

Summer 5-1-2013

Senate Resolution SR-13SA-2696 Updates Senate Policies and Procedures

Student Government Association
University of North Florida

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SENATE LEGISLATION

SR-13SA-2696

1 *SR-13SA-2696: 2013-2014 Senate Policies and Procedures*

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

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

8 Whereas: Legislation dealing with necessary and proper statutory revisions shall be considered
9 by Student Senate; and

10 Whereas: The Senate Policies and Procedures are in need of revision. With a new upcoming
11 fiscal year, the Senate President and Senate President Pro-Tempore have concluded
12 that the following revisions will allow the Legislative Branch to better function; and

13 **Furthermore:** The following revisions are being proposed to the Senate Policies and Procedures;

14 **SENATE POLICIES AND PROCEDURES**

15
16 **I. Purpose and Mission of the Senate**

17 **A. Purpose**

18
19 The Senate shall be the legislative body of the University of North Florida's
20 Student Government (herein after known as SG), as defined by the
21 Constitution and Statutes, given the responsibility of carrying out such
22 legislative acts that are necessary and proper for the student body of the
23 University of North Florida.

24
25 **B. Mission**

26
27 The Mission of the Senate shall be to serve the students by passing acts, bills,
28 and resolutions on their behalf that benefit the student body at large.
29 Furthermore, the Senate shall represent students in all University-Wide, local,
30 state, and national concerns as their elected representatives.

31
32 **II. Requirements and Duties of the Senate**

33



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2 A. ~~Membership Requirement~~

3
4 ~~Senators are expected to be in good standing with the University's~~
5 ~~Academic Integrity and Student Conduct Codes as delineated in the~~
6 ~~University of North Florida's Student Handbook.~~

7
8 B. Basic Duties of All Senators

- 9
10 1. To represent students in all University-wide matters.
- 11
12 2. To serve on at least one (1) Senate standing committee unless
- 13 deemed unnecessary by the Senate President.
- 14
15 3. To develop and promote activities of interest to students.
- 16
17 4. To maintain communication with the student body, President, Vice
- 18 President, Chief Justice, and Legislative Cabinet on all matters
- 19 concerning students.
- 20
21 5. To consider, write, propose, and present all legislation necessary and
- 22 proper to the Student Body.
- 23
24 6. To override a Presidential veto of any legislation when appropriate by
- 25 a two-thirds (2/3) vote.
- 26
27 7. To serve as the validating body for all SG elections.
- 28
29 8. To confirm all Senate, Executive Cabinet, Judicial, and SG Agency
- 30 Director and Assistant Director appointments.
- 31
32 9. To impeach or remove any member of the Executive, Legislative, or
- 33 Judicial Branches, as provided in Article VII of the Constitution and
- 34 Statutes when appropriate.
- 35
36 10. To fulfill all scholarship requirements as outlined in VI. Procedures
- 37 of the Senate, section H. Senatorial Scholarship.



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2 III. Senate Officers and Their Duties

3
4 A. Basic Duties of all Senate Officers

- 5
6 1. Serve as a member of the Legislative Cabinet and attend all of its
7 meetings.
8
9 2. Keep the President, Senate President, Chief Justice, and the Senate
10 apprised of issues that concern students.
11
12 3. Give a report at every regular meeting of the Senate of the business
13 that was done since the last meeting.
14
15 4. To not serve in any other office in the Legislative Cabinet other than
16 the one elected or appointed to by the Senate or the Senate President.

