  
35 activities that promotes unity within SG.~~

36





# SENATE LEGISLATION

## SR-10F-2473

1 *SR-10F-2473: 2010-2011 Policies and Procedures Update*

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G. Senate Sergeant-at-Arms

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6

1. To enforce order and decorum of meetings of the Student Senate under the direction and discretion of the Senate President.

7

8

9

2. May be given the duty by the Senate President to recite and lead the Pledge of Allegiance at all Senate Meetings.

10

11

12

3. To enforce all time limits that include but are not limited to Guest Speakers, Committee Reports, Judicial Reports, Executive and Agency Reports, presentations, question and answers, appointments and all other time restrictions that are set out in Student Senate Policies and Procedures.

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IV. Legislative Cabinet

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A. Legislative Cabinet Elections

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23

1. Each fall and spring semester, the majority of the Senate shall elect the chairperson for the Elections and Appointments committee. The Budget and Allocations Chairperson, Student Advocacy Chairperson, and the Constitution and Statutes Chairperson are elected to one-year terms. The Budget and Allocations Chairperson, Student Advocacy Chairperson and the Constitution and Statutes Chairperson shall be elected at the end of the spring semester. The Budget and Allocations Chairperson will not take the position until the previous budget hearings have been completed. The Vice-Chairperson of each committee shall be appointed by the chairperson of said committee from the committee membership. The officers shall be elected by the second regular Senate meeting following each general election. If a vacancy occurs, the Senate President may either appoint someone until the next regular officer election the following semester, or open the position up for nomination

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# SENATE LEGISLATION

## SR-10F-2473

1 *SR-10F-2473: 2010-2011 Policies and Procedures Update*

2 and election by the Senate majority.

3  
4 2. At the first Senate meeting prior to the fall/spring election, the presiding  
5 officer shall call for nominations from the floor for each office open for  
6 election separately. After all nominations have been made, a motion  
7 must be made to close nominations.

8  
9 3. Elections for Senate President, Senate President Pro-Tempore, Budget  
10 and Allocations Chair, Constitution and Statutes Chair, Elections and  
11 Appointments Chair, Student Advocacy Chair, and Senate  
12 Parliamentarian shall occur during the senate meeting when the newly  
13 elected senators are sworn in. At this meeting the Senate President shall  
14 re-open the nominations for each office. After any further nominations  
15 have been added or retracted, a motion to close nominations must be  
made.

17  
18 4. ~~Elections for the positions of Elections and Appointments Chair, and~~  
19 ~~Senate Parliamentarian will also occur during the Fall Semester~~  
20 ~~following the swearing in of new Senators following the Fall General~~  
21 ~~Elections.~~

22  
23 5. ~~At the first Senate meeting prior to the fall/spring election, the presiding~~  
24 ~~officer shall call for nominations from the floor for each office open for~~  
25 ~~election separately. After all nominations have been made, a motion~~  
26 ~~must be made to close nominations.~~

27  
28 6. After the nominations have been closed, the Senate President shall ask  
29 each candidate to come forward and speak for a maximum of three  
30 minutes in the order they were nominated. Each candidate may respond  
31 up to three (3).

32  
33 7. After all candidates for a particular position have spoken, the Senate  
34 shall cast its votes ~~by roll call vote.~~

35 a. A candidate must receive a majority vote in order to be elected.

36 b. Should a majority not be reached, a runoff election will be held  
37



# SENATE LEGISLATION

## SR-10F-2473

### *SR-10F-2473: 2010-2011 Policies and Procedures Update*

~~amongst the top two voted for candidates~~ between the two candidates who received the most votes.

c. If a candidate is not being contested he or she wins by acclamation therefore does not have to give a speech or answer questions.

8. Should the Senate President be a candidate for a particular office, the next person in the line of succession who is not running for the office in question shall assume all duties of the Senate President for the purposes of conducting the election.

9. The outgoing Senate President shall preside over elections until the newly elected Senate President is sworn in.

#### D. New Senator Orientation

Upon validation of the Fall and Spring General Elections, but prior to the swearing in of newly elected Senators, the Senate President shall hold a mandatory New Senator Orientation open to all Senators. This meeting shall serve as a forum for educating new Senators as to the practices, policies, and structures of SG.

#### V. Standing Committees of the Senate

##### A. Standing Committees

1. There shall be four standing committees of the SG Senate: Budget and Allocations, Constitution and Statutes, Elections and Appointments, and the Student Advocacy Committee. Any special or ad-hoc committee may be formed at the discretion of the Senate President.



