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SR-17F-3215 2017-18 Senate P & Ps Revisions

Student Government Association University of North Florida

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Senate

Policies and Procedures Manual

20176 – 20187

Revised on September 29, 2017~~July 20, 2016~~



Thomas Beaucham~~Dallas Burke~~
Senate President

Nina Lee~~Samantha Mims~~
Senate President Pro_-Tempore

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The Mission of the Senate shall be to serve the students of the University of North Florida by passing bills and resolutions on their behalf. Furthermore, the Senate shall represent students in all national, state, local, and university-wide concerns as their elected representatives.



Fall 2016

~~UNF Student Senate Schedule~~

Date	Meeting
August 22 nd	Senate
August 29 th	Committee
September 5 th	Labor Day—No meeting
September 12 th	Senate
September 19 th	Committee
September 26 th	Senate
October 3 rd	Committee
October 10 th	Senate
October 17 th	Committee
October 24 th	Senate
October 31 st	Halloween—No meeting
November 2 nd	Committee
November 7 th	—————Senate
November 14 th	Committee
November 21 st First	—————Senate (Installation)

Senate Meetings start at 6:30 PM in the Senate Chambers

Committee	Time	Location
University and Student Affairs	5:30 p.m.	Senate Chambers
Government Oversight	5:00 p.m.	Sapp Conference Room
Budget and Allocations	6:30 p.m.	Senate Chambers
Constitution and Statutes	6:30 p.m.	Sapp Conference Room

Meeting times and location are subject to change at the discretion of the chair



Spring 2017 UNF Student Senate Schedule

Date	Meeting
January 9 th	Senate
January 16 th	MLK Holiday—No Meeting
January 23 rd	Committee
January 30 th	Senate
February 6 th	Committee
February 13 th	Senate
February 20 th	Committee
February 27 th	Senate
March 6 th	Committee
March 13 th	Senate
March 20 th	Spring Break—No Meeting
March 27 th	Committee
April 3 rd	Senate (Installation)
April 10 th	Senate (Officer Elections)

Senate Meetings start at 6:30 PM in the Senate Chambers

Committee	Time	Location
University and Student Affairs	5:30 p.m.	Senate Chambers
Government Oversight	5:00 p.m.	Sapp Conference Room
Budget and Allocations	6:30 p.m.	Senate Chambers
Constitutions and Statutes	6:30 p.m.	Sapp Conference Room

Meeting times and location are subject to change at the discretion of the chair



The Process of Legislation

- 1) Write the bill.
- 2) Review the bill with the SG Advisor ~~appropriate Committee Chair or and~~ the Attorney General.
- 3) Submit the finalized bill directly to the Senate President ~~Burke~~ for 1stFirst Read in Senate.*
 - Every bill must be electronically submitted to the Senate President ~~Burke~~ BEFORE the Senate Packet is sent out (~~two~~2 business days before the meeting).
 - A bill number ~~will~~shall be assigned at this time by the Senate President ~~Burke~~ or ~~his~~their direct designee.
- 4) The Senate Sponsor ~~will~~shall state the main purpose of the bill during 1stFirst Read in Senate, followed by a motion to refer the bill to the appropriate committee.*
- 5) Committee ~~will~~shall hear, question, discuss, amend, and approve the bill as necessary. Bill moves to Second2nd Read in the next Senate meeting.
- 6) Senate ~~will~~shall hear, question, discuss, amend, and approve the bill as necessary.
- 7) The Senate President ~~Burke~~ ~~will~~shall sign the bill and deliver it to the SG President ~~Grantham~~.
- 8) If the SG President ~~Grantham~~ ~~will~~ signs the bill, ~~it~~ becomes law. ~~it~~ becomes law.**

*The only exceptions are Fiscal Requests, which must be submitted to the B&A Chair and ~~will~~shall first appear in the B&A Committee.

**The only exceptions are Simple Resolutions and Constitutional Referendums.

***Any deviation from the normal legislative process ~~will~~shall be subject to the discretion of the Senate President ~~Burke~~ and/or the formal vote of the Senate.

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I. ~~Purpose and Mission~~Mission and Purpose of the Senate

A. ~~Mission~~Purpose

~~The Senate shall be the legislative branch of the University of North Florida's Student Government (herein after known as SG), as defined by the Constitution and Statutes, given the responsibility of carrying out such legislative acts that are necessary and proper for the student body of the University of North Florida. The Mission of the Senate shall be to serve the students of the University of North Florida by passing bills and resolutions on their behalf. Furthermore, the Senate shall represent students in all national, state, local, and university-wide concerns as their elected representatives.~~

B. ~~Purpose~~Mission

~~Mission of the Senate shall be to serve the students of the University of North Florida by passing bills and resolutions on their behalf. Furthermore, the Senate shall represent students in all national, state, local, and university-wide concerns as their elected representatives. The Senate shall be the legislative branch of the University of North Florida's Student Government (herein after known as SG), as defined by the Constitution and Statutes, given the responsibility of carrying out such legislative acts that are necessary and proper for the student body of the University of North Florida.~~

II. Requirements and Duties of the Senate

A. Basic Duties of All Senators

~~A.~~ The duties of all senators shall be:

- ~~1.~~ 1. To represent UNF students in all university-wide matters and advocate for their interests. ~~To amplify the voice of the student body, and advocate for student interests~~
- ~~2.~~ 1. To develop and promote activities of interest to students
- ~~4.~~ 2. To actively seek opportunities to improve student life at the University of North Florida;
- ~~5.~~ 3. To consider, write, propose, present, amend, and vote on all legislation necessary and proper for the student body;
- ~~6.~~ 4. To serve on at least one (1) Senate standing committee;

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- ~~7.5.~~ To attend and participate in all required meetings and events; ~~Senate, Committee, and USA Events~~
- ~~8.6.~~ To read and understand the meeting Senate Packet or Committee Packet before packet before each every meeting; ~~of the Senate or committee~~
- ~~9.7.~~ To ask all necessary questions before making a decision, and then speak out about why a certain decision should be made;
- ~~10.8.~~ To maintain communication with the student body, Senate President, ~~Executive Branch, Judicial Branch,~~ and Legislative Cabinet on all matters concerning students;
- ~~11.~~ To meet with every member of the Legislative Cabinet throughout the term in order to discuss ideas and initiatives
- ~~12.~~ To override a Presidential veto of any legislation when appropriate in accordance with Article II of the SG Constitution
- ~~13.~~ To serve as the validating body for all SG elections
- ~~14.9.~~ To vet and confirm all qualified Senate, Executive Cabinet, and Judicial appointments; ~~and SG Agency Director and Assistant Director appointments~~
- ~~15.~~ To impeach or remove any member of the Executive, Legislative, or Judicial Branches when appropriate, as outlined in Article VII of the SG Constitution and Statutes
- ~~16.10.~~ To volunteer, if able, at SG Executive Agency events.

