

Spring 1-1-2016

## Senate Bill SB-16S-2928 Title IV Renovations, Legislative Branch

Student Government Association  
*University of North Florida*

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- 36 meeting and voting.
- 37
- 38 G. The Senate shall serve as the validating body for all Student Government
- 39 elections.
- 40
- 41 H. The Senate shall approve, by a two-thirds (2/3) vote, all Senate appointments
- 42 made by the Government Oversight Committee.
- 43
- 44 I. Under no circumstances shall the Senate vote by paper balloting.
- 45
- 46 J. Eight (8) Senators may, through a written and signed petition, freeze any action
- 47 of a committee until such a time that the Senate may take up the issue and may
- 48 choose to overturn the Committee's decision by two-thirds (2/3) vote.
- 49
- 50 K. The Senate shall be responsible for the Senate Policies and Procedures. The Senate
- 51 Policies and Procedures is a living document which can only be changed
- 52 through a Standing Rule, over which the President has no authority.
- 53
- 54 L. The Senate shall follow all rules and guidelines set forth in the Senate Policies and
- 55 Procedures.
- 56

57 Chapter 401: Senate Absences

58  
59 401.1 Absentee Policy

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61 The Student Government Senate Policies and Procedures will dictate the guidelines  
62 and procedures for absences in the Senate.

63  
64 Chapter 402: Organization of the Senate

65  
66 402.1 Senate Session

67  
68 A. Fall Session

69  
70 The Fall Session of the Senate shall begin within the first five (5) business days  
71 of fall classes and terminate at the end of the Fall semester.

72  
73 B. Spring Session

74



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75 The Spring Session of the Senate shall begin withi~~n~~ the first five (5) business  
76 days of spring classes and terminate at the end of the Spring semester.

77  
78 C. Summer Session

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80 The Summer Session of the Senate shall begin withi~~n~~ the first five (5) business  
81 days of the first week of classes of the earliest academic term and shall terminate  
82 at the end of the summer academic term.

83  
84 D. Each Session of the Senate may adopt its own Policies and Procedures in  
85 accordance with the Student Government Constitution and Statutes.

86  
87 E. Every senator may request either a summer leave of absence or a three-week leave  
88 of absence in the fall or spring semester. Requests must be submitted to the Senate  
89 President. Special exceptions may be granted by the Constitution and Statutes  
90 Committee by two-thirds (2/3) vote.

91  
92 402.2 Senate Officers

93  
94 A. There shall be a Senate President who shall be elected in the Spring by majority  
95 vote of the Senate and who shall be selected from within the Senate. The Senate  
96 President shall be the Chief Legislative Officer of Student Government and shall  
97 perform duties as provided by Senate Policies and Procedures. The Senate  
98 President shall enforce all rules, policies and procedures of the Senate. The Senate  
99 President shall be responsible for the duties of all vacant Senate Officers.

100  
101 B. There shall be a Senate President Pro-Tempore who shall be elected in the Spring  
102 by a majority vote of the Senate and who shall be selected from within the Senate.  
103 The Senate President Pro-Tempore shall assist the Senate President perform duties  
104 as provided by Senate Policies and Procedures, and serve as the Chair of the  
105 Constitution and Statutes Committee.

106  
107 C. There shall be a Secretary of the Senate who shall be appointed by the Senate  
108 President and who shall serve at his/her discretion. The Secretary of the Senate  
109 shall perform duties as provided by Senate Policies and Procedures and as  
110 directed by the Senate President.

111  
112 D. There shall be a Parliamentarian who shall be appointed by the Senate



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~~President~~ elected by majority vote of the Senate and confirmed by the Senate. The Parliamentarian shall, upon request, give advice on Parliamentary procedure.

E. There shall be a Sergeant-at-Arms, who shall be appointed by the Senate President, ~~subject to confirmation by the Senate~~. The Sergeant-at-Arms shall attend the Senate during its meetings and maintain order under the discretion of the Senate President or Presiding Officer. The Sergeant-at-Arms shall enforce strictly the rules relating to the privileges of the chamber.