17
18 B. Senate President

- 19
20 1. To conduct meetings of the Senate in accordance with Title II: The
21 Parliamentary Authority Statute.
22
23 2. To refer all parliamentary interpretations to the Parliamentarian.
24
25 3. To refer all Constitution and Statute interpretations to the Attorney
26 General.
27
28 4. To call a Senate meeting on the first ~~day~~ week of classes of each
29 semester.
30
31 5. To notify all Senators of regularly scheduled, emergency, and special
32 Senate meetings.
33
34 6. To determine the time, day, frequency, and place of the regularly
35 scheduled Senate meetings.
36
37 7. To compile or ensure the completion and distribution of the Senate
38 Packet, which shall consist of the agenda, bills, and previous Senate



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- 1
- 2 meeting minutes. The Senate Packet will be provided to the Senators
- 3 no less than two (2) business days prior to a regularly scheduled
- 4 Senate meeting.
- 5
- 6 8. To transmit all final Senate legislative action to the President no later
- 7 than five (5) business days after the Senate meeting when the
- 8 legislation passed.
- 9
- 10 9. To serve as a non-voting ex-officio member of the Senate standing
- 11 committees.
- 12
- 13 11. To appoint any legislative officer in the event of a vacancy until the
- 14 end of that term.
- 15
- 16 12. To swear in newly elected or appointed Senators in the event that
- 17 there is no member of the Judicial Branch available at the Senate
- 18 meeting.
- 19
- 20 13. To create ad-hoc committees when necessary.
- 21
- 22 14. To vote in the event of a tie.
- 23
- 24 15. To supervise officers and committee chairs within the Senate.
- 25
- 26 16. To serve as Budget Director over the SG Legislative Account.
- 27
- 28 17. To sign off on all wages earned by the Legislative Cabinet.
- 29
- 30 18. To enforce and follow Title VII: The Enforcement Statutes.
- 31
- 32 19. In the case of a disturbance, the Senate President may, at his or her
- 33 discretion, have the Sergeant-at-Arms remove individuals from the
- 34 Senate meeting.
- 35
- 36 20. The newly elected Senate President shall convene an ad hoc
- 37 committee to draft Senate Policies and Procedures to be approved in
- 38 Senate.



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21. To keep the SG President and Chief Justice apprised of issues that concern students.
 22. 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 Senate Policies and Procedures.
- C. Senate President Pro-Tempore
1. To assume the previously described duties of the Senate President in the event of his or her absence.
 2. To serve as Chair of the Constitution and Statutes Committee and as a non-voting, ex-officio member of all other Senate standing committees and ad-hoc committees.
 3. To prepare the Senate Chambers for each 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 comply with the Legislative absence policy outlined in Article VI Section G of this document.
 7. To be responsible for educating all Senators as to the SG attendance absence policy located in Article VI section G of this document.
 8. To organize the New Senator Orientations, which shall be comprised of committee and skill workshops that is defined in Article IX: Senatorial Training of these Policies and Procedures.
 9. To assist the Senate President with filing information relevant to Senate activities.



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- 2
3 10. To assist in the coordination of the Legislative Cabinet and assist the
4 Senate President with supervision.
5
6 11. To make available proxy vote forms and envelopes addressed to the
7 Senate Pro-Tempore in the event that a Senator wishes to vote
8 during an absence at a Senate or Committee meeting.
9
10 12. To properly document, file and save proxy vote forms in the event of
11 a discrepancy. All proxy forms will be submitted to the ~~SG Advisor~~
12 Senate President Pro-Tempore immediately following the indicated
13 meeting on the proxy.
14
15 13. To collect the minutes, voting records, and attendance records of all
16 Senate committee, emergency, and ad-hoc meetings.
17
18 14. To inform a Senator of his or her pending absence via e-mail, within
19 one (1) business day of receiving the Senate or Committee attendance
20 records.
21
22 15. To update the SG website with attendance, voting, and legislative
23 records.

24
25 D. Senate Parliamentarian

- 26
27 1. To rule on matters of parliamentary procedure using *Robert's Rules of*
28 *Order, Newly Revised* and Title II: The Parliamentary Authority Statute.
29
30 2. To serve as a voting member of the Constitution and Statutes
31 Committee.
32
33 3. To give each new Senator a Parliamentary Procedure information
34 packet.
35
36 4. To educate the Senate on Parliamentary procedure by scheduling at
37 least one workshop per semester.
38
39 5. To record and present all changes to legislation enacted during Senate



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2 meetings.