III. Senate Officers and Their Duties

A. Composition

1. The Legislative Cabinet shall be comprised of the following Senate Officers:
 - a. The Senate President;
 - b. The Senate President Pro-Tempore;
 - c. The Budget and Allocations Committee Chair;
 - d. The University and Student Affairs Committee Chair;
 - e. The Government Oversight Committee Chair; and
 - f. The Senate Secretary.
2. At the discretion of the Senate President, the following Senate Officers may be asked to participate in any Legislative Cabinet related business:

- a. The Senate Parliamentarian; and
- ~~b. The Sergeant at Arms~~
- ~~c. The Student Government Interfaith Chaplain~~
- ~~d. b.~~ The Vice -Chair of each respective committee.

B. Duties of all Chairs

The Chair shall:

1. Conduct all meetings in accordance with Title II: The Parliamentary Authority Statute;
2. Make public the time, date, and location of meetings;
3. Make public a packet of all necessary documents for a meeting;
4. Prepare an agenda;
5. Vote in the event of a tie;
6. Enforce all applicable policies, procedures, and rules of decorum;
7. Enforce all set limits on speakers and presenters; and
8. Serve as a non-voting ex officio member of all committee meetings they do not chair.

C. Duties of the Senate President

B. The Senate President shall:

- ~~3.1. To e~~Enforce all policies and procedures outlined in this manual;
- ~~4. To c~~onduct meetings of the Senate in accordance with Title II: The Parliamentary Authority Statute
- ~~5.2. To r~~Refer all parliamentary interpretations to the Senate Parliamentarian, and all Constitution and Statute interpretations to the Attorney General;
- ~~6.3. To c~~all a Senate meeting within the first five (5) business days of classes of each semester;
- ~~7. To d~~etermine the time, day, frequency, and location of the regularly scheduled Senate and Committee meetings; ~~To n~~otify all Senators of regularly

~~scheduled, emergency, and special Senate meetings in accordance with Chapter VI §B~~

~~8.4.~~

~~9. To set the Agenda for every Senate meeting~~

~~To oversee the completion and distribution of the Senate Packet, as outlined in Chapter VI §C~~

~~10.5. To s~~Sign and transmit all applicable Senate Legislative Action to the President no later than five (5) business days after the Senate meeting when the legislation passed;

~~11. To serve as a non-voting ex-officio member of the Senate standing committees~~

~~12.6. To a~~Appoint the Senate Secretary, the Parliamentarian, ~~and~~ the Sergeant-at-Arms; ~~and to assign~~ each ~~S~~senator to a Senate ~~C~~committee; ~~and to appoint a Senator to the Club Funding Board and the Agency Advisory Board~~

~~13.7. To a~~Appoint any legislative officer in the event of a vacancy until the end of that term in accordance with Chapter IV §C;

~~14.8. To s~~Swear in newly elected or appointed ~~Senator~~senators in the event that there is no member of the Judicial Branch available at the Senate meeting;

~~15.9. To e~~Create ad-hoc committees when necessary;

~~16. To vote in the event of a tie~~

~~17.10. To s~~Supervise the Legislative Cabinet;

~~18.11. To p~~Provide each ~~Senator~~senator with an ~~Senator~~PSG polo, a finalized ~~copy of the~~ Senate Policies and Procedures ~~Manual~~, a Senate Schedule, and a nameplate for the Senate Chambers;

~~19.12. To s~~Serve as Budget Director over the SG Legislative Index (402061);

~~20.13. To e~~Collect and approve all ~~T~~imesheets of the Legislative Cabinet, and submit to ~~the SG Advisor~~ appropriate employee designated by the SG Director;

~~21.14. The newly elected Senate President, with the help of the Legislative Cabinet, shall convene to d~~Draft the Senate Policies and Procedures, ~~to be approved in Senate~~subject to Senate approval;

~~22.15. To k~~Keep the Senate, Legislative Cabinet, ~~SG~~ President, and Chief Justice informed of issues that concern students;

~~23. To enforce all time limits that include but are not limited to Guest Speakers, Committee Chair Reports, Judicial Reports, Executive and Agency Reports, presentations, question and answers, appointments and all other time restrictions during Senate meetings~~

~~24.16. To s~~Serve as the overseer of the “Legislative” folder on the O Drive, and ensure all relevant information is filed appropriately;

~~25.17. To o~~Organize ~~mandatory trainings for senators~~ Senator Orientation, as outlined in Chapter XI;

~~26.18. To f~~Formally summarize all signed Constitutional ~~Referendums~~ Referenda and forward them to the Elections Commissioner ~~ten~~ (10) business days before the election to be placed on the ballot; ~~and~~

~~27.19. To s~~Seek guest speakers at Senate meetings.

D. Senate President Pro-Tempore

E. The Senate President Pro Tempore shall;

- ~~To a~~Assume the duties of the Senate President in the event of ~~his or her~~their absence;
- ~~To s~~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~~
- ~~To p~~Prepare the Senate Chambers for each Senate meeting;
- ~~To e~~Conduct roll call at the beginning and end of each Senate meeting;
- ~~To i~~Inform a ~~Senator~~ senator of ~~his or her~~their pending absence via e-mail; within one (1) business day of receiving the ~~Senate, Committee, or USA event~~ attendance records;
- ~~To e~~Enforce the ~~Senator~~ Absence Policy outlined in Chapter VIII;
- ~~To e~~Educate all ~~Senators~~ senators about the ~~Senator~~ Absence Policy outlined in Chapter VIII;
- ~~To a~~Assist the Senate President with filing information relevant to Senate activities;
- ~~To a~~Assist in the coordination of the Legislative Cabinet and assist the Senate President with supervision;

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~~10. To collect voting records and attendance records of all Legislative Branch meetings and events; Senate meetings and all Committee meetings.~~

~~10.11. The Senate President Pro Tempore is responsible for file filing all voting records and attendance records on the O Drive within four (4) business days of the Senate or Committee meeting; and~~

~~11.12. To oversee the updating of the Constitution, the Statutes, and the Senate Policies and Procedures on the O Drive to reflect any amendments that were passed by the Senate and, if necessary, approved by the Executive Branch.~~