F. Standing committee Chairs shall be elected in the Spring by a majority vote of the Senate.

~~G. There shall be Senate Liaisons, who shall be elected by majority vote of the Senate. The Senate Liaisons shall serve as representatives to the various Colleges of the University.~~

H.G. Legislative Cabinet elections shall occur upon the convening of the new Senate in the spring semester. All positions will be elected during the meeting that the new Senators are sworn in.

~~I. Upon receipt of a proposed Bill, Constitutional Referendum, or Resolution the Senate President must submit it to the Senate within a two (2) week period.~~

#### 402.3 Calling of Senate Meetings and Quorum

A. The Senate President shall be empowered to call Senate meetings, and shall call a meeting if petitioned by a majority of the members of Senate holding office at the time the petition is presented, or if requested by a majority vote of the Senate. The Senate Secretary shall notify Student Senators of all meetings.

B. Quorum shall be more than half ~~50% + 1~~ of the membership of the Senate. Membership shall be defined as the total number of Senators entitled to vote, with the exception of Senators on leaves of absence. Quorum shall be more than half ~~50% + 1~~ of voting members of a committee.

#### 402.4 Standing Committees of the Senate

There shall be four (4) standing committees within the Senate. Each of the four (4) standing committees shall perform the duties and follow all procedures as set forth in



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152 the statutes and Senate Policies and Procedures. The four standing committees shall  
153 be as follows:

- 154  
155 A. The Budget and Allocations Committee  
156  
157 B. The Constitution and Statutes Committee  
158  
159 C. The University and Student Affairs Committee  
160  
161 D. The Government Oversight Committee  
162  
163

164 402.5 Committee Membership  
165

- 166 A. The Senate President shall make all reasonable efforts to insure that there  
167 are an equal number of senators on each committee.  
168  
169 B. There must be a minimum of three (3) Senators on each committee including a  
170 chair for that committee to hear business.  
171  
172 C. In the event that a committee cannot establish quorum all business for that  
173 committee shall be forwarded to senate unless prohibited by another statute.  
174

175 402.6 Legislative Cabinet  
176

- 177 A. The Legislative Cabinet shall consist of the following officers:  
178  
179 1. The Senate President  
180  
181 2. The Senate President Pro-Tempore  
182  
183 3. The Parliamentarian  
184  
185 4. The Senate Secretary  
186  
187 5. The four (4) Standing Committee Chairs  
188  
189 B. The Legislative Cabinet shall make recommendations for the standing  
190 committees of the Senate.  
191



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- 192 C. Any member of the Legislative Cabinet, excluding the Senate Secretary who  
193 serves at the discretion of the Senate President, can be removed from office as  
194 provided by the Senate Policies and Procedures.
- 195
- 196 D. The Senate shall have the ability to place any of the Legislative Cabinet  
197 positions, excluding the Senate Secretary, up for a reelection of the position with  
198 a three-fourths (3/4) vote, which shall follow the election process outlined  
199 in the Senate Policies and Procedures.
- 200
- 201 E. The Senate President may dismiss any member of the Legislative cabinet at any  
202 time if he or she feels it is in the best interest of the Student Body. The Senate  
203 may override the Senate President by a two-thirds (2/3) vote at the next  
204 regularly-scheduled Senate meeting.
- 205

206 402.7 Voting

207  
208 A. "Majority" and "Two-Thirds" Votes

209  
210 A majority vote shall be more than half of the votes cast by Senators entitled to  
211 vote, excluding blanks and abstentions, at any properly called meeting at which  
212 quorum is present. A two-thirds vote shall be at least two thirds of the votes cast  
213 by Senators entitled to vote, excluding blanks or abstentions, at any properly  
214 called meeting at which quorum is present. In both cases "entitled to vote" refers  
215 to Senators actually voting, not all Senators formally eligible to vote.