3

4 E. Senate Secretary

5

6 1. To prepare and submit, within three (3) business days, accurate
7 minutes of all Senate and Committee meeting to the Senate
8 President.

9

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

12

13 3. To help the Senate President with filing information relevant to
14 Senate activities.

15

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

18

19 ~~5. To act as the Legislative Clerk, announcing the status of all approved~~
20 ~~legislation once signed by the SG President.~~

21

22 F. Senate Chaplain

23

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

26

27 G. Senate Sergeant-at-Arms

28

29 1. To enforce order and decorum of meetings of the Senate under the
30 direction and discretion of the Senate President. At the consent of
31 the Senate President, he or she may remove individuals from the
32 Senate meeting.

33

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

36

37 IV. Legislative Cabinet

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A. Legislative Cabinet Elections



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1

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2

1. The Legislative Cabinet 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.

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2. The Vice-Chairperson of each committee shall be appointed by the chairperson of said committee from the committee membership.

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3. At the Senate meeting prior to the swearing in of the newly elected Senators, the presiding officer shall call for nominations from the floor for each office open for election separately. After all nominations have been made, a motion must be made to close nominations.

22

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4. Legislative Cabinet elections shall occur during each of the respective Senate meetings after the newly elected senators are sworn in. At this meeting the Senate President shall re-open the nominations for each office. After any further nominations have been added or retracted, a motion to close nominations must be made.

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5. After the nominations have been closed, the Senate President shall ask each candidate to come forward and speak for a maximum of three (3) minutes in the order they were nominated.

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6. After all candidates for a particular position have spoken, the Senate shall cast its votes.

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

b. Should a majority not be reached, a runoff election will be held between the two candidates who received the most votes.

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

7. Should the Senate President be a candidate for a particular office, the



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2 next person in the line of succession who is not running for the office in
3 question shall assume all duties of the Senate President for the purposes
4 of conducting the election.
5

6 8. The outgoing Senate President shall preside over elections until the
7 newly elected Senate President is sworn in.
8

9 B. New Senator Orientation

10 ~~Upon validation of the fall and spring General Elections, but prior to~~
11 ~~the Within two weeks of the swearing in of newly elected Senators,~~
12 ~~the Senate President Pro-Tempore shall hold a mandatory New~~
13 ~~Senator Orientation open to all Senators. This meeting shall serve as~~
14 ~~a forum for educating new Senators as to the practices, policies, and~~
15 ~~structures of SG. Appointees will attend the next regularly scheduled~~
16 ~~New Senator Orientation.~~
17

18 V. Standing Committees of the Senate

19 A. Standing Committees

20 1. There shall be five (5) standing committees of the Senate: Budget and
21 Allocations, Constitution and Statutes, Elections and Appointments,
22 Student Advocacy, and University Affairs. Any special or ad-hoc
23 committee may be formed at the discretion of the Senate President.
24

25 2. Committees must have fifty-percent (50%) plus one of its voting
26 membership to establish quorum.
27

28 3. The Senate President will appoint each Senator to the standing
29 committees. Standing committee appointments are not subject to
30 Senate approval.
31

32 3. There shall be two (2) officers of the standing committees: the Chair and
33 the Vice-Chair. The officers of each committee must be Senators.
34

35 a. The Chair of each committee shall have the following duties:
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- i. To conduct meetings of the committee in accordance with *Robert's Rules of Order, Newly Revised*.
 - ii. 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.
 - iii. To be a non-voting member of his or her committee. The Chair will vote in the event of a tie.
 - iv. To call committee meetings to order. All committees must meet at least twice every thirty-one (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 two-thirds (2/3) of the committee, with at least two (2) business days' notice.
 - v. To sign and submit all approved committee minutes from the previous committee meeting to the Senate President Pro-Tempore no later than three (3) business days following a committee meeting.
 - vi. 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.
 - vii. To maintain a record of committee absences and submit a time-stamped record to the Senate President Pro-Tempore within one (1) business day of each committee meeting or event.