# SENATE LEGISLATION

## SR-10F-2473

Student Government  
University of North Florida

### *SR-10F-2473: 2010-2011 Policies and Procedures Update*

2. Committees must have 50% plus one of its voting membership to have quorum.
3. ~~Senators of SG are required to sit on one standing committee.~~ The Senate President will appoint each Senator to ~~one of~~ the standing committees. SG standing committee appointments are not subject to Senate approval.
4. There shall be two officers of the SG Committees: the Chairperson and the Vice-Chairperson. The officers of each committee must be Senators. ~~Each fall and spring semester, the majority of the Senate shall elect the chairperson for the Elections and Appointments committee. The Budget and Allocations Chairperson, Student Advocacy Chairperson and the Constitution and Statutes Chairperson are elected to one-year terms. The Budget and Allocations Chairperson, Student Advocacy Chairperson and the Constitution and Statutes Chairperson shall be elected at the end of the spring semester. The Budget and Allocations Chairperson will not take the position until the previous budget hearings have been completed. The Vice-Chairperson of each committee shall be appointed by the chairperson of said committee from the committee membership. The officers shall be elected by the second regular Senate meeting following each general election. If a vacancy occurs, the Senate President may either appoint someone until the next regular officer 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:
    - i. To record and label each and every committee meeting without taping over the previous meetings and keep for historical record if the technology is available.
    - ii. To conduct meetings of the committee in accordance with *Robert's Rules of Order, Newly Revised*.



# SENATE LEGISLATION

## SR-10F-2473

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### *SR-10F-2473: 2010-2011 Policies and Procedures Update*

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- iii. 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 remove individuals from the meeting.
  - iv. To be a non-voting member of his or her committee. The Chair will vote in the event that his/her vote will break a tie.
  - v. To call meetings of the committee. All committees must meet at least twice every 31 calendar days while classes are in session. Exception to the policy may be made during the summer semester only, when a committee chair must request that the Senate President allow for an exception in that committee's meeting schedule. Emergency meetings may be called by the Chair, or by the request of at least 2/3 of the committee, with at least 48 hours notice.
  - vi. To sign and submit all approved committee minutes from the previous committee meeting to the Senate President Pro-Tempore no later than three business days following a committee meeting.
  - vii. To upload all approved minutes, agendas, roll calls and vote counts to the SG database no later than five (5) business days following that committee meeting.
  - viii. To maintain a record of committee absences and submit that a time-stamped record to the Senate President Pro-Tempore within one (1) business day of each committee meeting or event.
  - ix. To write any bills or resolutions from the committee and forward them to the Senate President no later



# SENATE LEGISLATION

## SR-10F-2473

### *SR-10F-2473: 2010-2011 Policies and Procedures Update*

1  
2 than ~~two~~ three business days prior to the next regular  
3 Senate meeting.  
4

5  
6 x. To attend all legislative cabinet meetings and retreats.  
7

8 xi. May serve as non-voting ex-officio members of other  
9 SG standing committees.

10  
11 xii. If the Chairperson's duties are not being  
12 accomplished and a Notification of Noncompliance  
13 has been filed, this chairperson will be removed upon  
14 two-thirds vote of the Senate.

15  
16 xiii. Appeals for Chairperson removal will go to the  
17 Constitution and Statutes Committee, unless the  
18 person being removed is the Constitution and  
19 Statutes Chairperson. If the Constitution and Statutes  
20 Chairperson is being removed, they may appeal to the  
21 Judicial Branch.

22  
23 xiv. To maintain the committee files including but not  
24 limited to agendas, minutes, roll calls, vote counts and  
25 proposed legislation.  
26

27 xv. The Budget and Allocations Chairperson shall  
28 maintain a copy of all submitted Travel Requests and  
29 Special Requests.  
30

31 xvi. The Chairperson is responsible for all duties not  
32 performed by the Vice-Chairperson.  
33

34  
35 b. The Vice-Chairperson of each committee shall have the  
36 following duties:  
37



# SENATE LEGISLATION

## SR-10F-2473

1 *SR-10F-2473: 2010-2011 Policies and Procedures Update*

- 2 i. To assume the duties of the committee chairperson  
3 upon the request of the chair, or if the chairperson of  
4 the committee is unable to perform his or her duties.  
5  
6 ii. To record and maintain the minutes and tapes of the  
7 committee meetings if the technology is available.  
8  
9 iii. ~~To submit the previous meeting's minutes for  
10 approval by committee at the following committee  
11 meeting.~~

