

Summer 5-1-2014

Senate Resolution SR-14SB-2777 Senate Policies and Procedures Revisions

Student Government Association
University of North Florida

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SENATE LEGISLATION

SR-14SB-2777

1 *SR-14SB-2777: 2014-2015 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 the Legislative Cabinet have concluded that the
12 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 I. Purpose and Mission and Purpose of the Senate

15 A. Purpose

16
17 ~~The Senate shall be the legislative body of the University of North Florida's~~
18 ~~Student Government (herein after known as SG), as defined by the~~
19 ~~Constitution and Statutes, given the responsibility of carrying out such~~
20 ~~legislative acts that are necessary and proper for the student body of the~~
21 ~~University of North Florida.~~

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23 B. Mission

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

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30 C. Purpose

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32 The Senate shall be the legislative body of the University of North Florida's
33 Student Government (herein after known as SG), as defined by the
34 Constitution and Statutes, given the responsibility of carrying out such
35 legislative acts that are necessary and proper for the student body of the
36 University of North Florida.
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II. Requirements and Duties of the Senate

A. Basic Duties of All Senators

1. To represent students in all University-Wide matters.
2. To serve on at least one (1) Senate standing committee, ~~unless deemed unnecessary by the Senate President.~~
3. To develop and promote activities of interest to students.
4. To maintain communication with the student body, President, Vice President, Chief Justice, and Legislative Cabinet on all matters concerning students.
5. To consider, write, propose, ~~and present,~~ and amend all legislation necessary and proper to the Student Body.
6. To override a Presidential veto of any legislation when appropriate by a two-thirds (2/3) vote.
7. To serve as the validating body for all SG elections.
8. To confirm all Senate, Executive Cabinet, Judicial, and SG Agency Director and Assistant Director appointments.
9. To impeach or remove any member of the Executive, Legislative, or Judicial Branches, as provided in Article VII of the Constitution and Statutes when appropriate.
10. To fulfill all scholarship requirements as outlined in VI. Procedures of the Senate, section H. Senatorial Scholarship.

III. Senate Officers and Their Duties

A. Basic Duties of all Senate Officers

1. Serve as a member of the Legislative Cabinet and attend all of its meetings.
2. Keep the President, Senate President, Chief Justice, and the Senate apprised of issues that concern students.



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3. Give a report at every regular meeting of the Senate of the business that was done since the last meeting.
 4. To not serve in any other office in the Legislative Cabinet other than the one elected or appointed to by the Senate or the Senate President.

6 B. Senate President

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1. To conduct meetings of the Senate in accordance with Title II: The Parliamentary Authority Statute.
 2. To refer all parliamentary interpretations to the Parliamentarian.
 3. To refer all Constitution and Statute interpretations to the Attorney General.
 4. To call a Senate meeting on the first week of classes of each semester.
 5. To notify all Senators of regularly scheduled, emergency, and special Senate meetings.
 6. To determine the time, day, frequency, and place of the regularly scheduled Senate meetings.
 7. 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 no less than two (2) business days prior to a regularly scheduled Senate meeting.
 8. To transmit all final Senate legislative action to the President no later than five (5) business days after the Senate meeting when the legislation passed.
 9. To serve as a non-voting ex-officio member of the Senate standing committees.
 11. To appoint any legislative officer in the event of a vacancy until the end of that term.
 12. To swear in newly elected or appointed Senators in the event that there is no member of the Judicial Branch available at the Senate



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2 meeting.

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4 13. To create ad-hoc committees when necessary.

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6 14. To vote in the event of a tie.

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8 15. To supervise officers and committee chairs within the Senate.

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10 16. To serve as Budget Director over the SG Legislative Account.

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12 17. To sign off on all wages earned by the Legislative Cabinet.

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14 18. To enforce and follow Title VII: The Enforcement Statutes.

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16 19. In the case of a disturbance, the Senate President may, at his or her
17 discretion, have the Sergeant-at-Arms remove individuals from the
18 Senate meeting.

19
20 20. The newly elected Senate President shall convene an ad hoc
21 committee to draft Senate Policies and Procedures to be approved in
22 Senate.

23
24 21. To keep the SG President and Chief Justice apprised of issues that
25 concern students.

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

32 ~~22.23.~~ To file all information relevant to the Senate on the O Drive in the
33 Senate President folder for that Legislative Term (i.e. 2014-2015).

C. Senate President Pro-Tempore

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37 1. To assume the previously described duties of the Senate President in
38 the event of his or her absence.