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- viii. To write any bills or resolutions from the committee and forward them to the Senate President no later than three (3) business days prior to the next regular Senate meeting.
 - ix. To attend all Legislative Cabinet meetings and retreats.
 - x. May serve as non-voting ex-officio members of other Senate standing committees.
 - xi. To maintain the committee files including but not limited to agendas, minutes, roll calls, vote counts and proposed legislation.
 - xii. The Budget and Allocations Chair shall maintain a copy of all submitted Travel Requests and Special Requests.
 - xiii. Give a report at each regularly scheduled Senate meeting.
 - xiv. The Chair is responsible for all duties not performed by the Vice-Chair.
- b. The Vice-Chair of each committee shall have the following duties:
- i. To assume the duties of the committee chair upon the request of the chair, or if the chair of the committee is unable to perform his or her duties.
 - ii. To record and maintain the minutes, roll calls, and voting records of the committee meetings.

37 B. Description of Duties of each Committee
38



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- 2 1. Budget and Allocations Committee
- 3
- 4 a. The Budget and Allocations Committee (herein after referred
- 5 to as the B & A Committee) is responsible for the fiscal
- 6 management of the Activity and Service Fee Budget.
- 7
- 8 b. The Committee shall hold and conduct Budget hearings and
- 9 deliberations as outlined in Title VIII.
- 10
- 11 c. The Committee shall review and consider revisions to Title
- 12 VIII annually during the fall semester. All recommendations
- 13 made by the committee shall be forwarded to the Senate.
- 14
- 15 d. The Committee must approve or fail to approve all requested
- 16 budget amendments between line items between other
- 17 decentralized account disciplines (Other Personal Services,
- 18 OCO, and Operating Expenses) funded by the Activity and
- 19 Service Fees. The Senate must also approve these requests
- 20 for transfers.
- 21
- 22 e. The Committee shall recommend allocations from SG Special
- 23 Request Reserves, General Reserves and Travel Accounts.
- 24 Any expenditure from these accounts must be approved by
- 25 the Senate and the President.
- 26

- 27 2. Constitution and Statutes Committee
- 28
- 29 a. The Senate Parliamentarian shall be a voting member of this
- 30 committee.
- 31
- 32 b. The Committee shall be knowledgeable and know the intent
- 33 of the Constitution and Statutes. The Committee shall resolve
- 34 conflicts concerning the Constitution and Statutes, and
- 35 Policies and Procedures.
- 36
- 37 c. The Committee shall review the Constitution and Statutes
- 38 and recommend any change to the Senate when necessary.



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- 2
- 3 d. The Committee shall consider all appeals for Senator
- 4 absences.
- 5
- 6 e. The Committee shall be responsible for maintaining a current
- 7 Senate Policies and Procedures manual approved by two-
- 8 thirds (2/3) of the Senate. Any revisions to this document
- 9 must be approved by two-thirds (2/3) of the Senate.

10

11 3. Student Advocacy Committee

12

- 13 a. The purpose of the Student Advocacy Committee shall be to
- 14 act as a liaison between the University of North Florida's
- 15 student body and SG and to promote those programs and
- 16 activities, locally or nationally, which are in the interests of
- 17 the University of North Florida students.
- 18
- 19 b. The Committee will work with the Executive Cabinet when
- 20 necessary to protect student rights and privileges.
- 21
- 22 c. The Chair shall be required to meet biweekly with the Student
- 23 Advocate.
- 24
- 25 d. The Committee shall promote and evaluate programs and
- 26 services that concern the students and review and
- 27 recommend policies regarding student rights, student
- 28 conduct, recognition, and awards.
- 29
- 30 e. The Committee must plan at least four (4) events during each
- 31 fall and spring semester in accordance with Title XII: The
- 32 Student Advocacy Committee.
- 33
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37 4. Election and Appointment Committee

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2

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

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c. The Committee shall conduct Elections in accordance with Article II and Article V of the Constitution, as well as Title VI of the Statutes.

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d. The Committee shall review Title VI of the Statutes and forward their recommendations to the Senate.