216  
217 B. ~~Proxy Voting~~

218  
219 ~~1. The power of attorney given by one Senator to the Senate President to vote in~~  
220 ~~their stead on any and all issues. It is allowed to be used in the Senate when~~  
221 ~~Senators know they will be absent and they would still like their vote to be~~  
222 ~~counted on any and all issues.~~

223  
224 ~~2. A proxy vote is not considered properly submitted unless it specifies the~~  
225 ~~relevant piece of legislation or candidate being appointed, contains a~~  
226 ~~transcribed vote of "Yes" or "No", and is time stamped and submitted to~~  
227 ~~the Senate President prior to the meeting at which it will be valid. Failure to~~  
228 ~~meet these requirements will result in the proxy vote being declared void.~~  
229 ~~Proxy votes, once submitted properly, are only valid for the Senate or~~  
230 ~~Committee meeting.~~



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- ~~3. If a Senator who has cast a proxy vote wishes to revoke said proxy, the Senator must submit a written statement to the Senate President, time stamped prior to the meeting being called to order.~~
- ~~4. If the legislation for which the proxy vote has been cast is amended or otherwise altered, said proxy becomes void.~~
- ~~5. Proxy vote forms and envelopes are made available through the Senate President Pro Tempore.~~

### Chapter 403: Form of Legislation

#### 403.1 Joint Resolutions

Joint Resolutions shall be formal expressions of the opinion or will of the Senate and the Executive Branch. Joint Resolutions must be passed by majority vote of the Senate and approved by the SG President to become effective.

#### 403.2 Simple Resolutions

A. The passage of Simple Resolutions that only express the official opinion of the Senate shall require a majority vote and are not subject to the Executive Veto power.

B. The passage of Simple Resolutions that amend or revise Senatorial policies and procedures shall require a two-thirds (2/3) vote of Senate and are not subject to the Executive Veto power.

#### 403.3 Bills

Bills shall be legislative proposals to appropriate monies, adopt statutory amendments and revisions and other legislative proposals that must be passed by appropriate vote of the Senate and approved by the SG President to become effective.

#### 403.4 Constitutional Referendums

A. Any legislation calling for the amendment of the Constitution shall be referred to





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268 as a Constitutional Referendum and shall be subject to following legislative  
269 process.  
270

- 271 1. Constitutional Referendums shall first be passed by the Constitution and  
272 Statutes Committee before being forwarded to Senate.  
273  
274 2. Constitutional Referendums shall be subject to normal parliamentary motions.  
275  
276 3. Constitutional Referendums shall be passed by a (3/4) vote of the Senate.  
277  
278 4. Once passed through Senate, Constitutional Referendums shall be signed  
279 by the Senate President and forwarded directly to the Elections  
280 Commissioner to be placed on the ballot during the next general election.  
281

282 B This chapter only defines the manner in which Senate can propose the  
283 amendment of the Constitution. Article VI of the Constitution details all other  
284 ways amendments to the Constitution may be made.

285  
286 403.5 Composition of Bills and Resolutions  
287

288 Each Bill and Resolution shall contain the following:

289  
290 A. Title and Subject  
291

- 292 1. The subject of each bill shall be briefly expressed in its title.  
293  
294 2. If a bill embraces more than one subject, it shall be defined as an Omnibus  
295 Bill. A majority vote shall be required by the Senate Committee(s) to pass an  
296 Omnibus Bill, and a two-thirds (2/3) vote shall be required by the Senate for  
297 final passage.  
298

299 B. Legislative Intent  
300

- 301 1. The legislative intent of the bill shall be included in the body of the bill or  
302 resolution.  
303  
304 2. The legislative intent shall state the purpose and intent of that bill or  
305 resolution.  
306

307 C. Enacting Clause



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There shall be an enacting clause on every bill or resolution proposed by the Senate

D. Effective Date

1. All resolutions shall be exempt from having an effective date.
2. All Bills shall be effective upon approval with the exception of changes to Title VIII which shall be effective on July 1<sup>st</sup>, at the start of our fiscal year.
3. The effective date of a Bill can be changed with a two-thirds (2/3) Senate approval.