12  
13  
14 B. Description of Duties of each Committee  
15

16 1. Budget and Allocations Committee

- 17 a. The Budget and Allocations Committee (herein after referred  
18 to as B & A) is responsible for the fiscal management of the  
19 Activity and Service Fee Budget.  
20  
21 b. ~~B & A shall consist of no less than 25% of Senate  
22 membership.~~  
23  
24 c. The Committee shall hold and conduct Budget Hearings as  
25 outlined in Title VIII.  
26  
27 d. B&A shall review and consider revisions to Title VIII  
28 annually during the fall semester. All recommendations made  
29 by the committee shall be forwarded to the Senate.  
30  
31 e. The Committee must approve/disapprove all requested  
32 budget amendments between line items between other  
33 decentralized account disciplines (Other Personal Services,  
34 OCO, and Operating Expenses) funded by the Activity and  
35 Service Fees. The Senate must also approve these requests  
36 for transfers.  
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# SENATE LEGISLATION

## SR-10F-2473

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### *SR-10F-2473: 2010-2011 Policies and Procedures Update*

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2 f. The Committee shall recommend allocations from SG Special  
3 Request Reserves, General Reserves and Travel Accounts.  
4 Any expenditure from these accounts must be approved by  
5 the Senate and the SG President.  
6

7 ~~g. The Budget and Allocations Committee must meet to hear~~  
8 ~~unallocated requests no less than once a month.~~  
9

#### 10 11 2. Constitution and Statutes Committee

12 a. ~~The Constitution and Statutes Committee shall consist of up~~  
13 ~~to twelve Senators.~~ The Senate President Pro-Tempore and  
14 Senate Parliamentarian shall be members of this committee.  
15

16 b. The Committee shall interpret the SG Constitution and  
17 Statutes. The Committee shall resolve conflicts concerning  
18 the Constitution, Statutes, and Policies and Procedures.  
19

20 c. The Committee shall review the SG Constitution and Statutes  
21 and recommend any change to the SG Senate when  
22 necessary.  
23

24 d. The Committee shall consider all appeals for Senator  
25 absences.  
26

27 e. The Committee will validate all petitions to recall a SG  
28 Officer or Senator.  
29

30 f. The Committee shall be responsible for maintaining a current  
31 Senate Policies and Procedures manual approved by two-  
32 thirds (2/3) of the Senate. Any revisions to this document  
33 must be approved by two-thirds (2/3) of the Senate.  
34

#### 35 36 3. Student Advocacy Committee





# SENATE LEGISLATION

## SR-10F-2473

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### *SR-10F-2473: 2010-2011 Policies and Procedures Update*

2

a. The purpose of the Student Advocacy Committee shall be to act as a liaison between the University of North Florida's student body and the SG, and to promote those programs and activities, locally or nationally, which are in the interests of the University of North Florida students.

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~~b. The Student Advocacy Committee is composed of up to eleven SG Senators including the Chairperson and ten SG Senators.~~

b. The Committee will work with the University Faculty Association and Executive Cabinet when necessary to protect student rights and privileges.

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### 5. Election and Appointment Committee

a. The Election and Appointment Committee is responsible for SG elections and Senate appointments.

~~b. The Election and Appointment Committee shall consist of up to eleven SG Senators including the Chairperson and ten SG Senators.~~



# SENATE LEGISLATION

## SR-10F-2473

### *SR-10F-2473: 2010-2011 Policies and Procedures Update*

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- c. The committee shall conduct SG Elections in accordance with Title VI of the SG Statutes and Article V of the SG Constitution.
- d. The committee shall review Title VI of the SG Statutes and forward the committee's recommendations to the Senate.
- e. The committee shall approve a calendar that would include pertinent election dates.

#### C. Committee Meetings

1. During regular committee meetings the agenda may be as follows:

- a. Call to Order
- b. Roll Call
- c. Approval of the Agenda
- d. Approval of the Minutes
- e. Chair Report or Remarks
- f. Business

(In the Case of Budget and Allocations)

- 1. Account Totals
- 2. Old Business
- 3. New Business

(In the Case of Constitution and Statutes)



# SENATE LEGISLATION

## SR-10F-2473

Student Government  
University of North Florida

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### *SR-10F-2473: 2010-2011 Policies and Procedures Update*

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- 1. Noncompliance
  - 2. Appeals
  - 3. Old Business
  - 4. New Business
  - (In the Case of Elections Selections and Appointments)
  - 1. Appointments
  - 2. Old Business
  - 3. New Business
  - (In the Case of Student Advocacy)
  - 1. Student Remarks and Complaints
  - 2. Old Business
  - 3. New Business
  - g. Announcements
  - h. Final Roll Call
  - i. Adjournment
2. Meeting times and days must be posted at least one-week prior to the meeting.