10

11

12

e. The Committee shall approve a calendar that includes pertinent election dates.

13

14

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5. University Affairs Committee

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a. The purpose of the University Affairs Committee is to attain information about pending University developments from its members and act as a legislative liaison between Student Government and the University Administration.

18

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22

b. The Committee shall review and consider revisions to Title XIII. All revisions passed by the Committee shall be forwarded to Senate.

23

24

25

26

c. The Committee shall hear reports from all Student Government members sitting on University-wide Committees.

27

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29

d. The Committee shall discuss University-wide developments and when necessary forward either Joint or Simple Resolutions to Senate.

30

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32

C. Committee Meetings

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1. Meeting times and days must be posted at least 2 business days at least ~~one (1) week~~ prior to the meeting.

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2 ~~2. All committee agendas must include a designated time slot for~~
3 ~~student remarks.~~

4
5 VI. Procedures of the Senate

6 A. Line of Succession

7
8 1. In the event that the Senate President is removed or resigns, there
9 will be nominations for their position at the next Senate meeting and
10 elections at the following Senate meeting. The Senate President Pro-
11 Tempore will act as Senate President until a new Senate President is
12 elected. In the event that the Senate President Pro-Tempore is
13 unavailable, the Senate Parliamentarian will chair the meeting.

14 B. Senate Meetings

15
16 1. The percent of Senators attending a meeting to establish a quorum
17 must be 50% plus one of the Senate membership, rounded up.

18
19 2. The Senate shall meet no less than twice every thirty-one (31) days
20 during academic sessions. The Senate President will determine the
21 time, day, and frequency of the meetings.

22
23 3. All regular Senate meetings must be posted at least 2 business days
24 ~~one (1) week~~ prior to the meeting in question.

25
26 4. Changing a Senate meeting requires a directive posted by the Senate
27 President no later than two (2) business days prior to the regularly
28 scheduled meeting.

29
30 5. Emergency meetings of the Senate may be called by the Senate
31 President or by two-thirds (2/3) of Senators. Senators must be given
32 notice two (2) business days prior to the Emergency meeting. Any
33 absences will be counted unless the Senate President says otherwise.

34
35 ~~6. The newly elected Senate President shall convene an ad hoc~~
36 ~~committee to draft Policies and Procedures to be approved by~~
37 ~~Senate.~~



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7. All Senate Agendas must include a designated time-slot for student remarks.
- C. Legislative Cabinet Meetings
1. The Senate President, at his or 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 Chair, ~~the Constitution and Statutes Committee Chair~~, the Elections and Appointments Committee Chair, the Student Advocacy Committee Chair, and the University Affairs Committee Chair. The Senate Parliamentarian and Sergeant-at-Arms may attend the Legislative Cabinet meeting at the discretion of the Senate President
- D. Legislation
1. The Senate shall consider four (4) forms of legislation: Bills, Simple Resolutions, Joint Resolutions, and Constitutional Referendum.
 2. Bills are pieces of written legislation that are proposed by Senators subject to approval by the committee and must go before Senate for review and passage. Bills are passed by a majority of Senators. Any bill vetoed by the President must come up under Old Business at the next scheduled Senate meeting. Bills refer to any legislation that:
 - a. Creates or terminates Student Government programs.
 - b. Has the authority to amend, approve, any request for A&S fee funding.
 - c. Approves funding.



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- d. Affects the internal aspects of SG, the University as a whole, or marks a change in the internal structure of SG, and not prohibited by the Constitution of the University of North Florida or the Constitution and Statutes of SG.
 - e. Constitutional and Statutory amendments that make revisions of, additions to, and deletions, from the SG Constitution and Statutes.

3. Resolutions must be written 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 vote of the Senate, with the exception of resolutions that change Policies & Procedures, which pass with a 2/3 vote. Resolutions pertain to:

- a. The will of Student Government.
- b. The opinion of the Senate or the legislative vehicle used for the internal regulations of the Senatorial Policies and Procedures.
- c. Vacancy nominations.
- d. Commendations.
- e. Support, endorsements, or statements of opinion to the University, community, or state activities.