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40 2. To serve as Chair of the Constitution and Statutes Committee and as
41 a non-voting, ex-officio member of all other Senate standing
42 committees and ad-hoc committees.



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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 on the O Drive.
 6. To ~~enforce~~ ~~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 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.~~
 - 9.8. To assist the Senate President with filing information relevant to Senate activities.
 - 10.9. To assist in the coordination of the Legislative Cabinet and assist the Senate President with supervision.
 - 11.10. To make available proxy vote forms and envelopes addressed to the Senate Pro-Tempore in the event that a Senator wishes to vote during an absence at a Senate or Committee meeting.
 - 12.11. To properly document, file and save proxy vote forms in the event of a discrepancy. All proxy forms will be submitted to the Senate President Pro-Tempore immediately following the indicated meeting on the proxy.
 - 13.12. To collect the minutes, voting records, and attendance records of all Senate committee, emergency, and ad-hoc meetings.
 - 14.13. To inform a Senator of his or her pending absence via e-mail, within one (1) business day of receiving the Senate or Committee attendance records.
 15. ~~To update the SG website with attendance, voting, and legislative records.~~



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3 D. Senate Parliamentarian

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5 1. To rule on matters of parliamentary procedure using *Robert's Rules of*
6 *Order, Newly Revised* and Title II: The Parliamentary Authority Statute.
7
8 2. To serve as a voting member of the Constitution and Statutes
9 Committee.
10
11 3. To give each new Senator a Parliamentary Procedure information
12 packet.
13
14 4. To educate the Senate on Parliamentary procedure at each Senator
15 Orientation by scheduling at least one workshop per semester.
16
17 5. To record and present all changes to legislation enacted during Senate
18 meetings.

19
20 E. Senate Secretary

- 21 1. To prepare and submit, within three (3) business days, accurate
22 minutes of all Senate and Committee meeting to the Senate
23 President.
24
25 2. To assist the Senate President in organizing, implementing, and
cleaning up after each Senate meeting.
26
27 3. To help the Senate President with filing information relevant to
Senate activities.
28
29 4. To record and read aloud proxy votes during a Senate meeting in the
event of a Senator's absence. ←
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31 ~~4.5.~~ To update the SG Website with agendas, minutes, voting records,
32 and legislative records.

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between paragraphs of the same style

33 F. Senate Chaplain

- 34 1. To present a non-denominational and voluntary invocation after the
35 call to order at each Senate meeting.
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37 ~~1.2.~~ To receive ongoing Chaplain training from the Interfaith Center.

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G. Senate Sergeant-at-Arms



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1. To enforce order and decorum of meetings of the Senate under the direction and discretion of the Senate President. At the consent of the Senate President, he or she may remove individuals from the Senate meeting.
 2. May be given the duty by the Senate President to recite and lead the Pledge of Allegiance at all Senate Meetings.

IV. Legislative Cabinet

A. Legislative Cabinet Elections

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



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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 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.

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

B. New-Senator Orientation

1. Within two weeks of the swearing in of newly elected Senators, the Senate President ~~Pro Tempore, unless delegated to a member of the Legislative Cabinet, shall hold a mandatory New Senator Orientation mandatory for all Senators and open to interested students. open to all Senators.~~ This meeting shall serve as a forum for educating students new Senators as to the practices, policies, and structures of SG. ~~Appointees will attend the next regularly scheduled New Senator Orientation.~~

V. Standing Committees of the Senate

A. Standing Committees

1. There shall be ~~five-four (54)~~ standing committees of the Senate: Budget and Allocations, Constitution and Statutes, Government Oversight, and University and Student Affairs. ~~Elections and Appointments, Student Advocacy, and University Affairs.~~ Any special or ad-hoc committee may be formed at the discretion of the Senate President.
2. Committees must have fifty-percent (50%) plus one of its voting membership to establish quorum.