# SENATE LEGISLATION

## SR-10F-2473

### *SR-10F-2473: 2010-2011 Policies and Procedures Update*

3. All Committee agendas must include a designated time slot for student remarks.

4. ~~Special Committee Meetings may be called at the direction of the Chairperson of the Committee or the Senate President with forty-eight (48) hours advanced notice.~~

#### VI. Procedures of the Senate

##### A. Line of Succession

1. In the event that the Senate President is removed or resigns, there will be nominations for their position at the next Senate meeting and elections at the following Senate meeting. The Senate President Pro-Tempore will act as Senate President until a new Senate President is elected.

##### B. Senate Meetings

1. The percent of Senators attending a meeting to establish a quorum must be 50% plus one of the Senate membership, rounded up.

2. The Senate shall meet no less than twice every 31 days during academic sessions. The Senate President will determine the time, day, and frequency of the meetings.

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 two business days prior to the regularly scheduled meeting.

5. Emergency meetings of the Senate may be called by the Senate President or by a majority of Senators. Senators must be given notice two business days prior to the Emergency meeting. Any absences



# SENATE LEGISLATION

## SR-10F-2473

### *SR-10F-2473: 2010-2011 Policies and Procedures Update*

count unless the Senate President says otherwise.

6. Prior to July 1<sup>st</sup>, the newly elected Senate President shall convene an ad-hoc committee to draft policies and procedures to be approved by Senate.

7. All Senate Agendas must include a designated time-slot for student remarks.

8.

7. During the regular meetings of the senate, the agenda may be set as follows:

a. Call to Order

b. Invocation

c. Pledge of Allegiance

d. Roll Call

e. Approval of Agenda from this meeting

f. Approval of Minutes from previous meeting

g. Guest Speaker(s) (5 minutes) or at the discretion of the Chair.

h. Senate President's Remarks

i. Any A&S fee paying student may address the senate for up to two minutes.

j. Recognition of Students Seeking Appointment

k. Student Committee Council Reports (5 minute time limit per person)



# SENATE LEGISLATION

## SR-10F-2473

### *SR-10F-2473: 2010-2011 Policies and Procedures Update*

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- 1. — Budget and Allocations Committee
  - 2. — Constitution and Statutes Committee
  - 3. — Elections and Appointments Committee
  - 4. — Student Advocacy Committee
  - l. — Judiciary Report
    - 1. — Chief Justice (2 minutes)
    - m. — Executive Reports
      - 1. — Treasurer (5 minutes)
      - 2. — Attorney General (5 minutes)
      - 3. — Vice President (5 minutes)
      - 4. — President (5 minutes)
    - n. — Agency Reports
    - e. — Senate Committee/ Council Membership
      - 1. — Resignations and Removals
        - a. Senate
        - b. Committee / Council
      - 2. — Appointments
        - a. Senate
        - b. Committee/ Council
        - c. Executive Officers
        - d. Office of the Judiciary
    - p. — Old Business
      - 1. — Vetoes Legislation



# SENATE LEGISLATION

## SR-10F-2473

### *SR-10F-2473: 2010-2011 Policies and Procedures Update*

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- ~~2. Tabled Legislation~~
  - ~~3. Bills on 2<sup>nd</sup> Reading from Committee~~
  - ~~q. New Business to include all Bills, Resolutions, Amendments, University concerns, and any new ideas.~~
  - ~~Constitutional and Statutory Changes on 1<sup>st</sup> Reading~~
  - ~~Simple and Joint Resolutions on 1<sup>st</sup> Reading~~
  - ~~Legislation considered for 2<sup>nd</sup> Reading~~
  - ~~r. University Committee and Collegiate reports (3 minutes)~~
  - ~~s. Announcements~~
  - ~~t. Final Roll Call~~
  - ~~u. Adjournment~~
- C. Legislative Cabinet Meetings
1. The Senate President, at his/her discretion, shall call a meeting of the Legislative Cabinet at least once a month for information, staff assignment, and personnel work, as well as to discuss issues facing the Student Body.
  2. The Legislative Cabinet membership shall consist of: The Senate President (acting as chair), Senate President Pro-Tempore (acting as vice-chair), Senate Secretary (acting as clerk), the Budget and Allocations Committee Chairperson, the Constitution and Statutes Committee Chairperson, the Elections, and Appointments Committee Chairperson, and the Student Advocacy Committee



# SENATE LEGISLATION

## SR-10F-2473

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### *SR-10F-2473: 2010-2011 Policies and Procedures Update*