32 E. Voting Guidelines

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- 1. At all Senate meetings there shall be three (3) ways in which a senator, committee member, or board member may vote:
 - a. For (Yes)- In favor of the motion or legislation.



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- b. Against (No) - Opposed to the motion or legislation.
- c. 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. The Senate President shall determine if the conflict of interest is valid.

2. At all SG Senate meetings there shall be three (3) types of votes. All votes shall be recorded in the meeting minutes.

- a. Roll call voting is done by calling out the name of each Senator. Each Senator shall then vote For, Against, or Abstain by saying "Yes," "No," or "Abstain" respectively.
- b. Electronic voting is done through the use of electronic clickers assigned to each senator before each meeting.
- c. Proxy voting shall be allowed in accordance with Title IV Section 402.6.B.

F. Parliamentary Procedure

1. *Robert's Rules of Order, Newly Revised* shall be the authority only over those questions that have not been specified by general law, University regulations, or by the Constitution and Statutes of the SG of the University of North Florida, SG Statutes, or Senate Policies and Procedures.
2. A Friendly Amendment shall be defined as any amendment not changing the intention of a piece of legislation. A formal vote is not required to make Friendly Amendments.
3. Process of Legislation and Business
 - a. Legislation is introduced to Senate President at least three (3) business days prior to the next regularly scheduled Senate



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Meeting. (With the exception of fiscal requests that are submitted to the Budget and Allocations Committee first).

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b. The Senate President shall then add the legislation to the agenda for 1st reading of the next regularly scheduled Senate meeting.

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c. The legislation is then put on the agenda for Senate on 1st reading. All fiscal requests proposed from B&A shall be automatically put on 2nd reading for the next Senate meeting.

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d. Within Senate, the legislation shall be brought up as New Business on 1st Reading.

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e. When legislation will be heard by the body, the presiding officer shall call out the bill number and provide a copy for every voting member.

16

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f. The legislation will then be referred to one of the five Senate Standing committees or put on 2nd reading of that Senate Meeting by a two-thirds (2/3) vote of the Senate.

20

21

22

23

g. If forwarded to committee, the legislation will be considered at the next regular committee meeting.

24

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h. If legislation is passed in committee, the legislation will be placed on the next regular Senate meeting agenda for 2nd reading.

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i. The Senate Sponsor or representative shall present for three (3) minutes for their piece of legislation.

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j. The presiding officer, after the conclusion of the presentation, shall open the floor for questions from the members for a maximum of ten (10) minutes.

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k. The presiding officer shall then open the floor for motions from the members after any questions.

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

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m. If any of these motions occur, the presiding officer shall ask for a second, and if none occurs within five (5) seconds, shall call the motion dead.

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

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o. Upon a motion being made, the floor shall open for discussion. When discussion is completed or there is no discussion, there shall be a vote on the motion. A motion for unanimous consent can be made at this time.

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p. Upon receipt of the vote-count from the Senate Pro-Tempore, the presiding officer shall call out the vote for the body's information and state the passage or non-passage of the legislation.

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G. Absences

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1. General Meeting and Committee Absences

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a. Each Senator must attend all Senate meetings and all committee, board, and council meetings on which he or she serves.

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b. An excused absence shall include, but not limited to: a serious illness, travel associated with a student organization, a class conflict, subject to approval by the Senate President, or engagement in compensated work (i.e. jury duty), or community service.