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3. The Senate President will appoint each Senator to the standing committees. Standing committee appointments are not subject to Senate approval.
 4. There shall be two (2) officers of the standing committees: the Chair and the Vice-Chair. The officers of each committee must be Senators.
 - a. The Chair of each committee shall have the following duties:
 - 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 Chair 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 maintain the committee files including but not limited to agendas, minutes, roll calls, vote counts and proposed legislation.
 - vi. To sign and submit any all approved committee minutes that were written or recorded in the absence of the Senate Secretary in the appropriate folder on the O Drive, Senate President Pro-Tempore, and Senate Secretary from the previous committee meeting to the Senate President Pro-Tempore no later

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- than three (3) business days following a committee meeting.
- vii. To upload all approved minutes, agendas, roll calls and vote counts to the SG ~~O Drive~~ database no later than ~~three~~ ^{five} (35) business days following that committee meeting.
- viii. To maintain ~~voting records a record of committee absences and submit a time-stamped records~~ 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 than three (3) business days prior to the next regular Senate meeting.
- x. To attend all Legislative Cabinet meetings and retreats.
- xi. May serve as non-voting ex-officio members of other Senate standing committees.
- xii. ~~To maintain the committee files including but not limited to agendas, minutes, roll calls, vote counts and proposed legislation.~~
- xiii. ~~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:



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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.

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ii. To record and maintain ~~the minutes, roll calls, and voting records, and minutes, in the absence of the Senate Secretary,~~ of the committee meetings.

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B. Description of Duties of each Committee

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1. Budget and Allocations Committee

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a. The Budget and Allocations Committee (herein after referred to as the B&A Committee) is responsible for the fiscal management of the Activity and Service Fee Budget.

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b. The Committee shall hold and conduct Budget hearings and deliberations as outlined in Title VIII.

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c. The Committee shall review and consider revisions to Title VIII annually during the fall semester. All recommendations made by the committee shall be forwarded to the Senate.

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d. The Committee must approve or fail to approve all requested budget amendments between line items between other decentralized account disciplines (Other Personal Services, Other Capital Outlay, and Operating Expenses) funded by the Activity and Service Fees. The Senate must also approve these requests for transfers.

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e. The Committee shall recommend allocations from SG Special Request Reserves, General Reserves and Travel Accounts. Any expenditure from these accounts must be approved by the Senate and the President.

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f. The Budget and Allocations Chair shall maintain a copy of all submitted Travel Requests and Special Requests.

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2. Constitution and Statutes Committee

a. ~~The Senate Parliamentarian shall be a voting member of this committee.~~



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b. The Constitution and Statutes Committee (hereinafter referred to as the C&S) shall be knowledgeable and know the intent of the Constitution and Statutes. The Committee shall resolve conflicts concerning the Constitution and Statutes, and Policies and Procedures.

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b.c. The Senate Parliamentarian shall be a voting member of this committee.

Comment [RK1]: Also mentioned under duties of the Parliamentarian.

e.

d. The Committee shall review the Constitution and Statutes and recommend any change to the Senate when necessary.

e. The Committee shall consider all appeals for Senator absences.

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

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3. University and Student Affairs Committee

- a. The purpose of the University and Student Affairs Committee (hereinafter referred to as the USA Committee) is to act as a liaison between the student body and SG, and between SG and the University; to promote programs and activities, locally or nationally, which are in the interests of the University of North Florida students.
- b. The USA Committee will work with the Executive Cabinet when necessary to protect student rights and privileges.
- c. The USA Chair shall be required to meet biweekly with the Student Advocate.
- d. The USA Committee shall promote and evaluate programs and services that concern the students and review and recommend services that concern the students and review and recommend policies regarding student rights, student conduct, recognition, and awards.
- e. The USA Committee must plan at least four (4) events during the academic year in accordance with Title XII: University and Student Affairs Committee.
- f. The USA Committee shall review and consider revisions to Title XII. All revisions passed by the USA Committee shall be forwarded to Senate.
- g. The USA Committee shall hear reports from all Student Government members sitting on University-Wide Committees.
- h. The USA Committee shall discuss University-Wide developments and when necessary forward either Joint or Simple Resolutions to Senate.

4. Government Oversight Committee

- a. The Government Oversight Committee (hereinafter referred to as the GO Committee) is responsible for oversight in all intergovernmental affairs of Student Government.
- b. The GO Committee shall vet and approve all appointments, by majority vote, prior to the confirmation by Senate.
- c. The GO Committee is responsible for creating, maintaining, and modifying the Senate Appointment Application.

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d. The GO Committee shall review and consider revisions to Title XIII: The Government Oversight Committee Statute. All revisions passed by the GO Committee shall be forwarded to Senate.

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3. Student Advocacy Committee

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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 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 Committee will work with the Executive Cabinet when necessary to protect student rights and privileges.

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d. The Chair shall be required to meet biweekly with the Student Advocate.

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e. The Committee shall promote and evaluate programs and services that concern the students and review and recommend policies regarding student rights, student conduct, recognition, and awards.