1  
2 Chairperson. The Senate Parliamentarian and Sergeant-at-Arms may  
3 attend the Legislative Cabinet meeting at the discretion of the Senate  
4 President

5  
6 E. Legislation

- 7  
8 1. The Senate shall consider three forms of legislation: bills, simple  
9 resolutions, and joint resolutions.  
10  
11 2. Bills are pieces of written legislation that are proposed by senators  
12 subject to approval from committee and must go before Senate for  
13 approval. Bills are passed by a majority of Senators. Any bill vetoed  
14 by the SG President must come up under old business at the next  
15 scheduled Senate meeting. Bills refer to any legislation that:  
16  
17 a. Creates or abolishes student programs.  
18  
19 b. Creates budgets or deals with budget reallocation.  
20  
21 c. Approves funding.  
22  
23 d. Affects the internal aspects of SG, the University as a whole,  
24 or marks a change in the internal structure of SG, and not  
25 prohibited by the Constitution of the University of North  
26 Florida or the Constitution of SG.  
27  
28 e. Constitutional and Statutory amendments that make revisions  
29 of, additions to, and deletions from the SG Constitution and  
30 Statutes.  
31  
32 3. Resolutions ~~may~~ must be written ~~or verbal~~, and may come from the  
33 Senate floor. The Senate President may refer any resolution from the  
34 floor to the appropriate committee, or directly to the agenda.  
35 Resolutions are passed by a majority of the Senate. Resolutions  
36 pertain to:  
37  
a. Vacancy nominations





# SENATE LEGISLATION

## SR-10F-2473

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### *SR-10F-2473: 2010-2011 Policies and Procedures Update*

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- b. Commendations
  - c. Support, endorsements, or statements of opinion to the university, community, or state activities
  - 4. ~~Standing rules are rules of limited duration or that which defines~~ operating procedures of the Senate ~~that and~~ must be passed ~~through~~ as a simple resolution.
  - 5. 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 – two business days
    - b. Constitution and Statute amendments – two business days
    - c. Resolutions- (if from committee) two business days
    - d. Standing rules – No posting required
  - 6. Every Senator has the duty to write, propose, and present legislation felt to be necessary and proper to the Student Body.
- F. Voting Guidelines
- 1. At all SG Senate meetings there shall be three ways in which a senator, committee member, or board member may vote:
    - a. For (Yes)- In favor of the motion or legislation.
    - d. Against (No)- Opposed to the motion or legislation.
    - e. Abstention- neither for nor against the motion or legislation. Senators should abstain only if there is a distinct conflict of interest. A senator must state his/or her reason for abstention.



# SENATE LEGISLATION

## SR-10F-2473

*SR-10F-2473: 2010-2011 Policies and Procedures Update*

- 1
- 2 The Senate President shall determine if the Conflict of Interest
- 3 is valid.
- 4
- 5 2. At all SG Senate meetings there shall be two types of votes. All votes
- 6 shall be recorded in the meeting minutes.
- 7
- 8 a. Roll call voting is done by calling out the name of each
- 9 Senator. Each Senator shall then vote For, Against, or
- 10 Abstain by saying "Yes," "No," or "Abstain" respectively.
- 11 Only roll call voting will be used when there are bills and
- 12 amendments to be passed.
- 13
- 14 b. Voting on Parliamentary motions
- 15
- 16 Parliamentary motions may be done by the raise of the right
- 17 hand, signifying either for, against, or abstentions. These
- 18 motions shall include, but not be limited to: motion for
- 19 unanimous consent, motion to adjourn the meeting, motion
- 20 to pass resolutions, etc. At the discretion of the chair, when a
- 21 parliamentary motion is made, seconded, and without
- 22 objection, the motion is assumed to be approved with
- 23 unanimous consent.
- 24
- 25 3. Proxy Voting shall be allowed as according to 402.6.b.
- 26
- 27 G. Parliamentary Procedure
- 28
- 29 1. *Robert's Rules of Order, Newly Revised* shall be the authority only over those
- 30 questions that have not been specified by general law, university
- 31 regulations, or by the Constitution of the SG of the University of North
- 32 Florida, SG Statutes, or Senate Policies and Procedures.
- 33
- 34 2. A Friendly Amendment shall be defined as any amendment not changing
- 35 the intention of a piece of legislation.
- 36
- 37 3. Process of Legislation and Business –