E. Basic Duties of the Four Committee Chairs

~~D. All four committee chairs shall:~~

- ~~1. To keep the Senate, the Senate President, the Legislative Cabinet, the Executive Branch, and the Judicial Branch informed of issues that concern students~~
- ~~1. To conduct meetings of the committee in accordance with Robert's Rules of Order, Newly Revised.~~
- ~~2. To notify all senators of every committee meeting at least two (2) business days in advance, as outlined in Chapter V §F~~
- ~~3. To assemble and distribute the Committee Packet, as outlined in Chapter VI §C~~
- ~~4. To preserve order, 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 Committee Chair may at his or her discretion remove individuals from the meeting~~
- ~~5. To be a non-voting member of his or her committee, and to vote in the event of a tie~~
- ~~6. To create the Agenda for every committee meeting~~
- ~~7. To call committee meetings to order at the appropriate time~~
- ~~8. To maintain organization of his or her committee folder on the O Drive that contains agendas, minutes, roll calls, vote counts, proposed legislation, and any other material relevant to that committee~~

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~~9.1. To s~~Submit accurate minutes of each committee meeting to the appropriate folder on the O Drive within four (4) business days following the committee meeting;

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~~10.2. To s~~Submit ~~an accurate~~ agendas ~~for~~ each committee meeting to the appropriate folder on the O Drive within ~~two~~~~four~~ (2) business days ~~prior~~~~following~~ ~~to~~ the committee meeting;

~~11.3. To u~~Update any bill or resolution that passes through ~~his or her~~~~their~~ committee to reflect the final action of the committee and any amendments that were made. The updated version of the bill or resolution must be filed in the current term's "Legislation" folder on the O Drive within two (2) business days of ~~the~~ committee action.

~~12.4. To m~~Maintain voting records and submit time-stamped records to the Senate President Pro-Tempore within one (1) business day of each committee meeting or event;

~~13.5. To w~~Write any bills or resolutions from the committee and forward them to the Senate President no later than ~~two~~~~three~~ (3) business days prior to the next regular Senate meeting;

~~14.6. To a~~Attend all Legislative Cabinet meetings;

~~15.7. To m~~Meet with every ~~Senator~~ ~~senator~~ individually over the course of the term, answer ~~procedural~~ questions, provide support, and build rapport;

~~16. May serve as non-voting ex-officio members of other Senate standing committees;~~

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~~17.8. To g~~Give a report on behalf of their committee at each regularly scheduled Senate meeting;

~~18.9. To u~~Update the official forms, templates, applications, and documents pertaining to ~~his or her~~~~their~~ committee;

~~19.10. To develop~~Maintain a Transition Binder, as outlined in Chapter VI §F;

~~20.11. To g~~Give a presentations at ~~mandatory trainings~~ ~~Senator Orientation~~, as outlined in Chapter XI;

~~21.12. Be~~The Chair is responsible for appointing the Vice-Chair of the committee; ~~and~~

~~22.13.~~ ~~The Chair is responsible~~ Be responsible for all duties not performed by the Vice-Chair.

E.F. Additional Duties of the B&A Committee Chair

1. The B&A Committee Chair is responsible for drafting a bill for every Travel Request successfully submitted to the B&A Committee.
2. The B&A Committee Chair is responsible for updating the official document of the Budget Provisionary Language on the O Drive to reflect any changes that were made by the Senate within four (4) business days of the passage of that legislation. Once the official updates have been made, the B&A Committee Chair will notify the Senate Secretary so that ~~he or she~~ they can upload the document onto the SG Website.
3. The B&A Committee Chair shall maintain a copy of all submitted Travel Requests and Special Requests

E.G. Duties of the Committee Vice-Chair

1. 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~~ their duties.
2. To assemble voting records, attendance records, and, in the absence of the Senate Secretary, minutes of all committee meetings. The Committee Vice-Chair will immediately forward all of this information to the Committee Chair.

G.H. Senate Parliamentarian

1. To rule on matters of parliamentary procedure using *Robert's Rules of Order, Newly Revised* and Title II: The Parliamentary Authority Statute;
2. To serve as a voting member of the Constitution and Statutes Committee;
3. To give each new Senator ~~senator~~ a Parliamentary Procedure information packet;
4. To educate the Senate on Parliamentary procedure at mandatory trainings; ~~and each Senator Orientation~~

5. To assist with PowerPoint presentations during Senate meetings when necessary, and to make live ~~l~~~~r~~~~a~~~~c~~~~k~~ ~~c~~~~h~~~~a~~~~n~~~~g~~~~e~~s to bills and resolutions during the ~~Senate~~-legislative process.

H.I. Senate Secretary

- ~~1.~~ To prepare and upload accurate minutes of all Senate meetings to the O Drive ~~and the SG Website~~ within four (4) business days of the Senate ~~meeting~~ ~~approval of the minutes~~;

- ~~4.2.~~ To upload accurate minutes of all Senate meetings to the SG Website within ~~two (2) business days of Senate approval~~;

- ~~2.3.~~ To assist the Committee Chairs in the preparation and completion of minutes from committee meetings;

- ~~3.4.~~ To assist the Senate President in organizing the Senate Chambers before every Senate meeting, and ~~helping~~ to clean up afterwards;

- ~~4.5.~~ To ~~help assist~~ the Senate President with filing information relevant to Senate activities;

- ~~5.6.~~ To update the SG Website with agendas, minutes, voting records, legislative records, schedules, and ~~Senator~~ ~~senator~~ information;

- ~~6.7.~~ To ~~serve as the Webmaster for the Judicial Branch and the Office of Elections~~;

- ~~8.~~ ~~To~~ ~~The Senate Secretary will~~ notify the Senate President Pro-Tempore upon completion of the official updates of the Constitution, the Statutes, and the Senate Policies and Procedures on the O-Drive, so that the Senate President Pro-Tempore can oversee that the proper changes have been made.

- ~~7.9.~~ ~~After being checked by the Senate President Pro Tempore, the Senate Secretary will p~~To post the updated versions ~~of the governing documents~~ to the SG Website ~~within two (2) business days of legislation becoming effective~~; ~~and~~;

- ~~8.~~ ~~The Governing Documents must be updated on the SG website within two (2) business days of that legislation becoming effective.~~

- ~~9.10.~~ To email all signed legislation to SG Staff.

H.I. Student Government Interfaith Chaplain

1. To present a non-denominational and voluntary invocation at the beginning of Senate meetings
2. To receive ongoing Chaplain training from the Interfaith Center

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3. At the discretion of the Senate President, a student volunteer may present an invocation.

J.K. Senate Sergeant-at-Arms

1. To enforce order and decorum of meetings of the Senate under the direction and discretion of the Senate President;
- ~~2. To At the consent of the Senate President, he or she may~~ remove individuals from the Senate meeting at the Senate President's discretion; and-
- ~~3.~~ To lead the Pledge of Allegiance at all Senate Meetings.