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f. The Committee must plan at least four (4) events during each fall and spring semester in accordance with Title XII: The Student Advocacy Committee.

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4. Election and Appointment Committee

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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.

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

5. — ~~University Affairs Committee~~

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.~~

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

e. — ~~The Committee shall hear reports from all Student Government members sitting on University-Wide Committees.~~

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

C. Committee Meetings

1. Meeting times and days must be posted at least 2 business days prior to the meeting.

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. In the event that the Senate President Pro-Tempore is unavailable, the Senate Parliamentarian will chair the meeting.

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.



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

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9 | 3. All regular Senate meetings must be posted at least 2 business days
10 prior to the meeting in question.

11 | 4-5. Changing a Senate meeting requires a directive posted by the Senate
12 President no later than two (2) business days prior to the regularly
13 scheduled meeting.

14 | 5-6. Emergency meetings of the Senate may be called by the Senate
15 President or by two-thirds (2/3) of Senators. Senators must be given
16 notice two (2) business days prior to the Emergency meeting. Any
17 absences will be counted unless the Senate President says otherwise.

18 | 6-7. All Senate Agendas must include a designated time-slot for student
19 remarks.
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C. Legislative Cabinet Meetings

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24 | 1. The Senate President, at his or her discretion, shall call a meeting of
25 the Legislative Cabinet at least once a month for information, staff
26 assignment, and personnel work, as well as to discuss issues facing
27 the student body.

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29 | 2. The Legislative Cabinet membership shall consist of: The Senate
30 President (acting as chair), Senate President Pro-Tempore (acting as
31 vice-chair), Senate Secretary, the Budget and Allocations Committee
32 Chair, the University and Student Affairs Chair, and the Government
33 Oversight Chair. Elections and Appointments Committee Chair, the
34 Student Advocacy Committee Chair, and the University Affairs
35 Committee Chair. The Senate Parliamentarian and Sergeant-at-Arms
36 may attend the Legislative Cabinet meeting at the discretion of the
37 Senate President

D. Legislation

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41 | 1. The Senate shall consider four (54) forms of legislation: Senate Bills
42 (SB), Simple Resolutions (SR), Joint Resolutions (JR), Omnibus Bill



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- 2 e. Support, endorsements, or statements of opinion to the
3 University, community, or state activities.

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5 E. Voting Guidelines

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7 1. At all Senate meetings there shall be three (3) ways in which a
8 senator, committee member, or board member may vote:
9
10 a. For (Yes) - In favor of the motion or legislation.
11
12 b. Against (No) - Opposed to the motion or legislation.
13
14 c. Abstention- neither for nor against the motion or legislation.
15 Senators should abstain only if there is a distinct conflict of
16 interest. A Senator must state his or her reason for
17 abstention. The Senate President shall determine if the
18 conflict of interest is valid.
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20 2. At all SG Senate meetings there shall be three (3) types of votes. All
21 votes shall be recorded in the meeting minutes.
22
23 a. Roll call voting is done by calling out the name of each
24 Senator. Each Senator shall then vote For, Against, or
25 Abstain by saying "Yes," "No," or "Abstain" respectively.
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27 b. Electronic voting is done through the use of electronic
28 clickers assigned to each senator before each meeting.
29
30 c. Proxy voting shall be allowed in accordance with Title IV
31 Section 402.6.B.
32

33 F. Parliamentary Procedure

- 34
35 1. *Robert's Rules of Order, Newly Revised* shall be the authority only over those
36 questions that have not been specified by general law, University
37 regulations, or by the Constitution and Statutes of the SG of the
38 University of North Florida, SG Statutes, or Senate Policies and
39 Procedures.
40
41 2. A Friendly Amendment shall be defined as any amendment not changing
42 the intention of a piece of legislation. A formal vote is not required to



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2 make Friendly Amendments.

3
4 3. Process of Legislation and Business

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6 a. Legislation is introduced to the Senate President at least three (3)
7 business days prior to the next regularly scheduled Senate
8 Meeting. (With the exception of fiscal requests that are
9 submitted to the Budget and Allocations Committee first).

10
11 b. The Senate President shall then add the legislation to the agenda
12 for 1st reading of the next regularly scheduled Senate meeting.

13
14 c. The legislation is then put on the agenda for Senate on 1st reading
15 under New Business. All fiscal requests proposed from B&A
16 shall be automatically put on 2nd reading for the next Senate
17 meeting.