# SENATE LEGISLATION

## SR-10F-2473

### *SR-10F-2473: 2010-2011 Policies and Procedures Update*

- a. Legislation is introduced to Senate President at least three business days prior to the next regularly scheduled Senate Meeting. (With the exception of fiscal requests that are submitted to the Budget and Allocations Committee first)
- b. Senate President then decides to add the legislation to the agenda for 1<sup>st</sup> reading of the next regularly scheduled Senate meeting or not to hear it.
- c. The legislation is then put on the agenda for Senate on 1<sup>st</sup> reading. All fiscal requests proposed from B&A shall be automatically put on 2<sup>nd</sup> reading for the next Senate meeting.
- d. Within Senate, the legislation shall be brought up as New Business on 1<sup>st</sup> Reading.
- e. ~~When the meeting comes to the time in the agenda in which the legislation will be heard by the body, the presiding officer shall call out the bill number for the body's information and provide a copy for every voting member.~~
- f. The legislation will then be referred to one of the four Senate Standing committees or put on 2<sup>nd</sup> reading of that Senate Meeting by a fifty percent (50%) + one (1) majority vote of the Senate or by the Presiding Officer.
- g. If forwarded to Committee, the committee will consider the legislation at the next regular committee meeting.
- h. If legislation is passed in committee, the legislation will be placed on the next regular Senate meeting agenda for Bills on 2<sup>nd</sup> reading.
- i. ~~The presiding officer shall then accept a presentation of the legislation or business from the sponsoring Senator or representative of no more than three minutes at the discretion of the Chair~~ Senate Sponsor or representative shall present for three



# SENATE LEGISLATION

## SR-10F-2473

1 *SR-10F-2473: 2010-2011 Policies and Procedures Update*

2 (3) minutes for their piece of Legislation..

3  
4 j. The presiding officer, after the conclusion of the presentation,  
5 shall open ~~up~~ the floor for questions from the members for a  
6 maximum of 10 minutes.

7  
8 k. The presiding officer shall then open ~~up~~ the floor for motions  
9 from the members after any questions.

10  
11 l. A member can then move to accept, amend, table, postpone, or  
12 refer the legislation back to committee.

13  
14 m. If any of these motions occur, the presiding officer shall ask for a  
15 second, and if none occurs within 5 seconds, shall call the motion  
16 dead.

17  
18 n. The presiding officer shall, after hearing a second, state the  
19 question motion for the members.

20  
21 o. Upon a motion being made the floor shall open for discussion.  
22 When discussion is completed or there is no discussion, there  
23 shall be a ~~roll-call~~ vote on the motion. A Motion for unanimous  
24 consent can be made at this time.

25  
26 ~~p. If the questions is called, heard by the chair, and seconded, a roll~~  
27 ~~call vote shall be taken~~

28  
29 q. Upon receipt of the vote-count from the Senate Secretary, the  
30 presiding officer shall call out the vote for the body's information  
31 and state the passage or non-passage of the legislation.

32  
33  
34 H. — Legislative Cabinet Elections

35  
36 10. Elections for Senate President, Senate President Pro Tempore, Budget  
37 and Allocations Chair, Constitution and Statutes Chair, Elections, and  
Appointments Chair, Student Advocacy Chair, and Senate  
Parliamentarian shall occur during the senate meeting when the newly



Student Government  
University of North Florida

# SENATE LEGISLATION

## SR-10F-2473

1 *SR-10F-2473: 2010-2011 Policies and Procedures Update*

2 ~~elect~~ed senators are sworn in. At this meeting the Senate President shall  
3 ~~re-open~~ the nominations for each office. After any further nominations  
4 ~~have been added or retracted~~, a motion to close nominations must be  
5 made.  
6

7 11. ~~Elections for the positions of Elections and Appointments Chair, and~~  
8 ~~Senate Parliamentarian will also occur during the Fall Semester~~  
9 ~~following the swearing in of new Senators following the Fall General~~  
10 ~~Elections.~~  
11

12 12. ~~At the first Senate meeting prior to the fall/spring election, the presiding~~  
13 ~~officer shall call for nominations from the floor for each office open for~~  
14 ~~election separately. After all nominations have been made, a motion~~  
15 ~~must be made to close nominations.~~

17 13. ~~After the nominations have been closed, the Senate President shall ask~~  
18 ~~each candidate to come forward and speak for a maximum of three~~  
19 ~~minutes in the order they were nominated. Each candidate may respond~~  
20 ~~up to three (3) minutes of questions, and may choose who to accept~~  
21 ~~questions from.~~  
22

23 14. ~~After all candidates for a particular position have spoken, the Senate~~  
24 ~~shall cast its votes by roll call vote.~~

26 a. ~~A candidate must receive a majority vote in order to be elected.~~

28 b. ~~Should a majority not be reached, a runoff election will be held~~  
29 ~~amongst the top two voted for candidates.~~