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IV. Legislative Cabinet

A. Legislative Cabinet Elections

1. The Validation Bill of the Spring General Election ~~will shall~~ be ~~validated~~ adopted by the Senate within ten (10) business days ~~after the last day of the election if all appeals to the Supreme Court have been resolved from the following event that occurs last:~~
 - ~~a. The conclusion of the Spring General Election~~
 - ~~b. The resolution of all Judicial Complaints relating to the Spring General Election~~
2. At the ~~end of the very next Senate meeting~~ Senate meeting following the validation of the Spring General Election, the ~~Senator~~ senator-elects ~~will shall~~ be installed into office. Immediately after the new ~~Senators~~ senators are sworn in, the Senate President ~~will shall~~ call for the Division of the House and the new senators shall take their seat, which shall separate the old term from the new term.
3. Immediately after Division of the House, the Senate President ~~will shall~~ call a new Senate meeting to order, establish quorum, and open the floor for nominations for each respective position of the Legislative Cabinet until a motion is made to close the floor for nominations for that particular position.
4. Within five (5) business days after the Division of the House, the Senate President shall call for a special Senate meeting, in which the only business ~~will shall~~ be to conduct Legislative Cabinet elections. At this ~~special Senate~~ meeting, the Senate President ~~will shall~~ re-open the floor for nominations for

each respective position of the Legislative Cabinet, separately. A motion to close the floor for nominations must be made.

~~a. All positions of the Legislative Cabinet will be available for nominations, with the exception of the Senate Secretary who serves at the discretion of the Senate President.~~

~~b. The Senate President from the old term will conduct Division of the House and Legislative Cabinet elections until the new Senate President is sworn into office.~~

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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.
6. After a candidate speaks, the Senate ~~will shall~~ have an opportunity to ask the candidate questions. After all candidates for a particular position have spoken, the Senate President ~~will shall~~ open discussion.
7. After open discussion, 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 shall~~ be held between the two candidates who received the most votes.
 - c. If a candidate is not contested, ~~he or she~~they wins by acclamation, and therefore ~~does do~~ not have to give a speech or answer questions.
8. Newly elected officers ~~will shall~~ be sworn in after all Legislative Cabinet ~~e~~lections are completed.
9. 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.
10. The outgoing Senate President shall preside over the Senate ~~meeting~~ until the newly elected Senate President is sworn in.

B. Legislative Cabinet Meetings

The Senate President, at ~~his or her~~their discretion, ~~may 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.

C. Legislative Cabinet Vacancies

1. If a vacancy occurs in the Legislative Cabinet, the Senate President ~~will~~shall hold interviews for the position and appoint someone to the position for the remainder of the term.
2. The appointed officer ~~will~~shall assume their duties immediately and be sworn in at the next Senate meeting.

D. Removal from the Legislative Cabinet

1. The Senate President may remove any officer of the Legislative Cabinet at any time if they determine this is within the best interest of the Student Body.
- ~~2.~~ The Senate President ~~will~~shall follow the Legislative Cabinet vacancy process to replace the removed officer.
- ~~2.3.~~ The Senate President shall announce at the next Senate meeting the removal of the officer. Only at this time may a motion to override be made. Such a motion requires a two-thirds (2/3) majority to pass.

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V. Standing Committees of the Senate

A. Standing Committees

1. There shall be four (4) standing committees of the Senate: Budget and Allocations, Constitution and Statutes, Government Oversight, and University and Student Affairs. Any special or ad-hoc committee may be formed at the discretion of the Senate President.
2. Committees must have more than half of its voting membership to establish quorum, excluding ~~Senators~~senators who are on a leave of absence.
3. The Senate President ~~will~~shall appoint each ~~Senator~~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~~senators.

B. Budget and Allocations Committee

1. 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.
2. The B&A Committee shall oversee the fiscal operations of all Activity and Service Fee funded departments, in order to ensure their compliance with the Student Government Financial Code (hereinafter referred to as Title VIII).
3. The B&A Committee shall hold and conduct Budget hearings and deliberations as outlined in Title VIII.
4. The B&A Committee shall oversee budgetary amendments as outlined in Chapter 824 of the SG statutes.
5. The B&A Committee shall recommend allocations from the SG Activity and Service Fee Fund Balance, the Special Request Index, and the Salary Reserve Index, as outlined in Chapter 840 and 842 of the SG Statutes
6. The B&A Committee shall entertain requests for allocations from the Travel Request Index pursuant to Chapter 841 of the SG Statutes

C. Constitution and Statutes Committee

1. The Constitution and Statutes Committee (hereinafter referred to as the C&S Committee) shall understand the intent of the Constitution and Statutes. The C&S Committee shall resolve conflicts concerning the Constitution, the Statutes, and the Senate Policies and Procedures.
2. The Senate Parliamentarian shall be a voting member of the C&S Committee.
3. The C&S Committee shall review the Constitution and Statutes and recommend any change to the Senate when necessary.
4. The C&S Committee shall enforce the ~~Senator~~ senator Absence Policy, as outlined in Chapter VIII.
5. The C&S Committee shall be responsible for maintaining a current Senate Policies and Procedures manual, and any revisions to this document must be approved by two-thirds (2/3) vote of the Senate.

D. University and Student Affairs Committee

1. 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.

2. The USA Committee ~~will~~shall work with the Executive Cabinet when necessary to protect student rights and privileges.
3. The Student Advocate shall give a report at USA Committee meetings.
4. The USA Committee shall promote programs and services that benefit the students; review policies regarding student rights, student conduct, recognition, and awards; and recommend improvements to these programs and policies to the Senate.
5. The USA Committee must plan at least four (4) events during the academic year in accordance with Title XII: University and Student Affairs Committee Statute. ~~Senators~~ senators that do not participate ~~will~~shall be subject to the ~~Senator~~ senator Absence Policy, as outlined in Chapter VIII.
6. The USA Committee shall review and consider revisions to Title XII. All revisions passed by the USA Committee shall be forwarded to Senate.
7. The USA Committee shall hear reports from all Student Government members sitting on University-Wide Committees.
8. The USA Committee shall discuss University-Wide developments and when necessary forward either Joint or Simple Resolutions to Senate.

E. Government Oversight Committee

1. The Government Oversight Committee (hereinafter referred to as the GO Committee) is responsible for oversight in all intergovernmental affairs of Student Government.
2. The GO Committee shall vet and ~~approve forward~~ all appointments that require Legislative confirmation, ~~by majority vote, prior~~ to the ~~confirmation by~~ Senate.
3. The GO Committee is responsible for creating, maintaining, and modifying the Senate Appointment Application.
4. The GO Committee shall review and consider revisions to Title VI: The Election Code and Title XIII: The Government Oversight Committee Statute. All revisions passed by the GO Committee shall be forwarded to Senate.
5. The GO Committee shall consider amendments to the Elections Policies and Procedures proposed by the Elections Commissioner, as outlined in Title VI.
6. The GO Committee ~~will~~shall consist of ~~Senators~~ senators without a conflict of interest. A conflict of interest includes, but is not limited to, declaring candidacy in a current election or holding positions of leadership within political parties which includes, but is not limited to, campaign manager and party chair.