18
19 ~~d. Within Senate, the legislation shall be brought up as New~~
20 ~~Business on 1st Reading.~~

21
22 ~~e.d.~~ When legislation will be heard by the body, the presiding officer
23 shall call out the bill number and provide a copy for every voting
24 member.

25
26 ~~f.e.~~ The legislation will then be referred to one of the four (4) five
27 Senate Standing committees or put on 2nd reading of that Senate
28 Meeting by a two-thirds (2/3) vote of the Senate.

29
30 ~~g.f.~~ If forwarded to committee, the legislation will be considered at
31 the next regular committee meeting.

32
33 ~~h.g.~~ If legislation is passed in committee, the legislation will be placed
34 on the next regular Senate meeting agenda for 2nd reading.

35
36 ~~i.h.~~ The Senate Sponsor or representative shall present for three (3)
37 minutes for their piece of legislation.

38
39 ~~j.i.~~ The presiding officer, after the conclusion of the presentation,
40 shall open the floor for questions from the members for a
41 maximum of ten (10) minutes.
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k.j. The presiding officer shall then open the floor for motions from the members after any questions.

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

m.l. 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.

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

o.n. 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.

p.o. Upon receipt of the vote-count from the Senate President 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.

G. Absences

1. General Meeting and Committee Absences

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

~~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.~~

e.b. Senators ~~will~~ 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 Finals Frenzy, Osprey's Voice, elections polling,



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etc.

2. Appeal Process and Hearings

a. All Senators absent from a Senate meeting or Senate committee meeting may fill out an absentee form. The form must be time stamped and submitted to the Senate President within five (5) business days of the absence, or the absence will automatically be considered unexcused.

b. The Senate President ~~has the ability to approve~~ or denies the absentee form. If approved, the Senator will receive an excused absence, and be assessed half the points. If denied, full points will be assessed. The Senate President will forward his or her decision to the Senate Pro-Tempore for his or her records within five (5) business days of appeal submission.

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

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c. One (1) absence point will be given if the Senator misses just the first or last roll call at a regular Senate and committee meeting. If he or she misses both roll calls, two (2) absence points will be counted.

d. Absences shall be tallied as follows:

1) Excused absences for Senate and committee meetings shall be considered as one-half (1/2) of the point value associated with the type of absence incurred.

2) Unexcused absences for Senate and Committee meetings shall be considered as two (2) points.

3) Members of the Budget and Allocations Committee during the time of Budget hearings shall only receive half (1/2) the allotted points per absence for missing Budget hearing meetings at the discretion of the chair.



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h. Every Senator has the right to appeal any absentee points to the Constitution and Statutes Committee once per their year 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.

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.

k. The Constitution and Statutes Committee may decide by a majority vote to suspend the absentee policy for an individual when extenuating circumstances arise.

l. ~~A Senator will be automatically removed if the Senator does not attend their scheduled appeal hearing, may not be removed from Senate until all appeals have been exhausted, or if the Senator does not attend their scheduled appeal hearing.~~

m. Every Senator shall participate in at least one (1) Osprey's Voice program event monthly. In the event that a Senator's class schedule conflicts with all proposed Osprey's Voice dates, this requirement shall be waived. Proof of such a conflict must be submitted to the USA Student Advocacy Chair within three (3) business days of the posting of proposed Osprey's Voice dates.

3. Redemption Process

a. Senators who have completed their Involvement Requirement for their scholarship, are eligible to reduce an absence by half by either:

- i. Volunteering at an agency event,
- ii. Volunteering five (5) hours at the Lend-a-Wing Pantry.

b. Senators must sign-up to volunteer and notify the Senate

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President and Senate President Pro-Tempore at least two (2) business days before volunteering.

c. A Senator may sign-up to volunteer by obtaining a Volunteer Form from the Rotunda or Senate President Pro-Tempore. The form must be signed and time stamped by the supervisor of the volunteer event or agency director, at least two (2) business days in advance. Any form not signed or time stamped two (2) business days in advance become void and the volunteering will no longer reduce an absence.

d. If a Senator fails to show up to an event, shows up late, or leaves early, they will be assessed two (2) absence points.

e. After completing the event, the form must be signed, time stamped, and submitted to the Senate President Pro-Tempore within three (3) business days.

H. Senatorial Scholarship

1. Each elected Senator shall be eligible for a Student Government Senate scholarship. A scholarship will be awarded upon completion of a full term, the 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.
2. The SG Scholarship Committee shall be responsible for determining the amount of the scholarship.
3. Each elected Senator must complete the following requirements outlined herein to attain the scholarship.