E. Senate Sponsor

All bills, resolutions, or Constitutional Referendums shall have a Senate Sponsor, who shall be from within the Senate

#### Chapter 404: Procedure for Approval of Bills

##### 404.1 Summation of Bills

A. Upon receipt of a proposed Bill, Constitutional Referendum, or Resolution the Senate President must submit it to the Senate within a two (2) week period.

A.B. The Senate President shall transmit any legislation passed by the Senate to the President within five (5) business days except in the case of Constitutional Referendums.

B.C. All legislation that is not transmitted to the President within the allotted five business days will be referred back to the Senate.

##### 404.2 Action by the President

A. Upon receipt of a Bill, the President shall have five (5) business days to approve or veto. The President shall then submit the bill to the Secretary to be posted if approved or sent back to the Senate if vetoed. The Senate Secretary shall then report the action taken to the Senate President, who shall then inform the Senate at the next meeting.



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- B. In cases where a bill is vetoed by the President the bill may be amended and sent back to the President as an alternative action on the veto. In this case, amended bills may be vetoed again by the President.

Chapter 405: Publications of Senate Notices

- 405.1 The Senate shall make available to any UNF student who so requests, copies of any and all proposed Senate Resolutions, all enacted Resolutions, proposed amendments to the Constitution, and minutes of Senate meetings.

Chapter 406: Terms of Office

406.1 Term of Office

- A. Senate members shall take office upon installation. The term of office shall last from the election from Fall/Spring semester to the following Fall/Spring semester elections.
- B. Senators shall terminate office at the installation of their successors or when they are no longer qualified to hold office. Those Senators who run in the election and do not get re-elected will have their term expire upon installation of the new Student Senators. If Senators are reelected, he/she must abstain from the validation vote.

Chapter 407: Legislative Transition Period

- 407.1 The Transition Period begins upon the conclusion of Senate Elections by the Senate and concludes after one week.
- 407.2 During this transition period, the outgoing administration must transfer all SG records and files, including a turnover folder (a folder containing all procedures, forms, etc.), regarding the Senate to the incoming administration.
- 407.3 The incoming and outgoing administrations shall share all office space allocated to the legislative branch for purposes of conducting business relating to the transition.
- 407.4 All signature authority for the Senate shall be automatically transferred upon the swearing-in of the new Senate President.



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Chapter 408: Maintenance of Legislative Records

- 408.1 The Senate President shall be ultimately responsible for the complete and accurate records of the actions and proceedings of the Senate and its four standing committees.
- 408.2 These records shall include any of the following: agendas of Senate and committee meetings, minutes of Senate and committee meetings, records of attendance for all Senate and committee meetings, records of legislation passed by the Senate, and any audio recordings of Senate or committee meetings, and any audio or video recordings of Senate or committee meetings.
- 408.3 Requests for copies of any of the above documents can be made through the following process:
- A. The request must be made in writing to the Senate President.
  - B. Upon making the request, the Senate President shall make the appropriate copies of the document or recording and notify the requestor upon completion of the duplication process.
- 408.4 Legislative Records
- A. All records of the Legislative Branch, including but not limited to voting records, attendance records, bills, and minutes shall be made available online within two (2) business days of becoming effective.



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427 Therefore: Let it be enacted that the aforementioned amendments to the Title IV be made  
428 effective immediately.

### Legislative Action

### Executive Action

Author: Senate President Baker and Pro-Tempore Burke  
Sponsor: Pro-Tempore Burke  
Committee: Constitution and Statutes Committee  
Committee Action: 9-0-0  
Senate Action: 31-0-0  
Date of Action: February 8, 2016

Let it be known that SB-16S-2928 is hereby

APPROVED / VETOED

on this 16 day of Feb., 2016.

**Hailey Guerra**

Signed,

*Hailey Guerra, Student Body President*

Signed and Delivered to the Student Body President

on this 12 day of February, 2016

Signed and Delivered to the Senate Secretary

Place Time Stamp Here

FEB 15 PM 4:31

**Chase A. Baker**

Place Time Stamp Here

FEB 16 PM 1:21

Signed:

*Chase Baker, Student Senate President*