F. Committee Meetings

- ~~1. Senators must be notified, via email, of all business in a Committee Meeting at least two (2) business days prior to the meeting.~~
- ~~2.~~1. 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 the Committee Chair must request that the Senate President allow for an exception in that committee's meeting schedule.
- ~~3. All Committee meetings must be publicly noticed at least two (2) business days in advance.~~
- ~~4.~~2. Emergency meetings may be called by the Committee Chair, or by the request of at least two-thirds (2/3) of the committee, with at least two (2) business days prior notice.

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VI. Procedures of the Senate

A. Line of Succession

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

B. Senate ~~and Standing Committee~~ Meetings

1. ~~In order to vote on any business, T~~he number of ~~sSenators senators~~ attending a ~~Senate~~ meeting ~~to establish quorum~~ must be more than half of the overall ~~Senate~~ membership, with the exception of ~~sSenators senators~~ ~~currently~~ on a leave of absence.
2. ~~The~~ Senate shall meet no less than twice every thirty-one (31) calendar days during academic session. The Senate President ~~will~~shall determine the time, day, and frequency of the meetings. All Senate meetings ~~will~~shall take place in the Senate Chambers.
3. ~~Senators must be notified of all Senate meetings at least two (2) business days prior to the meeting.~~ Changing a Senate meeting requires a directive posted by the Senate President no later than two (2) business days prior to the regularly scheduled meeting.
4. Emergency meetings of the Senate may be called by the Senate President or by two-thirds (2/3) of ~~Senators senators~~. ~~Senators Senators~~ must be given notice two (2) business days prior to the Emergency meeting. Any absences ~~will~~shall be counted unless the Senate President says otherwise.
5. All ~~Senate A~~gendas must include a designated time-slot for ~~student public~~ remarks.

C. The ~~Senate Packet and the Committee~~Meeting Packet

1. ~~The Senate Packet shall be the official form of notification of the business taking place in a Senate meeting.~~

- ~~2. The Committee Packet shall be the official form of notification of the business taking place in a Committee meeting.~~
1. The meeting packet shall contain all documents pertinent to any meeting of the Senate or Standing Committees.
2. The meeting packet shall be distributed by the chair of the meeting. A designee may be allowed to perform this duty provided that a written request is received and approved by the Senate President.
3. Responsibility for the packet shall remain with the chair of the meeting at all times.
3. ~~The Senate Packet and the Committee Packet shall be provided to the Senators no less than two (2) business days prior to a Senate or Committee meeting.~~
 - a. ~~The Senate President or the Senate Secretary shall distribute the Senator Packet for every Senate meeting.~~
 - b. ~~The Committee Chair shall distribute the Committee Packet for every committee meeting.~~
4. ~~The meeting packet Senate Packet and the Committee Packet shall be distributed via email; and shall~~ contain the following:
 - a. Meeting Agenda;
 - b. Legislation, with any supporting material, that ~~will~~shall be considered by the Senate or Committee; and
 - c. Minutes from the preceding meeting.

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D. Voting Guidelines

1. At all Senate and Committee meetings, there shall be ~~two (2)~~three (3) ways in which a ~~senator~~scnator may vote:
 - a. For (Yes) - In favor of the motion on the floor.
 - b. ~~Abstention - Only if there is a distinct conflict of interest, as defined in Title X §1001.2A. A Senator must call for a Point of Order before the results of the vote are revealed, and then state his or her reason for abstention. The Senate President shall determine if the conflict of interest is valid. If the Senate President determines that there is a conflict of interest, an abstention shall mean that the Senator did not vote.~~
 - b. Against (No) - Opposed to the motion or legislation.

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2. In the event a senator possesses a conflict of interest towards a motion, the senator shall abstain from discussion and the vote by calling for a point of order and shall give their reason for abstaining, subject to approval by the chair of the meeting, as defined in Title X.

2.3. At all ~~SG Senate~~ meetings, there shall be two (2) methods of voting. All votes shall be recorded in the voting records and the totals shall be recorded in the meeting minutes.

- a. Roll call voting is done by calling out the name of each ~~Senator~~ senator individually. Each ~~Senator~~ senator shall then vote For, ~~Abstain~~, or Against the motion by saying “Yes,” ~~“Abstain,”~~ or “No” respectively.
- b. Electronic voting is done through the use of electronic ~~clickers~~ devices assigned to each ~~senator~~ senator before each meeting.

E. 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 proposed by a ~~Senator~~ senator that the presiding officer believes to not change the intention of a piece of legislation. The presiding officer can invite unanimous consent on that amendment by declaring that they believe that amendment to be a Friendly Amendment. In the event of an objection, that amendment ~~will~~shall be subject to standard majority vote.

F. Transition Binder

1. Over the course of the Committee Chair’s term, ~~he or she~~they must continuously ~~develop~~ maintain a Transition Binder.
2. The purpose of the Transition Binder is to pass along important knowledge and advice of a specific position in the Legislative Cabinet to the next ~~Senator~~ senator who ~~will~~shall fill that position.
3. The Transition Binder shall be passed down from the former Officer to ~~his or her~~their successor. The successor is expected to make additions and corrections, and continue the tradition of Transition Binder passage.

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VII. Legislation

The Senate shall consider five (5) forms of legislation: Senate Bills (SB), Omnibus Bills (OB), Simple Resolutions (SR), Joint Resolutions (JR), and Constitutional ~~Referendums~~ Referenda (CR).

A. Requirements of all Legislation

1. All legislation must be ~~proposed~~ authored by A&S Fee paying students.
2. All legislation must have a Senate Sponsor.
3. Any legislation vetoed by the President ~~will~~ shall be placed under Unfinished Business at the next Senate meeting.

B. Senate Bills (SB):

1. Create or terminate Student Government programs.
2. Affect the internal aspects or structure of SG, and ~~can not~~ cannot be prohibited by the Constitution of the University of North Florida or the Constitution and Statutes of SG.
3. Statutory amendments that make revisions ~~of to, additions to, and deletions from~~ the SG System of Statutes.
4. A majority vote of the Senate shall be required for the final passage of a Senate Bill, except in the case of revisions to the Election Code which require a two-thirds (2/3) vote for approval.

C. Omnibus Bills (OB):

1. ~~An Omnibus Bill is a bill that e~~ Embraces more than one subject.
2. A majority vote of the committee shall be required to pass an Omnibus Bill, and a two-thirds (2/3) vote of the Senate shall be required for the final passage of an Omnibus Bill.