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c. Senators may be assessed absentee points if they fail to work his or her designated shift, outside of committees, that he or she voluntarily committed to. This may include but not limited to ~~Wild Osprey Wednesday, Finals Frenzy, Osprey's~~

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- 2 Voice, elections polling, etc.
- 3
- 4 d. All Senators absent from a Senate meeting or Senate
- 5 committee meeting may fill out an absentee form. The form
- 6 must be time stamped and submitted to the Senate President
- 7 within ~~six (6)~~ five (5) business days of the absence, or the
- 8 absence will automatically be considered unexcused.
- 9
- 10 e. The Senate President has the ability to approve or deny the
- 11 absentee form. If approved, the Senator will receive an
- 12 excused absence. If denied, full points will be assessed. The
- 13 Senate President will forward his or her decision to the Senate
- 14 Pro-Tempore for his or her records within five (5) business
- 15 days of appeal submission.
- 16
- 17 g. One (1) absence point will be given if the Senator misses just
- 18 the first or last roll call at a regular Senate and committee
- 19 meeting. If he or she misses both roll calls, two (2) absence
- 20 points will be counted.
- 21
- 22 h. Absences shall be tallied as follows:
- 23
- 24 1) Excused absences for Senate and committee
- 25 meetings shall be considered as one-half (1/2) of the
- 26 point value associated with the type of absence
- 27 incurred.
- 28
- 29 2) Unexcused absences for Senate and Committee
- 30 meetings shall be considered as two (2) points.
- 31
- 32 3) Members of the Budget and Allocations
- 33 Committee during the time of Budget hearings shall
- 34 only receive half (1/2) the allotted points per absence
- 35 for missing Budget hearing meetings at the discretion
- 36 of the chair.
- 37
- 38 h. Every Senator has the right to appeal any absentee points to
- 39 the Constitution and Statutes Committee once per their year



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term. Once a senator reaches four (4) or more absence points he or she will be placed on the agenda for an appeal hearing at the next Constitution and Statutes Committee meeting.

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j. The Constitution and Statutes Committee has the ability, by a majority vote, to reduce a Senator's absentee points. If the Committee chooses to not reduce the Senator's points or if the reduced points still exceed four (4) or more, the Senator will be removed from his or her position.

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H. Senatorial Scholarship

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1. Each elected Senator shall be eligible for a Student Government Senate scholarship. A scholarship will be awarded upon completion of a full term, ~~and fulfillment of the workshop and participatory requirements outlined below,~~ and the policies set forth by the SG Scholarship Committee. Additionally, if a Senator is placed on academic probation he/she will not receive the scholarship.

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2. The SG Scholarship Committee shall be responsible for determining the amount of the scholarship.



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3. Each elected Senator must complete the following requirements outlined herein to attain the scholarship. ~~All workshop requirements must be met and at least one (1) of the participatory requirements must be met.~~

10

I. Senators must complete all Workshop Requirements listed below:

11

a. Attend Bill-Writing Workshop

12

b. Attend Parliamentary Procedure Workshop

13

14

c. Attend Budget Workshop

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d. Attend University-Affairs Workshop

18

19

e. Attend Election Workshop

20

21

~~f. Attend Polling Workshop~~

22

23

II. ~~Participatory~~ Senators must complete one Sponsorship Requirements listed below:

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25

a. Sponsor or co-sponsor ~~at least one (1)~~ fiscal request

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28

b. Sponsor or co-sponsor ~~at least one (1) statutory amendment legislation a Senate Bill or Constitutional Referendum~~

29

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31

c. Sponsor or co-sponsor ~~at least one (1)~~ senate resolution or joint resolution

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III. Senators must complete one Involvement Requirement listed below each semester, with the exception of summer:

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37

a. Volunteer ten (10) hours in the Lend-A-Wing Food Pantry

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b. Volunteer at two (2) agency events

c. Volunteer five (5) hours in the Lend-A-Wing Food Pantry and volunteer at one (1) agency event

4. Each senator shall be responsible for submitting a Scholarship Requirements form to the Senate President Pro-Tempore prior to the end of their term. This form will include signatures from the appropriate persons stating that the senator has completed all of the aforementioned requirements.

VII. Senate Chambers

1. Responsibility over Senate Chambers

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 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



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- 2 a. The Senate President shall determine a seating arrangement for
3 Senators, students, and invited guests.
4
5 b. The Senate President shall properly mark the seating arrangement.
6
7 c. Each attendee must adhere to the predetermined seating
8 arrangement.
9
10 4. Senate Meeting Dress Code
11
12 a. Senator dress for Senate and committee meetings shall be business
13 professional attire as defined by the Senate President.
14
15 b. If the dress code is not adhered to, the presiding officer may request
16 to have the individual removed.
17

18 **VIII. Official Seal of the Student Senate**

- 19
20 1. There shall be a seal, as outlined in SR-03SA-1672, circular in shape with the
21 words "Seal of the Student Senate" and "University of North Florida" (or a
22 derivation thereof) outlining, inside of which shall be a design of 52 stars, a
23 compass rose in the middle, as well as a representation of the State of
24 Florida, and a gavel.
25
26 2. Only the Senate President, his or her designee, or the Senate Secretary, under
27 the direction of the Senate President, may use the official seal or the coat of
28 arms of the Student Senate.
29

30 **IX. Senatorial Training**

31 **A. Introduction**

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34 1. The Legislative Cabinet shall be responsible for training newly-
35 elected Senators each fall and spring.
36
37 ~~2. The Legislative Cabinet shall hold the workshops within two (2) to~~
38 ~~three (3) weeks upon the swearing-in of the newly-elected Senators.~~



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3 3. Each member of the Legislative Cabinet shall be designated as an
4 instructor of a specific workshop.
5

6 **B. Committee Workshops**

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8 1. The Survey Workshop shall be conducted by the Student
9 Advocacy Chair. The SAC Chair shall provide a comprehensive
10 overview on how to properly survey individual students for Osprey
11 Voice Surveys.
12

13 2. The Budget Workshop shall be conducted by the Budget and
14 Allocations Chair. The B&A Chair shall provide a detailed overview
15 of Title VIII: The Finance Code, the Activity and Service Fee Budget,
16 and how to allocate funds responsibly. The Chair may cover any
17 additional topics he/she deems necessary.
18

19 3. The Constitution and Statutes Workshop shall be conducted by the
20 Constitution and Statutes Chair. The CSC Chair shall provide a broad
21 overview of the Constitution, and each Title of the Statutes. The CSC
22 Chair may conduct the workshop in conjunction with the
23 Attorney General.
24

25 4. The University-Wide Committees Workshop shall be conducted by
26 the University Affairs Committee Chair. The UAC Chair shall
27 provide an extensive overview of the structure of University-Wide
28 Committee system, specifically the individual committees and their
29 relationship to the University Administration and its policies. The
30 Chair may cover any additional topics he/she deems necessary.
31

32 5. The Elections Workshop shall be conducted by the Elections and
33 Appointments Chair. The E&A Chair shall provide an overview of
34 Title VI: The Election Code, and educate Senators on the roles of the
35 election and appointment processes. The Chair may cover any
36 additional topics he/she deems necessary.
37



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6. The Policies and Procedures shall be conducted by the Senate President Pro-Tempore. The Pro-Tempore shall provide a broad summary of the Policies and Procedures, and detail the Legislative Absentee policy.

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C. Skill Workshops

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1. The Bill-Writing Workshop shall be conducted by the Senate President. The Senate President shall ~~meet with each Senator individually~~, teach him/her newly elected senators the processes of bill-writing, and provide a reference form of the structure and components of a bill. ~~The Senate President may delegate the teaching of the workshop to an officer of the legislative cabinet.~~
2. The Roberts Rules and Parliamentary Procedure Workshop shall be conducted by the Parliamentarian. The Parliamentarian shall provide an extensive overview of Roberts Rules, namely how to properly make motions and amendments, and recognize point of orders and points of information.

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D. Requirements

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1. Each Senator must complete all skill workshops,
2. If a Senator is unable to attend a workshop, he/she must arrange a make-up session with the appropriate instructor.
3. ~~Failure to attend the required workshops or reschedule a make-up session will result in the assessment of one (1) absentee point per workshop.~~

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

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Senate Action

Respectfully Submitted: Senator Christopher Brady

Introduced by: Senator Christopher Brady

Senate Action: 16-0-0

Date: 7/23/2013

Signed, **Christopher Brady**
Christopher Brady, Student Senate President