31 c. ~~If a candidate is not being contested he or she wins by~~  
32 ~~acclamation therefore does not have to give a speech or answer~~  
33 ~~questions.~~  
34

35 15. ~~Should the Senate President be a candidate for a particular office, the~~  
36 ~~next person in the line of succession who is not running for the office in~~  
37 ~~question shall assume all duties of the Senate President for the purposes~~  
~~of conducting the election.~~



Student Government  
University of North Florida

# SENATE LEGISLATION

## SR-10F-2473

1 *SR-10F-2473: 2010-2011 Policies and Procedures Update*

2  
3 16. The outgoing Senate President shall preside over elections until the  
4 newly elected Senate President is sworn in.  
5

6  
7 I. ~~\_\_\_\_\_~~ New Senator Orientation  
8

9 Upon validation of the Fall and Spring General Elections, the Senate  
10 President shall hold a mandatory New Senator Orientation open to  
11 all Senators. This meeting shall serve as a forum for educating new  
12 Senators as to the practices, policies, and structures of SG.  
13

14 J. Absences  
15

16 1. General Meeting and Committee Absences

- 17 a. Each Senator must attend all Senate meetings and all  
18 committee, board, and council meetings on which he/she  
19 serve.  
20  
21 b. An excused absence shall include, but not limited to: a serious  
22 illness, travel associated with a student organization, a class  
23 conflict, subject to approval by the Senate President, or  
24 engaged in compensated work (i.e. jury Duty), or community  
25 service. Senators may only be excused for attending a student  
26 organization's function twice per respective organization in  
27 one term.  
28  
29 c. The final decision concerning the status of an absence shall  
30 be by the Senate President. ~~If anyone is absent or unavailable,~~  
31 ~~the next in line of succession shall assume this responsibility.~~  
32  
33 d. Senators may be assessed absentee points if they fail to work  
34 his/her designated shift, outside of committees, that he /she  
35 voluntarily commits to. This may include but not limited to  
36 Wild Osprey Wednesday, Finals Frenzy, Lighthouse Event,  
37 Elections polling, etc.



# SENATE LEGISLATION

## SR-10F-2473

1 *SR-10F-2473: 2010-2011 Policies and Procedures Update*

2 e. All Senators absent from a Senate meeting or Senate  
3 committee meeting must fill out an absentee form ~~and return~~  
4 ~~it to the Pro-Tempore~~. The form must be time stamped and  
5 submitted to the Senate President within six (6) business days  
6 of the absence, or the absence will automatically be  
7 considered unexcused.

8  
9 f. The Senate Pro-Tempore shall inform a Senator of his/her  
10 pending absence, via e-mail, within one business day of  
11 receiving the Senate or Committee attendance records. The  
12 Senate Pro-Tempore is also responsible for informing all new  
13 Senators of the absence policy during the New Senator  
14 Orientation. ~~A new senator is defined as a person who has~~  
15 ~~never served as a Senator at the University of North Florida.~~

17 g. A half of an absence will be given if the Senator misses just  
18 the first or last roll call at a regular Senate Meeting. If he/she  
19 miss both roll calls, a whole absence is counted.

21 h. The Senate President Pro-Tempore shall inform a Senator,  
22 via e-mail, that has two or more absences, either excused or  
23 unexcused.

25 i. Absences shall be tallied as follows:

27 1) All-Excused full absences for Senate and  
28 Committee meetings shall be considered as 1 point.

30 2) All-Unexcused full absences for Senate and  
31 Committee meetings shall be considered as 2 points.

33 3) Half absences shall be one-half of the point value  
34 otherwise associated with the type of absence  
35 incurred.

37 4) If a Senator reaches 4 points in a single semester,  
that Senator shall be subject to removal in accordance



# SENATE LEGISLATION

## SR-10F-2473

*SR-10F-2473: 2010-2011 Policies and Procedures Update*

with Title VII.

5) A senator accumulating four absence points during a single semester shall be deemed to not be in good standing, and shall lose his or her Senate scholarship for that semester, but may be restored to good standing if not further points are accumulated the following semester.

6) Members of the Budget and Allocations Committee during the time of budget hearings shall only receive half the allotted points per absence for missing Budget Hearing meetings at the discretion of the chair.