3. An Omnibus Bill must be used to make changes to multiple Statutes simultaneously, as outlined in Title IV §403.

D. Simple Resolutions (SR)

1. Simple Resolutions refer to any legislation that:
 - a. Expresses the will of the Legislative Branch;
 - b. Makes changes to the Senate Policies and Procedures;
 - c. Supports or endorses an action by the University, community organization, or government at the city, state, or federal level; or
 - d. Supports or endorses an action by the Executive Branch
2. Simple Resolutions that make changes to the Senate Policies and Procedures shall be referred to the Constitution and Statutes Committee, and must be passed by require a two-thirds (2/3) vote of the Senate for approval.
3. All other Simple Resolutions shall be referred to the University and Student Affairs Committee, and must be passed by require a majority vote of the Senate for approval. Simple Resolutions are not subject to Presidential Veto.
4. The Senate President, at his or her their discretion, may refer any Simple Resolution directly to the Agenda.

E. Joint Resolutions (JR)

1. Joint Resolutions refer to any legislation that:
 - a. Expresses the will of both the Legislative Branch and the Executive Branch;
 - b. Gives Commendations;
 - c. Supports, endorses, or opposes an action by the University, community organization, or government at the city, state, or federal level; or
 - d. Makes changes to the Elections Policies and Procedures
2. Joint Resolutions that make amendments to the Elections Policies and Procedures require a must be passed by two-thirds (2/3) approval vote of the Government Oversight Committee in order to be forwarded to the SG President for Executive Action. They are not subject to approval by the General Senate Body.
3. All other Joint Resolutions shall be referred to the University and Student Affairs Committee, and must be passed by require a majority vote of the Senate Senate for approval in order to be forwarded to the SG President for Executive Action.

4. The Senate President may, at ~~his or her~~their discretion, refer any Joint Resolution directly to the Agenda.

F. Constitutional ~~Referendums~~Referenda (CR)

1. ~~A Constitutional Referendum~~ refers to legislation that makes changes to the SG Constitution.
2. A Constitutional Referendum ~~must be passed with~~requires a majority vote of the C&S Committee and a three-fourths (3/4) vote of the Senate in order to be placed on the elections ballot. If passed by the Senate, the Constitutional Referendum must be passed by a majority vote of the Student Body in order to be validated by the Senate.
3. A Constitutional Referendum may, if necessary, amend multiple Articles of the Constitution along with multiple Titles of the Statutes, if and only if:
 - a. All of the amendments are encompassed by a single subject specified in the “Whereas” section of the Constitutional Referendum, and
 - b. The amendments to the Statutes are direct results of the amendments to the Articles.

G. General Process of Legislation and Business

1. All legislation must be electronically submitted to the Senate President at least three (3) business days before the Senate Packet is sent out. At this time, the Senate President ~~will~~shall assign a bill number and place the bill on ~~4th~~1st Read.
 - a. If this deadline is missed, a motion to amend the agenda during a Senate meeting in order to add a time-sensitive bill may be heard at the discretion of the Senate President. If the motion is heard and seconded, ~~the Senate must approve by a majority vote it shall require a majority vote for approval.~~
 - b. Fiscal Requests do not go on ~~4th~~1st Read in Senate. They first appear in the Budget and Allocations Committee.
 - c. The Senate President, or ~~his or her~~their designee, has the authority to assign a bill number if the legislation is ready for ~~4th~~1st Read, and to not assign a bill number if the legislation is not ready for ~~4th~~1st Read.
2. During ~~4th~~1st Read, the Senate Sponsor ~~will~~shall state the main purpose of the bill, and then make a motion. The motion can be:

- a. To forward the bill to the appropriate Committee, which needs a majority approval of the Senate
 - b. To forward the bill directly to 2nd Second Read, which needs a two-thirds (2/3) approval of the Senate.
3. If forwarded to Committee:
- a. The author of the bill shall present the details of the bill, and ~~he or she~~they must abide by the time constraints of the Committee Chair's discretion.
 - b. The bill is then subject to questions, motions, discussion, ~~seconds~~, and it ~~will~~shall need a majority approval of the Committee to be forwarded to 2nd Second Read at the next Senate meeting.
4. During 2nd Second Read, the author of the bill ~~will~~shall present for up to three (3) minutes. The presiding officer ~~will~~shall then open the floor for questions, then motions, then a second to the motion, then discussion, then a vote on the motion.
5. Upon receipt of the vote count for a motion, the presiding officer ~~will~~shall announce the vote count and the passage or non-passage of the motion.
6. If the bill passes through the Senate with the appropriate vote count, the Senate President ~~will~~shall sign, date, time stamp, and forward the bill to the appropriate officer within five (5) business days of the passage of the bill.
- a. Senate Bills, Omnibus Bills, and Joint Resolutions ~~will~~shall be forwarded to the President, who has five (5) business days upon receipt of the bill to veto the bill. The bill becomes effective upon the President's approval or lack of veto.
 - b. If the President vetoes a Senate Bill or an Omnibus Bill, it ~~will~~shall be placed under Unfinished Business at the next Senate meeting. A two-thirds vote of the Senate is required to override a presidential veto.
 - c. If the President vetoes a Joint Resolution, it ~~will~~shall be placed under Unfinished Business as a Simple Resolution and follow the normal legislative process for that type of bill.
 - d. Simple Resolutions are effective upon the signature of the Senate President, and ~~will~~shall be forwarded to the Senate Secretary.

- e. Constitutional ~~Referendums~~Referenda ~~will~~shall be signed by the Senate President and forwarded to the Elections Commissioner to be placed on the ballot of the next SG general election.

H. Irregular Action Addendums (IR)

1. An Irregular Action Addendum may be attached to any legislation in order to indicate that the particular legislation has, in some way, deviated from the normal legislative process.
2. The circumstances in which an Irregular Action Addendum may be used are the following:
 - a. If the Senate overrides a presidential veto, then an Irregular Action Addendum must be attached to that legislation, listing the ~~Senator~~senator who made the motion to override the presidential veto as well as the Senate Action on that motion. Note that if any legislation is amended after a presidential veto, then it does not require an Irregular Action Addendum.
 - b. If any legislation dies in committee, an Irregular Action Addendum may be used to recall the legislation to the Senate for reconsideration. A total of eight (8) ~~Senators~~senators are required to sign the Irregular Action Addendum in order for the legislation to be reconsidered by the Senate.
 - c. If the President fails to sign or veto any legislation within the five (5) business day timeline, the Attorney General must sign an Irregular Action Addendum to indicate that the legislation is now effective.