I. Senators must complete all Workshop Requirements listed below:

- a. Attend Bill-Writing Workshop
- b. Attend Parliamentary Procedure Workshop
- c. Attend Budget Workshop
- d. Attend University- and Student Affairs Workshop



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- e. Attend Government Oversight Workshop~~Election Workshop~~
 - f. Attend Governing Documents Workshop

II. Senators must complete one Sponsorship Requirement listed below:

- a. Sponsor or co-sponsor a fiscal request
- b. Sponsor or co-sponsor a Senate Bill or Constitutional Referendum
- c. Sponsor or co-sponsor a ~~senate~~ Simple ~~Resolution~~ or Joint ~~Resolution~~

III. Senators must complete one Involvement Requirement listed below each semester:

- a. Volunteer ten (10) hours in the Lend-A-Wing Food Pantry
- 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 SG Administrative Secretary in the Rotunda ~~Senate President Pro Tempore~~ prior to the end of their term. The Senate President will then collect all submitted forms and submit eligible Senators to the B&A Office. This form must will include all 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:



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- 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.
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.
4. Senate Meeting Dress Code
- a. Senator dress for Senate and committee meetings shall be business professional attire as defined by the Senate President.
 - b. If the dress code is not adhered to, the presiding officer may request to have the individual removed.

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

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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 or 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.



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3 IX. Senatorial Training

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5 A. Introduction

- 6
7 1. The Legislative Cabinet shall be responsible for training newly-
8 elected Senators each fall and spring at Senator Orientation.
9
10 2. Each member of the Legislative Cabinet shall be designated as an
11 instructor of a specific workshop.
12

13 B. Committee Workshops

- 14
15 ~~1. The Survey Workshop shall be conducted by the Student Advocacy~~
16 ~~Chair. The SAC Chair shall provide a comprehensive overview on~~
17 ~~how to properly survey individual students for Osprey Voice Surveys.~~
18
19 ~~2.~~ 12. The Budget Workshop shall be conducted by the Budget and
20 Allocations Chair. The B&A Chair shall provide a detailed overview
21 of Title VIII: The Finance Code, the Activity and Service Fee Budget,
22 and how to allocate funds responsibly. The Chair may cover any
23 additional topics they he/she deems necessary.
24
25 ~~23.~~ 23. The Governing Documents Constitution and Statutes Workshop
26 shall be conducted by the Constitution and Statutes Chair ~~Senate~~
27 ~~President Pro-Tempore~~. The GSC Chair Pro-Tempore shall provide a broad
28 overview of the Constitution, and each Title of the Statutes (except 8,
29 12, and 13), and Policies and Procedures. This workshop may also cover
30 Sunshine State Laws. The GSC Chair Pro-Tempore may conduct the
31 workshop in conjunction with the Attorney General.
32
33 ~~3.~~ 3. The University and Student Affairs Workshop shall be conducted by
34 the USA Chair. The USA Chair shall provide an overview of Title
35 XII: The University and Student Affairs Committee. The USA Chair
36 shall provide a comprehensive overview on how to properly survey
37 individual students for Osprey Voice Surveys. The USA Chair shall
38 also provide an extensive overview of the structure of University-
39 Wide Committee system, specifically the individual committees and
40 their relationship to the University Administration and its policies.
41 The Chair may cover additional topics they deem necessary.
42



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4. The Government Oversight Workshop shall be conducted by the GO Chair. The GO Chair shall provide an overview of Title XIII: The Government Oversight Committee Statutes. The GO Chair shall explain the ways the different branches and agencies work together and the Committee's power of Senate Subpoena.

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

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

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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 teach newly elected senators the processes of bill-writing, and provide a reference form of the structure and components of a bill.

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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,

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Student
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- 1 *SR-14SB-2777: 2014-2015 Senate Policies and Procedures*
- 2 2. If a Senator is unable to attend a workshop, he/she must arrange a
- 3 make-up session with the appropriate instructor.
- 4
- 5 **Therefore:** Let it be enacted, by the University of North Florida Student Government that the
- 6 proposed revisions to the Senate Policies and Procedures be made effective
- 7 immediately.

Senate Action

Respectfully Submitted: Kaitlin Ramirez

Introduced by: Kaitlin Ramirez

Senate Action: Unanimously Approved by 13 Voting Members

Date: 7/25/2014

Signed, **Kaitlin D. Ramirez**
Kaitlin Ramirez, Student Senate President