- j. Every Senator has the right to appeal any absence to the Constitution and Statutes committee. The Senator must fill out a Senator Absence Appeal Form and return it to the Constitution and Statutes Committee Chair and the Senate President Pro-Tempore. The Appeal Form must be time stamped within two (2) weeks from the date of issuance. Upon receiving the appeal, the Senator shall be placed on the agenda for the next regularly scheduled committee meeting.
- k. The Constitution and Statutes Committee shall decide by a majority vote to suspend the absentee policy for an individual when extenuating circumstances arrive.
- l. A Senator may not be removed from Senate until all appeals have been exhausted, or if the Senator does not request an appeal within 2 weeks.
- m. Any Senator may request a leave of absence for any amount of time by emailing the senate president and explain the reason and length of time the leave is needed. The Senator will then be placed on Inactive status.



# SENATE LEGISLATION

## SR-10F-2473

1 *SR-10F-2473: 2010-2011 Policies and Procedures Update*

- 2 n. Every Senator shall participate in at least one Osprey  
3 Lighthouse program event monthly. ~~In case of an absence,~~  
4 ~~the President Pro Tempore Student Advocacy Committee~~  
5 ~~Chair shall assess absentee points. In the event that a~~  
6 Senator's class schedule conflicts with all proposed  
7 Lighthouse dates, this requirement shall be waived. Proof of  
8 such a conflict must be submitted to the Student Advocacy  
9 Chair within three (3) business days of the posting of  
10 proposed Lighthouse dates.

11  
12  
13 K. Senatorial Compensation

14 1. Graduation Stoles

- 15  
16 a. Any senator who has served a year in good standing is eligible  
17 to wear a SG graduation stole. The member must purchase  
18 this stole.

19  
20  
21 2. Scholarship

- 22 a. A scholarship will be awarded upon completion of a full  
23 semester, Fall, Spring and Summer, in the amount decided  
24 upon by the SG Scholarship Committee. Those who take a  
25 leave of absence during a semester will not receive a  
26 scholarship for that semester.

27  
28  
29 L. ~~Policies and Procedures~~

- 30  
31 1. ~~The Senate shall only make changes or renew rules at the~~  
32 ~~Organizational Session of the Senate. Changes are only allowed by a~~  
33 ~~two-thirds (2/3) vote of the Senate sometime during the regular~~  
34 ~~session or calendar year.~~

35  
36  
37 VII. Senate Chambers



Student Government  
University of North Florida

# SENATE LEGISLATION

## SR-10F-2473

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### *SR-10F-2473: 2010-2011 Policies and Procedures Update*

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1. Responsibility over Senate Chambers
    - a. Full Responsibility of the Upkeep and Maintenance over the Senate Chambers shall be held in the office of the Senate President.
  2. Persons allowed in Senate Chambers during Senate Meetings:
    - a. The Senate President has the authority to have any person removed from the chambers at any time for reasons including: breach of quorum and order, misconduct, or inappropriateness at their sole discretion.
    - b. All students shall be allowed to view a Senate Meeting in seats designated by the Senate President. Students may be asked to leave if the President deems it necessary.
    - c. All non-student guests must be approved by the Senate President. Invited guests shall be designated in a certain seating area as seen fit by the Senate President.
    - d. Senators may be dismissed from the Senate Chambers at the sole discretion of the Senate President.
  3. Senate Chambers Seating
    - a. The Senate President shall determine a seating arrangement for Senators, students, and invited guests.
    - b. The Senate President shall properly mark the seating arrangement.
    - c. Each attendee must adhere to the predetermined seating arrangement.
    - d. ~~The Sergeant-at-Arms shall enforce seating.~~
  4. Senate Meeting Dress Code



# SENATE LEGISLATION

## SR-10F-2473

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### *SR-10F-2473: 2010-2011 Policies and Procedures Update*

- a. Senator dress for Senate and committee meetings shall be requested business attire, but required business casual or SG Polo and Slacks.
- b. If dress code is not adhered to, the presiding officer may request the ~~Sergeant at Arms to remove the person to have the individual~~ removed.

### VIII. Official Seal of the Student Senate

- 1. There shall be a seal, as outlined in SR-03SA-1672, circular in shape with the words "Seal of the Student Senate" and "University of North Florida" (or a derivation thereof) outlining, inside of which shall be a design of 52 stars, a compass rose in the middle, as well as a representation of the State of Florida, and a gavel.
- 2. Only the Senate President; his/her designee, or the Senate Secretary, under the direction of the Senate President, may use the official seal or the coat of arms of the Student Senate.

Therefore: Let it be enacted, by the University of North Florida Student Government, that the following changes be made to the Policies and Procedures effective immediately.

### Senate Action

Respectfully Submitted:  
 Introduced by: Senator Carlo Fassi  
 Senate Action: Unanimous Consent  
 Date: January 5<sup>th</sup>, 2011  
 Signed, **Carlo Fassi**  
*Carlo Fassi, Student Senate President*