VIII. Senator Absence Policy

A. Required Attendance

1. Each ~~Senator~~senator must attend all Senate meetings and all committee, board, and council meetings on which ~~he or she~~they serves.
2. Each ~~Senator~~senator is required to work at least one (1) shift of every event hosted by the University and Student Affairs Committee. The mandatory events are outlined in Title XII: The University and Student Affairs Committee Statute.

3. Each ~~Senator~~ senator is required to work at least one (1) shift at the polls in the recurring SG elections during their term, unless they are seeking an elected position ~~re-election~~.

B. Absence Point Assessment

1. All ~~Senators~~ senators absent from a meeting or event with required attendance may fill out an Absence 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~~ shall automatically be considered unexcused.
2. The Senate President approves or denies the Absence Form. If approved, the ~~Senator~~ senator ~~will~~ shall receive an excused absence, and be assessed points at the discretion of the Senate President. If denied, full points ~~will~~ shall be assessed. The Senate President ~~will~~ shall forward ~~his or her~~ their decision to the Senate Pro-Tempore for ~~his or her~~ their records within five (5) business days of appeal submission.
3. Absence Points shall be tallied as follows:
 - a. An excused absence shall include, but not ~~be~~ be limited to: a serious illness, travel associated with a student organization, a class conflict, or engagement in compensated work.
 - b. Excused absences for Senate and committee meetings shall be left to the discretion of the Senate President of the point value associated with the type of absence incurred. Unexcused absences ~~will~~ shall result in full points being assessed.
 - c. One (1) absence point ~~will~~ shall be assessed if the ~~Senator~~ senator misses either Initial Roll Call or Final Roll Call at a regular Senate or Committee meeting. Two (2) absence points ~~will~~ shall be assessed if the ~~Senator~~ senator misses both Initial Roll Call and Final Roll Call.
4. 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.

C. Absence Point Appeal Hearings

1. Every ~~Senator~~ senator has the right to appeal any absence points to the Constitution and Statutes Committee once per their year term. Once a ~~Senator~~ senator reaches four (4) or more absence points ~~he or she~~ they ~~will~~ shall be placed on the agenda for an appeal hearing at the next Constitution and Statutes Committee meeting.

2. The Constitution and Statutes Committee has the ability, by a majority vote, to reduce a ~~Senator senator~~'s absence points. If the Committee chooses to not reduce the ~~Senator senator~~'s points or if the reduced points ~~are~~ still ~~exceed~~ ~~four~~ ~~at~~ ~~four~~ (4) or more, the ~~Senator senator~~ ~~will~~shall be subject to the removal process. The ~~Senator senator~~ may choose to avoid removal by submitting a letter of resignation.
3. The Constitution and Statutes Committee may decide by a ~~two-thirds (2/3)~~ majority vote to suspend the Absence Policy for an individual when extenuating circumstances arise.
4. A ~~Senator senator~~ ~~will~~shall be subject to the removal process if they fail to attend their scheduled appeal hearing. The ~~Senator senator~~ may choose to avoid removal by submitting a letter of resignation.
5. A ~~Senator senator~~ who accumulates four (4) or more absence points after exhausting ~~his or her~~their only opportunity to appeal these points to the Constitution and Statutes Committee is subject to the removal process.
6. Motions to remove Absence Point(s) must receive a majority vote of the C&S Committee in order to pass.

D. Redemption Process

1. All ~~Senators senators~~ are eligible to reduce their total absence points by:
 - a. ~~Volunteering for an executive agency;~~
 - ~~a-b. Volunteering additional hours for a USA event; at an agency event~~
 - b. ~~Volunteering at the Lend a Wing Pantry~~
 - c. ~~Volunteering for an additional Student Government event, outside of the foundational senator senatorial requirements; or~~
 - ~~c-d. Volunteering additional hours for elections polling.~~
2. ~~Senators Senators~~ may remove one (1) absence point from their record by volunteering for two (2) hours at any of the events described above.
3. Volunteer hours that a ~~Senator senator~~ uses in the Redemption Process may not be used in the SG ~~Senator senator~~ Scholarship application.
4. ~~Senator's a~~Absence points ~~will~~shall only be removed upon the successful completion of the Redemption Form, as illustrated in Chapter XII.
5. The process of successfully completing the Redemption Form is as follows:
 - a. Meet with the Event Supervisor, discuss the volunteer work that is expected, and agree on a specific timeframe ~~that for the Senator senator~~ ~~will~~to volunteer. The Event Supervisor may be a Director, Assistant

Director, or Coordinator of an Executive Agency who ~~will~~ oversees an Agency event, or another ~~SG-Senate~~ Officer who ~~will~~ oversees a Student Government USA Committee event.

- b. Obtain pre-approval through the signature of either the Senate President or the Senate President Pro-Tempore before performing the volunteer work.
- c. Perform the volunteer work exactly as indicated on the upper portion of the Redemption Form.
- d. Obtain confirmation through the signature of the Event Supervisor after performing the volunteer work.
- e. Submit the completed Redemption Form to the Senate President.

E. Leave of Absence

1. A Leave of Absence is a temporary dismissal from everything related to the Senate.
2. It is a ~~Senator~~ senator's responsibility to request a Leave of Absence from the Senate President.
3. A Leave of Absence request must be submitted in writing at least three (3) business days prior to the beginning of the absence.
- ~~3.4~~ The Senate President may grant any ~~Senator~~ senator a Leave of Absence under appropriate circumstances.
- ~~4.5~~ ~~Senators~~ Senators are allowed to participate during a leave of absence at the expressed discretion of the Senate President.
- ~~5.6~~ The Senate President shall log all Leave of Absences for the purpose of quorum.

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IX. Senate Chambers

A. 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.

B. In the Case of Decorum

1. The Senate President has the authority to have any person removed from the Chambers at any time for reasons including: breach of ~~quorum-decorum~~ and order, misconduct, or inappropriateness at their sole discretion.
2. In the case of a disturbance, the Senate President may, at ~~his or her~~their discretion, have the Sergeant-at-Arms remove individuals from the Senate meeting.

C. Senate Chambers Seating

1. The Senate President shall determine a seating arrangement for ~~Senators~~ ~~senators~~, students, and invited guests.
2. The Senate President shall properly mark the seating arrangement.
3. Each attendee must adhere to the predetermined seating arrangement.
4. 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 ~~Senate~~ President deems it necessary.
5. All non-student guests shall be designated in a certain seating area as seen fit by the Senate President.

D. Senate Dress Code

1. The dress code for every Senate meeting shall be business professional attire as defined by the Senate President.
2. The dress code for every Committee meeting shall be defined at the discretion of the Committee Chair.
3. If the dress code is not adhered to, the presiding officer may request to have the individual removed.
4. ~~Senators~~ ~~Senators~~ must wear the ~~Senator~~ ~~senator~~ Polo, as provided by the Senate President, at every USA outreach event.

X. Official Seal of the Student Senate

1. There shall be a seal, as outlined in SR-03SA-1672, circular in shape with the words “Seal of the Student Senate” and “University of North Florida” (or a derivation thereof) outlining, inside of which shall be a design of 52 stars, a

compass rose in the middle, as well as a representation of the State of Florida, and a gavel.

2. Only the Senate President, ~~his or her~~their designee, or the Senate Secretary, under the direction of the Senate President, may use the Official Seal of the Student Senate, as illustrated in Chapter XII §B.

XI. Senator ~~Training~~Orientation

A. Introduction

- ~~1. The Legislative Cabinet shall be responsible for training new Senators senators, each fall and spring at Senator Orientation.~~
- ~~2. At least two (2) trainings per year, once in the fall and spring, must contain all workshops outlined in Chapter XI §C and §D.~~
- ~~2. Each member of the Legislative Cabinet shall be designated as an instructor of a specific workshop.~~

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B. Timeline

- ~~1. The Senate President shall call for a mandatory training at least once in the fall and spring.~~
- ~~1. Within three (3) weeks of the swearing in of newly elected Senators, the Senate President, unless delegated to a member of the Legislative Cabinet, shall hold a Senator Orientation mandatory for all new Senator and open to interested students.~~
- ~~2. A mandatory training shall be scheduled no more than four (4) weeks after the validation of the General Election.~~
- ~~3. The Senate President shall reserve the right to call additional trainings as deemed necessary. The Senate President shall reserve the right to make said trainings mandatory.~~

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C. Committee Workshops

1. The Budget Workshop shall be conducted by the B&A Committee Chair. The B&A Committee Chair shall provide a detailed overview of Title VIII: The Finance Code, the Activity and Service Fee Budget, and how to allocate funds responsibly. The B&A Committee Chair may cover any additional topics that ~~he or she~~they deems necessary.
2. The Governing Documents Workshop shall be conducted by the Senate President Pro-Tempore. The Pro-Tempore shall provide a broad overview of the Constitution, each Title of the Statutes (except ~~VI~~6, ~~VIII~~8, ~~XII~~12, and ~~XIII~~13), and the Senate Policies and Procedures. This workshop may also

cover Sunshine State Laws. The Pro-Tempore may conduct the workshop in conjunction with the Attorney General.

3. The University and Student Affairs Workshop shall be conducted by the USA Committee Chair. The USA Committee Chair shall provide an overview of Title XII: The University and Student Affairs Committee Statute. The USA Committee Chair shall provide a comprehensive overview on how to properly survey individual students for Osprey Voice Surveys. The USA Committee Chair shall also provide an extensive overview of the structure of University-Wide Committee systems, specifically, the individual committees and their relationship to the University Administration and its policies. The USA Committee Chair may cover additional topics that ~~he or she~~they deems necessary.
4. The Government Oversight Workshop shall be conducted by the GO Committee Chair. The GO Committee Chair shall provide an overview of Title VI: The Election Code and Title XIII: The Government Oversight Committee Statutes. The GO Committee Chair shall explain how the different branches and agencies work together and the Committee's power of Senate Subpoena.

D. Skill Workshops

1. The Bill-Writing Workshop shall be conducted by the Senate President. The Senate President shall teach newly elected ~~senators~~senators the processes of bill-writing, and provide a reference form of the structure and components of a bill.
2. The Roberts Rules and Parliamentary Procedure Workshop shall be conducted by the Parliamentarian and/or SG Advisor. The Parliamentarian and/or SG Advisor 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.

E. Requirements

1. Each ~~Senator~~senator must complete all skill workshops
2. If a ~~Senator~~senator is unable to attend a workshop, ~~they~~he/she must arrange a make-up session with the appropriate instructor.

XII. Appendix

A. History

January 30, 2003
June 14, 2010
August 30, 2010
January 5, 2011
October 24, 2011
June 25, 2012
July 23, 2013
July 25, 2014
February 23, 2015
July 20, 2015
March 7, 2016
July 20, 2016
[September 29, 2017](#)

B. The Official Seal of the Student Senate



Figure 1.1
Official Seal of the Student Senate

C. Absence Form




ABSENCE FORM

Senator Name:

Date of Absence:

Type of Absence:

Full Absence Half Absence

Appeal: 

The appeal section contains a large rectangular box. Inside the box is a watermark of the Seal of the Student Senate of the University of North Florida. The seal is circular and features a map of Florida with a star and a key, surrounded by the text "SEAL of the STUDENT SENATE" and "UNIVERSITY of NORTH FLORIDA".

Senator Signature:

Senator Time Stamp:

Senate President Decision: Excused Unexcused

Senate President Signature:

D. Redemption Form



REDEMPTION FORM

2 Hours Volunteering = 1 Absence Point Removed

Senator Name:

Today's Date:

Which SG Agency?

Date(s) of Volunteer Work:

Description of Volunteer Work: You must include the exact timeframe.



Signature of Event Supervisor: _____

Senate President Pre-Approval **OR** Senate President Pro-Tempore Pre-Approval

Complete everything above PRIOR to volunteering

I have upheld my responsibility exactly as I indicated above.

Senator Signature: _____

Event Supervisor Confirmation: _____

Number of Absence Points removed:

Senate President Signature: _____

E. Leave of Absence Form

Formatted: Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Indent at: 0.75"



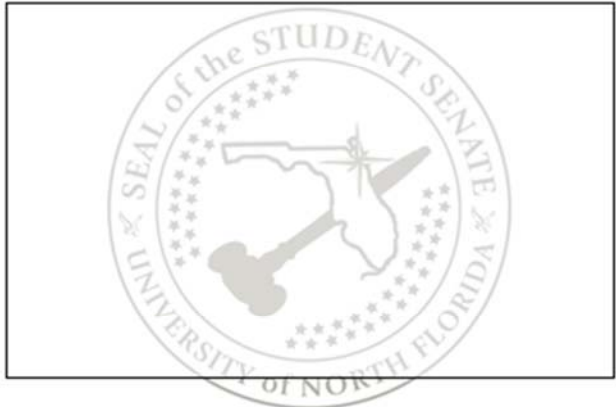
LEAVE OF ABSENCE FORM

Senator Name:

Duration of Absence: to

Will you be attending summer classes on campus? (Check one): Yes No

Reason for Absence: Yes No



Senators may attach substantiating documentation to support the reasoning above

Senator Signature:

Senator Time Stamp:

Senate President Decision: Approved Unapproved

Senate President Signature: