
Legislation

Student Government

2-21-2020

SR-20S-3470: Legislative P &P Changes

Student Government Association University of North Florida

Follow this and additional works at: <https://digitalcommons.unf.edu/sgaleg>



Student
Government
University of North Florida

SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

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

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

6 Whereas: On occasion, the Senate Policies and Procedures, to be known as the Legislative Branch Policies
7 and Procedures, must be revised and amended as necessary; and,

8 Whereas: **Policies and Procedures**
9 **of the Legislative Branch**
10



11
12
13
14

~~Thatcher Hart~~ Thomas Pluehon

Marisa

SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

15 **Materazzi ~~Sonia Vargas~~**

16 Student Senate President Senate President Pro Tempore

17

18 Revised ~~July 13th, 2018~~ February 21st, 2020

Formatted: Superscript

19 **Contact Information**

20

21 Senate President: sgasp@unf.edu

22 Senate President Pro Tempore: sgaspt@unf.edu

23 Budget and Allocations Chair: sgabac@unf.edu

24 Government Oversight Chair: sgagoc@unf.edu

25 University and Student Affairs Chair: sgausac@unf.edu

26 Senate Secretary: sgassecc@unf.edu

27 Student Government Advisor: v.shore@unf.edu

28 Student Government Director: davn.knipe@unf.edu

29

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

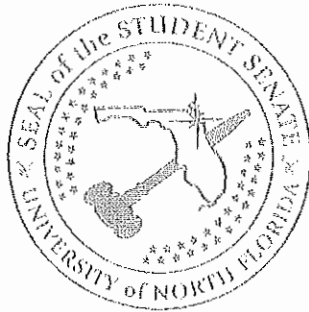
30



SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes



31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56

The Process of Legislation

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

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



SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

- 57 **The only exceptions are Simple Resolutions and Constitutional Referenda.
- 58 ***Any deviation from the normal legislative process shall be subject to the discretion of the Senate President and/or the formal vote of
- 59 the Senate.

Table of Contents

61		
62		
63	I.	Mission and Purpose of the Legislative Branch6
64		A. Purpose
65		B. Mission
66	II.	Requirements and Duties of the Senate.....6
67		A. Basic Duties of all senators
68	III.	Senate Officers and Their Duties.....7
69		A. Composition
70		B. Duties of All Chairs
71		C. Duties of the Senate President
72		D. Duties of the Senate President Pro Tempore
73		E. Basic Duties of the Four Committee Chairs
74		F. Additional Duties of the B&A Committee Chair
75		G. Duties of the Committee Vice Chair
76		H. Senate Parliamentarian
77		I. Senate Secretary
78		J. Student Government Interfaith Chaplain
79		K. Senate Sergeant-at-Arms
80	IV.	Legislative Cabinet.....13
81		A. Legislative Cabinet Elections
82		B. Legislative Cabinet Meetings
83		C. Legislative Cabinet Vacancies
84		D. Removal from the Legislative Cabinet
85	V.	Standing Committees of the Senate.....15
86		A. Standing Committees
87		B. Budget and Allocations Committee
88		C. Constitution and Statutes Committee
89		D. University and Student Affairs Committee
90		E. Government Oversight Committee
91	VI.	Procedures of the Senate.....18
92		A. Line of Succession
93		B. Senate Meetings
94		C. The Senate Packet and the Committee Packet
95		D. Voting Guidelines
96		E. Parliamentary Procedure
97		F. Transition Binder
98	VII.	Legislation.....21
99		A. Requirements of all Legislation
100		B. Senate Bills (SB)
101		C. Omnibus Bills (OB)
102		D. Simple Resolutions (SR)
103		E. Joint Resolutions (JR)
104		F. Constitutional Referenda (CR)
105		G. Process of Legislation and Business
106		H. Irregular Action Addendums (IR)
107	VIII.	Senator Absence Policy.....25
108		A. Required Attendance
109		B. Absence Point Assessment
110		C. Absence Point Appeal Hearings
111		D. Redemption Process
112		E. Leave of Absence
113	IX.	Senate Chambers.....28
114		A. Responsibility over the Senate Chambers



SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

115	B. In the Case of Decorum	
116	C. Senate Chambers Seating	
117	D. Senate Dress Code	
118	X. Official Seal of the Student Senate	29
119	XI. Senator Orientation	29
120	A. Introduction	
121	B. Timeline	
122	C. Committee Workshops	
123	D. Skill Workshops	
124	E. Requirements	
125	XII. Senator Training	30
126	XIII. Senator Service Contracts	31
127	XIV. Appendix	32
128	A. History	
129	B. The Official Seal of the Student Senate	
130	C. Absence Form	
131	D. Redemption Form	
132	E. Leave of Absence Form	
133		
134		

I. Purpose and Mission of the Legislative Branch

A. Purpose

The Legislative Branch (herein after known as the Senate) 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.

B. Mission

Mission of the Legislative Branch 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.

II. Requirements and Duties of the Senate

A. Basic Duties of All Senators shall be:

1. To represent UNF students in all university-wide matters and advocate for their interests;
2. To actively seek opportunities to improve student life at the University of North Florida;
3. To consider, write, propose, present, amend, and vote on all legislation necessary and proper for the student body;



SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

- 163
164
165
166
167
168
169
170
171
172
173
174
175
176
177
178
179
4. To serve on at least one (1) Senate standing committee;
 5. To attend and participate in all required meetings and events;
 6. To read and understand the meeting packet before every meeting;
 7. To ask all necessary questions before making a decision, and then speak out about why a certain decision should be made;
 8. To maintain communication with the student body, Senate President and Legislative Cabinet on all matters concerning students;
 9. To vet and confirm all qualified Senate, Executive Cabinet, and Judicial appointments;
 10. ~~To volunteer, if able, at SG Executive Agency events.~~ To volunteer, if able and needed, at Student Government Events.

III. Senate Officers and Their Duties

A. Composition

- 180
181
182
183
184
185
186
187
188
189
190
191
192
193
194
195
196
197
198
199
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 Vice Chair of each respective committee.

B. Duties of all Chairs

200
201
202
203

The Chair shall:



SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

- 204 1. Conduct all meetings in accordance with Title II: The Parliamentary
205 Authority Statute;
206
207 2. Make public the time, date, and location of meetings;
208
209 3. Make public a packet of all necessary documents for a meeting;
210
211 4. Prepare an agenda;
212
213 5. Vote in the event of a tie;
214
215 6. Enforce all applicable policies, procedures, and rules of decorum;
216
217 7. Enforce all set limits on speakers and presenters; and
218
219 8. Serve as a non-voting ex officio member of all committee meetings they do
220 not chair.
221

C. Duties of the Senate President

222 The Senate President shall:

- 227 1. Enforce all policies and procedures outlined in this manual;
228
229 2. Refer all parliamentary interpretations to the Senate Parliamentarian, and
230 all Constitution and Statute interpretations to the Attorney General;
231
232 3. Call a Senate meeting within the first five (5) business days of classes of
233 each semester;
234
235 4. Determine the time, day, frequency, and location of the regularly
236 scheduled Senate and Committee meetings;
237
238 5. Sign and transmit all applicable Senate Legislative Action to the President
239 no later than five (5) business days after the Senate meeting when the
240 legislation passed;
241
242 6. Appoint the Senate Secretary, the Parliamentarian, the Sergeant-at-Arms,
243 and assign each senator to a Senate committee;
244



SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

- 245
246
247
248
249
250
251
252
253
254
255
256
257
258
259
260
261
262
263
264
265
266
267
268
269
270
271
272
273
274
275
276
277
278
279
280
281
282
283
7. Appoint any legislative officer in the event of a vacancy until the end of that term in accordance with Chapter IV §C;
 8. Swear in newly elected or appointed senators in the event that there is no member of the Judicial Branch available at the Senate meeting;
 9. Create ad hoc committees when necessary;
 10. Supervise the Legislative Cabinet;
 11. Provide each senator with an SG polo, a finalized copy of the Senate Policies and Procedures, a Senate Schedule, and a nameplate for the Senate Chambers;
 12. Serve as Budget Director over the SG Legislative Index (402061);
 13. Collect and approve all timesheets of the Legislative Cabinet, and submit to the appropriate employee designated by the SG Director;
 14. Keep the Senate, Legislative Cabinet, SG President, and Chief Justice informed of issues that concern students;
 15. Serve as the overseer of the "Legislative" folder on the O-Drive, and ensure all relevant information is filed appropriately;
 16. ~~Organize~~ Oversee mandatory trainings for senators conducted by the C&S Committee, as outlined in Chapter XI;
 17. Formally summarize all signed Constitutional Referenda and forward them to the Elections Commissioner ten (10) business days before the election to be placed on the ballot; and
 18. Seek guest speakers at Senate meetings.
 19. Assume duties of all absent or vacant Legislative Cabinet offices.
 19. ~~20. Keep accurate records for all pertinent information regarding the Senator Service Contracts~~

D. Senate President Pro Tempore

The Senate President Pro Tempore shall:

Formatted: Normal, No bullets or numbering



SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

- 288
289
290
291
292
293
294
295
296
297
298
299
300
301
302
303
304
305
306
307
308
309
310
311
312
313
314
315
316
317
318
319
1. Assume the duties of the Senate President in the event of their absence;
 2. Serve as Chair of the Constitution and Statutes Committee;
 3. Prepare the Senate Chambers for each Senate meeting;
 4. Conduct roll call at the beginning and end of each Senate meeting;
 5. Inform a senator of their pending absence via e-mail within one (1) business day of receiving the attendance records;
 6. Enforce the Absence Policy outlined in Chapter VIII;
 7. Educate all senators about the Absence Policy outlined in Chapter VIII;
 8. Assist the Senate President with filing information relevant to Senate activities;
 9. Assist in the coordination of the Legislative Cabinet and assist the Senate President with supervision;
 10. Collect voting records and attendance records of all Legislative Branch meetings and events;
 11. File all voting records and attendance records on the O-Drive within four (4) business days of the Senate or Committee meeting; and
 12. 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.

320 E. Basic Duties of the Four Committee Chairs

321 All four committee chairs shall:

- 322
323
324
325
326
327
1. Submit accurate minutes of each committee meeting to the appropriate folder on the O-Drive within four (4) business days following the committee meeting;



SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

- 328
329
330
331
332
333
334
335
336
337
338
339
340
341
342
343
344
345
346
347
348
349
350
351
352
353
354
355
356
357
358
359
360
361
362
363
364
365
366
367
368
2. Submit an agenda for each committee meeting to the appropriate folder on the O-Drive within two (2) business days prior to the committee meeting;
 3. Update any bill or resolution that passes through 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 committee action
 4. 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;
 5. 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;
 6. Attend all Legislative Cabinet meetings;
 7. Meet with every senator individually over the course of the term, answer procedural questions, provide support, and build rapport;
 8. Give a report on behalf of their committee at each regularly scheduled Senate meeting;
 9. Update the official forms, templates, applications, and documents pertaining to their committee;
 10. Maintain a Transition Binder, as outlined in Chapter VI §F;
 11. Give presentations at mandatory trainings, as outlined in Chapter XI;
 12. Be responsible for appointing the Vice Chair of the committee; and
 13. Be responsible for all duties not performed by the Vice Chair.
 14. Must be present and able to perform duties during term of office including each academic semester (summer, fall, spring)

F. Additional Duties of the B&A Committee Chair

Formatted: Normal, No bullets or numbering



SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

369
370
371
372
373
374
375
376
377
378
379
380
381
382
383
384
385
386
387
388
389
390
391
392
393
394
395
396
397
398
399
400
401
402
403
404
405
406
407
408
409

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 shall notify the Senate Secretary so that 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

4. All fiscal requests (~~Travel and Special Request(s)~~) must be completed in correct bill format after committee, and given to the Senate President or the Rotunda staff should the Senate President not be in the office prior to leaving for the day.

Formatted: Normal, No bullets or numbering

G. Additional Duties of the GO Committee Chair

1. The GO chair shall oversee the mentorship program with the assistance of the vice chair.

Formatted: List Paragraph

G.H. Duties of the Committee Vice-Chair

Formatted: Font: +Body(Calibri)

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 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 shall immediately forward all of this information to the Committee Chair.

H.I. 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 a Parliamentary Procedure information packet;
4. To educate the Senate on Parliamentary procedure at mandatory trainings; and



SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

410 5. To assist with PowerPoint presentations during Senate meetings when
411 necessary, and to make live track changes to bills and resolutions during
412 the legislative process.
413

414 H.I. Senate Secretary

- 415
- 416 1. To prepare and upload accurate minutes of all Senate meetings to the O-
417 Drive within four (4) business days of the Senate meeting;
418
 - 419 2. To upload accurate minutes of all Senate meetings to the SG Website
420 within two (2) business days of Senate approval;
421
 - 422 3. To assist the Committee Chairs in the preparation and completion of
423 minutes from committee meetings;
424
 - 425 4. To assist the Senate President Pro Tempore in organizing the Senate
426 Chambers before every Senate meeting, and help to clean up afterwards;
427
 - 428 5. To assist the Senate President with filing information relevant to Senate
429 activities;
430
 - 431 6. To update the SG Website with agendas, minutes, voting records,
432 legislative records, schedules, and senator information;
433
 - 434 7. To serve as the Webmaster for the Judicial Branch and the Office of
435 Elections;
436
 - 437 8. To notify the Senate President Pro Tempore upon completion of the
438 official updates of the Constitution, the Statutes, and the Senate Policies
439 and Procedures on the O-Drive, so that the Senate President Pro Tempore
440 can oversee that the proper changes have been made.
441
 - 442 9. To post the updated versions of the governing documents to the SG
443 Website within two (2) business days of legislation becoming effective;
444 and
445
 - 446 10. To email all signed legislation to SG Staff
447

448 H.K. Student Government Interfaith Chaplain

- 449
- 450 1. To present a non-denominational and voluntary invocation at the
451 beginning of Senate meetings
452



SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

- 453 2. To receive ongoing Chaplain training from the Interfaith Center
454
455 3. At the discretion of the Senate President, a student volunteer may present
456 an invocation.
457

K.L. Senate Sergeant-at-Arms

- 458
459
460 1. To enforce order and decorum of meetings of the Senate under the
461 direction and discretion of the Senate President;
462 2. To remove individuals from the Senate meeting at the Senate President's
463 discretion; and
464 3. To lead the Pledge of Allegiance at all Senate Meetings.
465

IV. Legislative Cabinet

A. Legislative Cabinet Elections

- 466
467
468
469
470
471 1. The Validation Bill of the Spring General Election shall be adopted by the
472 Senate within ten (10) business days after the last day of the election if all
473 appeals to the Supreme Court have been resolved.
474
475 2. At the Senate meeting following the validation of the Spring General
476 Election, the senator-elects shall be installed into office. Immediately after
477 the new senators are sworn in, the Senate President shall call for the
478 Division of the House and the new senators shall take their seat.
479
480 a. Senator-elects, if not sworn in during Installation, must be sworn in before
481 the first Senate Meeting of the next semester. Should a senator-elect not be
482 sworn in by that time, their seat shall be forfeit at the discretion of the Senate
483 President.
484 b. Appointed senators must be sworn in within ten (10) business days from their
485 senate confirmation. Should they fail to be sworn in by that time, their senate
486 seat shall be forfeited at the discretion of the Senate President.
487
488 3. Immediately after Division of the House, the Senate President shall call a
489 new Senate meeting to order, establish quorum, and open the floor for
490 nominations for each respective position of the Legislative Cabinet until a
491 motion is made to close the floor for nominations for that particular
492 position.
493
494 4. Within five (5) business days after the Division of the House, the Senate
495 President shall call for a special Senate meeting, in which the only



SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

- 496 business shall be to conduct Legislative Cabinet elections. At this meeting,
497 the Senate President shall re-open the floor for nominations for each
498 respective position of the Legislative Cabinet, separately. A motion to
499 close the floor for nominations must be made.
- 500
- 501 5. After the nominations have been closed, the Senate President shall ask
502 each candidate to come forward and speak for a maximum of three (3)
503 minutes in the order they were nominated.
- 504
- 505 6. After a candidate speaks, the Senate shall have an opportunity to ask the
506 candidate questions. After all ~~candidates, including candidates in a non-~~
507 ~~contested for a particular~~ position have spoken, the Senate President shall
508 open discussion.
- 509
- 510 7. After open discussion, the Senate shall cast its votes.
- 511
- 512 a. A candidate must receive a majority vote in order to be elected.
- 513
- 514 b. Should a majority not be reached, a runoff election shall be held between
515 the two candidates who received the most votes.
- 516
- 517 c. If a candidate is not contested, they win by acclamation, ~~and therefore do-~~
518 ~~not have to give a speech or answer questions.~~
- 519
- 520 8. Newly elected officers shall be sworn in after all Legislative Cabinet
521 elections are completed.
- 522
- 523 9. Should the Senate President be a candidate for a particular office, the next
524 person in the line of succession who is not running for the office in
525 question shall assume all duties of the Senate President for the purposes
526 of conducting the election.
- 527
- 528 10. The outgoing Senate President shall preside over the Senate until the
529 newly elected Senate President is sworn in.
- 530
- 531 B. Legislative Cabinet Meetings
- 532
- 533 1. The Senate President, at their discretion, may call a meeting of the
534 Legislative Cabinet for information, staff assignment, and personnel
535 work, as well as to discuss issues facing the student body.
- 536

SR-20S-3470: Legislative P&P Changes

- 537 C. Legislative Cabinet Vacancies
538
539 1. If a vacancy occurs in the Legislative Cabinet, the Senate President shall
540 hold interviews for the position and appoint someone to the position for
541 the remainder of the term.
542
543 2. The appointed officer shall assume their duties immediately and be sworn
544 in at the next Senate meeting.
545
- 546 D. Removal from the Legislative Cabinet
547
548 1. The Senate President may remove any officer of the Legislative Cabinet at
549 any time if they determine this is within the best interest of the Student
550 Body.
551
552 2. The Senate President shall follow the Legislative Cabinet vacancy process
553 to replace the removed officer.
554
555 3. The Senate President shall announce at the next Senate meeting the
556 removal of the officer. Only at this time may a motion to override be made.
557 Such a motion requires a two-thirds (2/3) majority to pass.
558
- 559 V. Standing Committees of the Senate
560
- 561 A. Standing Committees
562
563 1. There shall be four (4) standing committees of the Senate: Budget and
564 Allocations, Constitution and Statutes, Government Oversight, and
565 University and Student Affairs. Any special or ad hoc committee may be
566 formed at the discretion of the Senate President.
567
568 2. Committees must have more than half of its voting membership to
569 establish quorum, excluding senators who are on a leave of absence.
570
571 3. The Senate President shall appoint each senator to the standing
572 committees. Standing committee appointments are not subject to Senate
573 approval.
574
575 4. There shall be two (2) officers of the standing committees: the Chair and
576 the Vice Chair. The officers of each committee must be senators.
577
- 578 B. Budget and Allocations Committee
579



SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

- 580
581
582
583
584
585
586
587
588
589
590
591
592
593
594
595
596
597
598
599
600
601
602
603
604
605
606
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



SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

- 607 Statutes. The C&S Committee shall resolve conflicts concerning the
608 Constitution, the Statutes, and the Senate Policies and Procedures.
609
610 2. The Senate Parliamentarian shall be a voting member of the C&S
611 Committee.
612
613 3. The C&S Committee shall review the Constitution and Statutes and
614 recommend any change to the Senate when necessary.
615
616 4. The C&S Committee shall enforce the senator Absence Policy, as outlined
617 in Chapter VIII.
618
619 5. The C&S Committee shall be responsible for maintaining a current Senate
620 Policies and Procedures manual, and any revisions to this document must
621 be approved by two-thirds (2/3) vote of the Senate.
622
623 6. The C&S Committee shall be responsible for planning and executing
624 senator trainings during the semester, as outlined in Chapter XII.
625
626
627 D. University and Student Affairs Committee
628
629 1. The purpose of the University and Student Affairs Committee (hereinafter
630 referred to as the USA Committee) is to act as a liaison between the
631 student body and SG, and between SG and the University; to promote
632 programs and activities, locally or nationally, which are in the interests of
633 the University of North Florida students.
634
635 2. The USA Committee shall work with the Executive Cabinet when
636 necessary to protect student rights and privileges.
637
638 3. The Student Advocate shall give a report at USA Committee meetings.
639
640 4. The USA Committee shall promote programs and services that benefit the
641 students; review policies regarding student rights, student conduct,
642 recognition, and awards; and recommend improvements to these
643 programs and policies to the Senate.
644
645 5. The USA Committee must plan at least four (4) events during the
646 academic year in accordance with Title XII: University and Student Affairs



SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

- 647 Committee Statute. Senators that do not participate shall be subject to the
648 senator Absence Policy, as outlined in Chapter VIII.
649
- 650 a. Events include but are not limited to ●sprey Voice, Finals Frenzy, and
651 Round Table.
- 652
- 653 6. The USA Committee shall review and consider revisions to Title XII. All
654 revisions passed by the USA Committee shall be forwarded to Senate.
- 655
- 656 7. The USA Committee shall hear reports from all Student Government
657 members sitting on University-Wide Committees.
- 658
- 659 8. The USA Committee shall discuss University-Wide developments and
660 when necessary forward either Joint or Simple Resolutions to Senate.
661
- 662 E. Government Oversight Committee
- 663
- 664 1. The Government Oversight Committee (hereinafter referred to as the GO
665 Committee) is responsible for oversight in all intergovernmental affairs of
666 Student Government.
- 667
- 668 2. The GO Committee shall vet and forward all appointments that require
669 Legislative confirmation to the Senate.
- 670
- 671 3. The GO Committee is responsible, with the final approval of the Senate
672 President, for creating, maintaining, and modifying the Senate
673 Appointment Application.
- 674
- 675 4. The GO Committee shall review and consider revisions to Title VI: The
676 Election Code and Title XIII: The Government Oversight Committee
677 Statute. All revisions passed by the GO Committee shall be forwarded to
678 Senate.
- 679
- 680 5. The GO Committee shall consider amendments to the Elections Policies
681 and Procedures proposed by the Elections Commissioner, as outlined in
682 Title VI.
- 683
- 684 6. The GO Committee shall consist of senators without a conflict of interest.
685 A conflict of interest includes, but is not limited to, declaring candidacy in
686 a current election or holding positions of leadership within political



SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

687 parties which includes, but is not limited to, campaign manager and party
688 chair.

689
690 **VI. Procedures of the Senate**

691
692 **A. Line of Succession**

- 693
694 1. In the event that the Senate President is removed, resigns, or is unable to
695 carry out their duties, the Senate President Pro Tempore shall act as the
696 Interim Senate President. Following a removal or resignation, there shall
697 be nominations for the position at the next Senate meeting and elections
698 at the following Senate meeting.
- 699
700 2. In the event that the Senate President Pro-Tempore is unavailable, the
701 Senate Parliamentarian shall assume their duties.
- 702
703 3. Should neither of these members be able to carry out these duties, the member
704 with the most tenure of the Legislative Cabinet shall assume the duties of the
705 Senate President until an election may be called.

706
707 **B. Delegation of Legislative Authority**

- 708
709 1. In cases where the Senate President is unavailable or unable to carry out their
710 duties, ~~legislative authority shall follow the line of succession they shall have the~~
711 ~~ability to delegate temporary legislative authority to another member of the~~
712 ~~Legislative Cabinet.~~
- 713
714 a. ~~This authority is to be temporarily delegated to the Senate President Pro~~
715 ~~Tempore. However, in their absence the Senate President may choose any~~
716 ~~standing committee chair to carry out their duties shall delegate authority to~~
717 ~~the most tenured member of the cabinet.~~
- 718
719 2. The proper procedure for delegating temporary legislative authority shall be as
720 follows:
- 721
722 a. The Senate President shall draft and sign a formal memorandum stating
723 why they are temporarily delegating their authority and to whom.
- 724
725 b. The memorandum shall be emailed ~~out~~ to the relevant personnel, and
726 printed copies shall be given to the SG Director, SG Advisor, and the
727 person delegated the authority.
- 728
729 c. The Senate President shall preserve a signed and printed copy in their
730 records.

Formatted: Indent: Left: 1.75", No bullets or numbering

SR-20S-3470: Legislative P&P Changes

729
730
731
732
733
734
735
736
737
738
739
740
741
742
743
744
745
746
747
748
749
750
751
752
753
754
755
756
757
758
759
760
761
762
763
764
765
766
767
768
769

C. Senate and Standing Committee Meetings

1. In order to vote on any business, the number of senators attending a meeting must be more than half of the overall membership, with the exception of senators on a leave of absence.
2. The Senate and committees shall meet no less than twice every thirty-one (31) calendar days during academic session. The Senate President shall determine the time, day, and frequency of the meetings. All Senate meetings shall take place in the Senate Chambers.
3. Changing a Senate and committee 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 must be given notice two (2) business days prior to the Emergency meeting. Any absences shall be counted unless otherwise directed by the Senate President.
5. Emergency meetings of the committees may be called by the Committee Chair, or at the request of at least two-thirds (2/3) of the committee, with at least two (2) business days' prior notice. All agendas must include a designated time-slot for public remarks.

D. The Meeting Packet

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.
4. The meeting packet shall be distributed via email and contain the following:



SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

- 770 a. Meeting Agenda;
771 b. Legislation, with any supporting material, that shall be considered by the
772 Senate or Committee;
773 c. Minutes from the preceding meeting; and,
774 d. Any other relevant business that is to be heard in that meeting.
775

E. Voting Guidelines

- 776
777
778 1. At all Senate and Committee meetings, there shall be two (2) ways in
779 which a senator may vote:
780
781 a. For (Yes) - In favor of the motion on the floor.
782
783 b. Against (No) - Opposed to the motion or legislation.
784
785 2. In the event a senator possesses a conflict of interest towards a motion,
786 the senator shall abstain from discussion and the vote by calling for a
787 point of order and shall give their reason for abstaining, subject to
788 approval by the chair of the meeting, as defined in Title X.
789
790 3. At all meetings, there shall be two (2) methods of voting. All votes shall be
791 recorded in the voting records and the totals shall be recorded in the
792 meeting minutes.
793
794 a. Roll call voting is done by calling out the name of each senator individually.
795 Each senator shall then vote For or Against the motion by saying "Yes" or
796 "No" respectively.
797
798 b. Electronic voting is done through the use of electronic devices assigned to
799 each senator before each meeting.
800
801 4. In the event that a senator is absent from the chambers at the time of the
802 vote, they shall not have the ability to vote in absentia, nor shall they be
803 counted towards quorum.

F. Parliamentary Procedure

- 804
805
806 1. *Robert's Rules of Order, Newly Revised* shall be the authority only over
807 those questions that have not been specified by general law, University
808 regulations, the Constitution and Statutes of the Student Government of
809 the University of North Florida, or Policies and Procedures of the
810 Legislative Branch.
811



SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

- 812
813
814
815
816
817
818
2. A Friendly Amendment shall be defined as any amendment proposed by a 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 shall be subject to standard majority vote.

G. Transition Binder

- 819
820
821
822
823
824
825
826
827
828
829
830
831
1. Over the course of the ~~Committee Chair's~~ Legislative Cabinet member's term, they must continuously 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 who shall fill that position.
 3. The Transition Binder shall be passed down from the former officer to their successor. The successor is expected to make additions and corrections, and continue the tradition of Transition Binder passage.

VII. Legislation

832
833
834
835
836
837
838

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

A. Requirements of all Legislation

- 839
840
841
842
843
844
845
846
847
1. All legislation must be authored by A&S Fee paying students.
 2. All legislation must have a Senate Sponsor.
 3. Any legislation vetoed by the President shall be placed under Unfinished Business at the next Senate meeting.

B. Senate Bills (SB):

848
849



SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

- 850
851
852
853
854
855
856
857
858
859
860
861
1. Create or terminate Student Government programs.
 2. Affect the internal aspects or structure of SG, and 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 to 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.

862
863

C. Omnibus Bills (OB):

- 864
865
866
867
868
869
870
871
872
1. 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.

873
874

D. Simple Resolutions (SR)

- 875
876
877
878
879
880
881
882
883
884
885
886
887
888
889
890
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 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 require a majority vote of the Senate for approval. Simple Resolutions are not subject to Presidential Veto.



SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

891 4. The Senate President, at their discretion, may refer any Simple Resolution
892 directly to the Agenda.
893

894 E. Joint Resolutions (JR)

895
896 1. Joint Resolutions refer to any legislation that:

- 897
898 a. Expresses the will of both the Legislative Branch and the Executive
899 Branch;
900 b. Gives Commendations;
901 c. Supports, endorses, or opposes an action by the University, community
902 organization, or government at the city, state, or federal level; or
903 d. ~~Makes changes to the Elections Policies and Procedures~~

904
905 ~~2. Joint Resolutions that make amendments to the Elections Policies and~~
906 ~~Procedures require a two-thirds (2/3) vote of the Government Oversight~~
907 ~~Committee in order to be forwarded to the SG President for Executive~~
908 ~~Action. They are not subject to approval by the Senate.~~

909
910 ~~3.2.~~ All other Joint Resolutions shall be referred to the University and
911 Student Affairs Committee and require a majority vote of the Senate for
912 approval.
913

914 ~~4.3.~~ The Senate President may, at their discretion, refer any Joint Resolution
915 directly to the Agenda.
916

917 F. Constitutional Referenda (CR)

- 918
919 1. Refers to legislation that makes changes to the SG Constitution.
920
921 2. A Constitutional Referendum requires a majority vote of the C&S
922 Committee and a three-fourths (3/4) vote of the Senate in order to be
923 placed on the elections ballot. If passed by the Senate, the Constitutional
924 Referendum must be passed by a plurality vote of the students voting in
925 the election majority vote in order to be validated by the Senate.
926
927 3. A Constitutional Referendum may, if necessary, amend multiple Articles of
928 the Constitution along with multiple Titles of the Statutes, if and only if:
929

Formatted: Indent: Left: 1.75", No bullets or numbering



SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

- 930 a. All of the amendments are encompassed by a single subject specified in the
931 "Whereas" section of the Constitutional Referendum, and
932 b. The amendments to the Statutes are direct results of the amendments to the
933 Articles.
934

G. General Process of Legislation and Business

- 935
936
937 1. All legislation must be electronically submitted to the Senate President at
938 least three (3) business days before the Senate Packet is sent out. At this
939 time, the Senate President shall assign a bill number and place the bill on
940 First Read.
941
942 a. If this deadline is missed, a motion to amend the agenda during a Senate
943 meeting in order to add a time-sensitive bill may be heard at the discretion
944 of the Senate President. If the motion is heard and seconded, it shall require
945 a majority vote for approval.
946
947 b. Fiscal Requests do not go on First Read in Senate. They first appear in the
948 Budget and Allocations Committee.
949
950 c. The Senate President, or their designee, has the authority to assign a bill
951 number if the legislation is ready for First Read, and to not assign a bill
952 number if the legislation is not ready for First Read.
953
954 2. During First Read, the Senate Sponsor must state the main purpose of the
955 bill, and then make a motion. The motion can be:
956
957 a. To forward the bill to the appropriate Committee, which needs a majority
958 approval of the Senate
959
960 b. To forward the bill directly to Second Read, which needs a two-thirds (2/3)
961 approval of the Senate.
962
963 3. If forwarded to Committee:
964
965 a. The author of the bill shall present the details of the bill, and they must
966 abide by the time constraints of the Committee Chair's discretion.
967
968 b. The bill is then subject to questions, motions, discussion, and it shall need a
969 majority approval of the Committee to be forwarded to Second Read at the
970 next Senate meeting.
971



SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

- 972
973
974
975
976
977
978
979
980
981
982
983
984
985
986
987
988
989
990
991
992
993
994
995
996
997
998
999
1000
1001
1002
4. During Second Read, the author of the bill shall present for up to three (3) minutes. The presiding officer 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 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 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 shall be forwarded to the President, who has five (5) business days upon receipt of the bill to veto the bill. The bill becomes law upon the President's approval or lack of veto.
 - b. If the President vetoes a Senate Bill or an Omnibus Bill, it 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 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 shall be forwarded to the Senate Secretary.
 - e. Constitutional Referenda 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)

- 1003
1004
1005
1006
1007
1008
1009
1010
1011
1012
1013
1014
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 who made the motion to override the presidential veto as well as the Senate



SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

- 1015 Action on that motion. Any legislation that is amended requires an "A" to
1016 be added behind the bill number to reflect that changes were made.
1017
1018 b. If any legislation dies in committee, an Irregular Action Addendum may be
1019 used to recall the legislation to the Senate for reconsideration. A total of
1020 eight (8) senators are required to sign the Irregular Action Addendum in
1021 order for the legislation to be reconsidered by the Senate.
1022
1023 c. If the President fails to sign or veto any legislation within the five (5)
1024 business day timeline, the Attorney General must sign an Irregular Action
1025 Addendum to indicate that the legislation is now law.
1026

VIII. Senator Absence Policy

A. Required Attendance

- 1027
1028
1029
1030
1031 1. Each senator must attend all Senate meetings and all committee, board,
1032 and council meetings on which they serve.
1033
1034 2. Each senator is required to work at least one (1) shift of every event
1035 hosted by the University and Student Affairs Committee. The mandatory
1036 events are outlined in Title XII: The University and Student Affairs
1037 Committee Statute.
1038
1039 3. Each senator is required to fulfill the shift(s) assigned by the Elections.
1040 Commissioner work at least one (1) shift at the polls in the recurring SG
1041 elections during their term, unless they are seeking an elected position.
1042

B. Absence Point Assessment

- 1043
1044
1045 1. All senators absent from a meeting or event with required attendance
1046 may fill out an Absence Form. The form must be time stamped and
1047 submitted to the Senate President within five (5) business days of the
1048 absence, or the absence shall automatically be considered unexcused.
1049
1050 2. The Senate President approves or denies the Absence Form. If approved,
1051 the senator shall receive an excused absence, and be assessed points at
1052 the discretion of the Senate President. If denied, full points shall be
1053 assessed. The Senate President shall forward their decision to the Senate
1054 Pro Tempore for their records within five (5) business days of appeal
1055 submission.
1056



SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

- 1057
1058
1059
1060
1061
1062
1063
1064
1065
1066
1067
1068
1069
1070
1071
1072
1073
1074
1075
1076
1077
1078
1079
1080
1081
1082
1083
1084
1085
1086
1087
1088
1089
1090
1091
1092
1093
1094
1095
1096
1097
1098
1099
3. The Senate President shall have full discretion over the evaluation and forgiveness of absence points.
 4. Absence Points shall be tallied as follows:
 - a. An excused absence shall include, but not be limited to: a serious illness, travel associated with a student organization, a class conflict, or engagement in compensated work, or any other absence as determined by the Senate President.
 - b. Unexcused absences shall result in full points being assessed.
 - c. One (1) absence point shall be assessed if the senator misses either Initial Roll Call or Final Roll Call at a regular Senate or Committee meeting. Two (2) absence points shall be assessed if the senator misses both Initial Roll Call and Final Roll Call.
 - d. Two (2) absence points shall be assessed if the senator misses their elections polling shift. These points will not be eligible to be removed through redemption, except at the discretion of the Senate President.
 - e. One (1) absence point shall be assessed if the senator misses either a Senate Orientation or a C&S training session.
 - f. One (1) absence point shall be assessed if the senator misses a University Wide Committee meeting of which they are assigned.
 5. 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 Senate President.
- C. Absence Point Appeal Hearings
1. Every senator has the right to appeal any absence points to the Constitution and Statutes Committee once per their year term. Once a senator reaches four (4) or more absence points they 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's absence points. If the Committee chooses to not reduce the senator's points or if the reduced points are still at four (4)



SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

- 1100 or more, the senator shall be subject to the removal process. The senator
1101 may choose to avoid removal by submitting a letter of resignation prior to
1102 their absence appeal.
1103
- 1104 3. The Constitution and Statutes Committee may decide by a two-thirds
1105 (2/3) majority vote to suspend the Absence Policy for an individual when
1106 extenuating circumstances arise.
1107
- 1108 4. A senator shall be subject to the removal process if they fail to attend their
1109 scheduled appeal hearing. The senator may choose to avoid removal by
1110 submitting a letter of resignation prior to the next Senate meeting.
1111
- 1112 5. A senator who accumulates four (4) or more absence points after
1113 exhausting their only opportunity to appeal these points to the
1114 Constitution and Statutes Committee shall be subject to the removal
1115 process.
1116
- 1117 6. Motions to remove Absence Point(s) must receive a two-thirds (2/3) vote
1118 of the C&S Committee in order to pass.
1119

D. Redemption Process

- 1120
- 1121 1. All senators are eligible to reduce their total absence points by:
- 1122 a. Volunteering for an executive agency;
1123 b. Volunteering additional hours for a USA event;
1124 c. Volunteering additional hours for elections polling; or
1125 d. Volunteering for an additional Student Government event, outside of the
1126 foundational senatorial requirements.
1127
- 1128 2. Senators may remove one (1) absence point from their record by
1129 volunteering for two (2) hours at any of the events described above.
1130
- 1131 3. Volunteer hours that a senator uses in the Redemption Process may not
1132 be used in the SG Senator Scholarship application.
1133
- 1134 4. Absence points shall only be removed upon the successful completion of
1135 the Redemption Form, as illustrated in Chapter XXV Appendix D.
1136
1137
1138
- 1139 5. The process of successfully completing the Redemption Form is as
1140 follows:
1141

SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

- 1142 a. Contact the Event Supervisor, discuss the volunteer work that is expected,
1143 and agree on a specific timeframe for the senator to volunteer. The Event
1144 Supervisor may be a Director, Assistant Director, or Coordinator of an
1145 Executive Agency who oversees an Agency event, or another SG officer
1146 who oversees a Student Government event.
1147
1148 b. Inform the Senate President Pro Tempore before performing the volunteer
1149 work.
1150
1151 c. Perform the volunteer work exactly as indicated on the upper portion of
1152 the Redemption Form.
1153
1154 d. Obtain confirmation through the signature of the Event Supervisor after
1155 performing the volunteer work.
1156
1157 e. Submit the completed Redemption Form to the Senate President.
1158

E. Leave of Absence

- 1159
1160 1. A Leave of Absence is a temporary dismissal from everything related to
1161 the Senate.
1162
1163 2. It is a senator's responsibility to request a Leave of Absence from the
1164 Senate President.
1165
1166 3. A Leave of Absence request must be submitted in writing at least three (3)
1167 business days prior to the beginning of the absence.
1168
1169 4. The Senate President may grant any senator a Leave of Absence under
1170 appropriate circumstances.
1171
1172 5. Senators are allowed to participate during a leave of absence at the
1173 expressed discretion of the Senate President.
1174
1175 6. The Senate President Pro Tempore shall log all Leave of Absences for the
1176 purpose of quorum.
1177
1178
1179

IX. Senate Chambers

A. Responsibility over Senate Chambers

1181
1182
1183



SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

- 1184
1185
1186
1187
1188
1. 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
- 1189
1190
1191
1192
1193
1194
1195
1. The Senate President has the authority to have any person removed from the Chambers at any time for reasons including: breach of decorum and order, misconduct, or inappropriateness at their sole discretion.
 2. In the case of a disturbance, the Senate President may, at their discretion, have the Sergeant-at-Arms remove individuals from the Senate meeting.
- C. Senate Chambers Seating
- 1196
1197
1198
1199
1200
1201
1202
1203
1204
1205
1206
1207
1208
1209
1210
1211
1. The Senate President shall determine a seating arrangement for senators, students, and invited guests.
 2. The Senate President shall properly display 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
- 1212
1213
1214
1215
1216
1217
1218
1219
1220
1221
1222
1223
1224
1225
1226
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. This removal shall amount to an unexcused absence, as outlined in the Senator Absence Policy.
 4. Senators must wear the senator Polo, as provided by the Senate President, at every USA outreach event.

SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

1227 **X. Official Seal of the Student Senate**

- 1228
- 1229 1. There shall be a seal, as outlined in SR-03SA-1672, circular in shape with
- 1230 the words "Seal of the Student Senate" and "University of North Florida"
- 1231 (or a derivation thereof) outlining, inside of which shall be a design of 52
- 1232 stars, a compass rose in the middle, as well as a representation of the
- 1233 State of Florida, and a gavel.
- 1234
- 1235 2. Only the Senate President, their designee, or the Senate Secretary, under
- 1236 the direction of the Senate President, may use the Official Seal of the
- 1237 Student Senate, as illustrated in Chapter XII §B.

1238 **XI. Senator Orientation**

1239

1240 **A. Introduction**

- 1241
- 1242 1. The Legislative Cabinet shall be responsible for training new senators.
- 1243
- 1244 2. At least two (2) orientations shall be held per year, once in the fall and
- 1245 spring.
- 1246
- 1247 3. Senator orientations must contain all workshops outlined in Chapter XI §C
- 1248 and §D.

1249

1250

1251 **B. Timeline**

- 1252
- 1253 1. The Senate President shall call for a mandatory orientation at least once
- 1254 in the fall and spring.
- 1255 a. The Senate President shall determine, at their discretion, if an additional
- 1256 orientation be held during the summer semester.
- 1257
- 1258 2. A mandatory orientation shall be scheduled no more than four (4) weeks
- 1259 after the validation of the General Election.
- 1260
- 1261 3. The Senate President shall reserve the right to call additional Orientations
- 1262 ~~trainings~~ as deemed necessary. The Senate President shall reserve the
- 1263 right to make said Orientations~~trainings~~ mandatory.

1264

1265 **C. Committee Workshops**

- 1266
- 1267 1. The Budget Workshop shall be conducted by the B&A Committee Chair.
- 1268 The B&A Committee Chair shall provide a detailed overview of Title VIII:



SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

- 1269 The Finance Code, the Activity and Service Fee Budget, and how to
1270 allocate funds responsibly. The B&A Committee Chair may cover any
1271 additional topics that they deem necessary.
- 1272
- 1273 2. The Governing Documents Workshop shall be conducted by the Senate
1274 President Pro Tempore. The Pro Tempore shall provide a broad overview
1275 of the Constitution, each Title of the Statutes (except VI, VIII, XII, and XIII),
1276 and the Senate Policies and Procedures. This workshop may also cover
1277 Sunshine State Laws. The Pro Tempore may conduct the workshop in
1278 conjunction with the Attorney General.
- 1279
- 1280 3. The University and Student Affairs Workshop shall be conducted by the
1281 USA Committee Chair. The USA Committee Chair shall provide an
1282 overview of Title XII: The University and Student Affairs Committee
1283 Statute. The USA Committee Chair shall provide a comprehensive
1284 overview on how to properly survey individual students for Osprey Voice
1285 Surveys. The USA Committee Chair shall also provide an extensive
1286 overview of the structure of University-Wide Committee systems,
1287 specifically, the individual committees and their relationship to the
1288 University Administration and its policies. The USA Committee Chair may
1289 cover additional topics that they deem necessary.
- 1290
- 1291 4. The Government Oversight Workshop shall be conducted by the GO
1292 Committee Chair. The GO Committee Chair shall provide an overview of
1293 Title VI: The Election Code and Title XIII: The Government Oversight
1294 Committee Statutes. The GO Committee Chair shall explain how the
1295 different branches and agencies work together and the Committee's
1296 power of Senate Subpoena.
- 1297
- 1298 D. Skill Workshops
- 1299
- 1300 1. The Bill-Writing Workshop shall be conducted by the Senate President or
1301 their designee. The Senate President shall teach newly elected senators
1302 the processes of bill-writing, and provide a reference form of the structure
1303 and components of a bill.
- 1304
- 1305 2. The Roberts Rules and Parliamentary Procedure Workshop shall be
1306 conducted by the Parliamentarian and/or SG Advisor. The
1307 Parliamentarian and/or SG Advisor shall provide an extensive overview of
1308 Roberts Rules, namely how to properly make motions and amendments,
1309 and recognize point of orders and points of information.—
- 1310

SR-20S-3470: Legislative P&P Changes

1311 E. Requirements

- 1312
- 1313 1. Each senator must complete all skill workshops
 - 1314
 - 1315 2. If a senator is unable to attend a workshop, they must arrange a make-up
 - 1316 session with the appropriate instructor.
 - 1317

1318 **XII. Senator Trainings**

1319 A. Procedures

- 1320
- 1321 1. ~~The C&S Committee shall be responsible for organizing at least two (2)~~
 - 1322 ~~mandatory mandatory trainings for senators in their first year senator~~
 - 1323 ~~trainings per fall and spring semester.~~
 - 1324 1.
 - 1325 a. The Senate President shall be responsible for approving the trainings as
 - 1326 determined by the C&S Committee.
 - 1327
 - 1328 b. These trainings must be focused on improving senators understanding of
 - 1329 the functions and procedures of the Senate.
 - 1330 ~~b.c. The Senate President shall reserve the right to call additional trainings as~~
 - 1331 ~~deemed necessary. The Senate President shall reserve the right to make said~~
 - 1332 ~~trainings mandatory.~~
 - 1333
 - 1334 2. ~~The first two trainings of the C&S Committee shall be mandatory. Attendance~~
 - 1335 ~~for any extra trainings throughout the semester shall be determined by the~~
 - 1336 ~~Senate President.~~
 - 1337

1338

1339 **XIII. Senator Service Contract**

1340 A. Eligibility

- 1341
- 1342 1. The awarding of Senator Service Contracts must follow Internal Revenue
 - 1343 Service (IRS) and University guidelines, Human Resources (HR) policies, and
 - 1344 SG budgetary authority.
 - 1345
 - 1346 2. All Senators, with the exception of the Senate President, Senate President Pro
 - 1347 Tempore, and Committee Chairs may be eligible to receive a service contract.
 - 1348
 - 1349 3. Senators may be eligible to receive this service contract for the fall, spring, and
 - 1350 summer semesters.
 - 1351
 - 1352

Formatted: Indent: Left: 1.38"

Formatted: List Paragraph, Indent: Left: 1.38",
Numbered + Level: 2 + Numbering Style: 1, 2, 3, ... +
Start at: 1 + Alignment: Left + Aligned at: 1.19" +
Indent at: 1.44"



SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

- 1353 a. Senators will not be compensated for the duration of a leave of absence.
1354
1355 4. Senators may not be sworn in until all HR and SG onboarding documents have
1356 been submitted and approved.
1357
- 1358 B. Elected Senators
1359
- 1360 1. During the validation of elections senator-elects will receive a pre-employment
1361 packet from the Legislative Branch. Upon the receipt of this packet they will be
1362 responsible for gathering all required information and submitting it to Human
1363 Resources before installation.
1364
- 1365 2. Prior to installation, senators shall be responsible for completing the
1366 onboarding process through the Student Government administration.
1367
- 1368 3. Upon the commencement of the new legislative session, all senators who have
1369 completed this process may be eligible to receive payment at the end of the
1370 semester.
1371
- 1372 C. Appointed Senators
1373
- 1374 1. Senator candidates shall receive pre-employment papers after meeting with the
1375 SG Advisor the Friday that they announce their intention to seek a general
1376 senate seat.
1377
- 1378 2. Senator candidates shall be responsible for submitting all paperwork to HR the
1379 Tuesday prior to their GO committee appointment hearing.
1380
- 1381 3. Senator candidates must complete the onboarding process through the Student
1382 Government administration prior to their senate confirmation hearing.
1383
- 1384 4. Appointed senators will be compensated on a pro-rated basis, dependent on
1385 when they are sworn in.
1386
- 1387 D. Senator Resignations and Impeachments
1388
- 1389 1. Senators who resign or are impeached during their term will be compensated on
1390 a pro-rated basis, dependent on the percentage of their term that they have
1391 completed.
- 1392 XV. Appendix
1393 A. History
1394 January 30, 2003
1395 June 14, 2010



Student
Government
University of North Florida

SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

1396	August 30, 2010
1397	January 5, 2011
1398	October 24, 2011
1399	June 25, 2012
1400	July 23, 2013
1401	July 25, 2014
1402	February 23, 2015
1403	July 20, 2015
1404	March 7, 2016
1405	July 20, 2016
1406	September 29, 2017
1407	February 23, 2018
1408	July 13, 2018
1409	April 12, 2019

B. The Official Seal of the Student Senate

1410
1411
1412
1413



Student
Government
University of North Florida

SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes



Figure 1.1
Official Seal of the Student Senate

1414
1415
1416



Student
Government
University of North Florida

SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

1417

C. Absence Form



**Student
Government**
University of North Florida

SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes



**Student
Government**
University of North Florida

ABSENCE FORM

Senator Name:

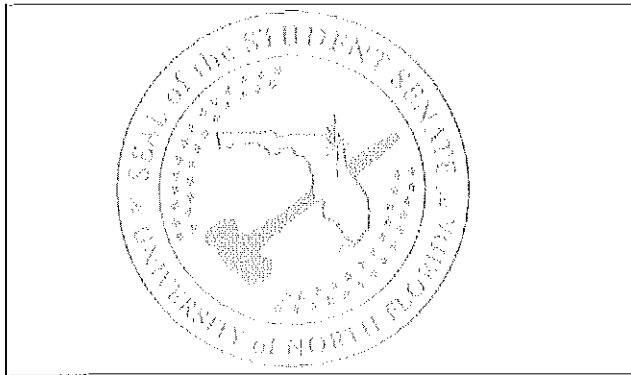
Date of Absence:

Type of Absence:

Full Absence

Half Absence

Appeal:



Senator Signature:

Senator Time Stamp:

Senate President Decision:

Excused

Unexcused

Senate President Signature:

SR-20S-3470: Legislative P&P Changes

1419
1420
1421
1422
1423
1424
1425
1426
1427

D. Redemption Form

Policies and Procedures of the Legislative Branch



1428
1429
1430
1431
1432

Thatcher Hart

Student Senate President

Marisa Materazzi

Senate President Pro Tempore



Student
Government
University of North Florida

SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

1433

1434

Revised February 21st, 2020

1435

1436

1437

1438

Contact Information

1439

1440 Senate President:

sgasp@unf.edu

1441 Senate President Pro Tempore:

sgaspt@unf.edu

1442 Budget and Allocations Chair:

sgabac@unf.edu

1443 Government Oversight Chair:

sgagoc@unf.edu

1444 University and Student Affairs Chair:

sgausac@unf.edu

1445 Senate Secretary:

sgassecc@unf.edu

1446 Student Government Advisor:

v.shore@unf.edu

1447 Student Government Director:

dawn.knipe@unf.edu

1448

1449

1450

1451



Student
Government
University of North Florida

SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

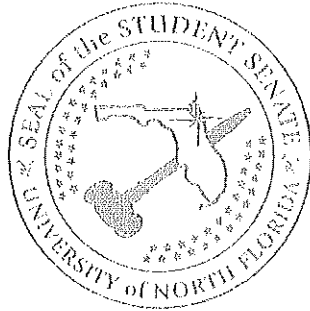
The Mission of the Legislative Branch shall be to serve the students of the University of North Florida by passing legislation and resolutions on their behalf. Furthermore, the Legislative Branch shall represent students in all national, state, local, and university-wide concerns as their elected representatives.



SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes



1453

1454

The Process of Legislation

1455

1456

1457

1) Write the bill.

1458

1459

2) Review the bill with the SG Advisor and the Attorney General.

1460

1461

3) Submit the finalized bill directly to the Senate President for First Read in Senate.*

1462

- Every bill must be electronically submitted to the Senate President BEFORE the Senate Packet is sent out (two business days before the meeting).

1463

1464

- A bill number shall be assigned at this time by the Senate President or their direct designee.

1465

1466

4) The Senate Sponsor shall state the main purpose of the bill during First Read in Senate, followed by a motion to refer the bill to the appropriate committee.*

1467

1468

1469

5) Committee shall hear, question, discuss, amend, and approve the bill as necessary. Bill moves to Second Read in the next Senate meeting.

1470

1471

1472

6) Senate shall hear, question, discuss, amend, and approve the bill as necessary.

1473

1474

7) The Senate President shall sign the bill and deliver it to the SG President.

1475

1476

8) If the SG President signs the bill, it becomes law. **

1477

1478

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

1479

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



SR-20S-3470: Legislative P&P Changes

1480 ***Any deviation from the normal legislative process shall be subject to the discretion of the Senate President and/or the formal vote of
1481 the Senate.

1482

Table of Contents

1483
1484
1485
1486
1487
1488
1489
1490
1491
1492
1493
1494
1495
1496
1497
1498
1499
1500
1501
1502
1503
1504
1505
1506
1507
1508
1509
1510
1511
1512
1513
1514
1515
1516
1517
1518
1519
1520
1521
1522
1523
1524
1525
1526
1527
1528
1529
1530
1531
1532
1533
1534
1535
1536
1537
1538
1539
1540

I.	Mission and Purpose of the Legislative Branch	6
	A. Purpose	
	B. Mission	
II.	Requirements and Duties of the Senate	6
	A. Basic Duties of all senators	
III.	Senate Officers and Their Duties	7
	A. Composition	
	B. Duties of All Chairs	
	C. Duties of the Senate President	
	D. Duties of the Senate President Pro Tempore	
	E. Basic Duties of the Four Committee Chairs	
	F. Additional Duties of the B&A Committee Chair	
	G. Additional Duties of the GO Committee Chair	
	H. Duties of the Committee Vice Chair	
	I. Senate Parliamentarian	
	J. Senate Secretary	
	K. Student Government Interfaith Chaplain	
	L. Senate Sergeant-at-Arms	
IV.	Legislative Cabinet	13
	A. Legislative Cabinet Elections	
	B. Legislative Cabinet Meetings	
	C. Legislative Cabinet Vacancies	
	D. Removal from the Legislative Cabinet	
V.	Standing Committees of the Senate	15
	A. Standing Committees	
	B. Budget and Allocations Committee	
	C. Constitution and Statutes Committee	
	D. University and Student Affairs Committee	
	E. Government Oversight Committee	
VI.	Procedures of the Senate	18
	A. Line of Succession	
	B. Delegation of Legislative Authority	
	C. Senate and Standing Committee Meetings	
	D. The Meeting Packet	
	E. Voting Guidelines	
	F. Parliamentary Procedure	
	G. Transition Binder	
VII.	Legislation	21
	A. Requirements of all Legislation	
	B. Senate Bills (SB)	
	C. Omnibus Bills (OB)	
	D. Simple Resolutions (SR)	
	E. Joint Resolutions (JR)	
	F. Constitutional Referenda (CR)	
	G. General Process of Legislation and Business	
	H. Irregular Action Addendums (IR)	
VIII.	Senator Absence Policy	25
	A. Required Attendance	
	B. Absence Point Assessment	
	C. Absence Point Appeal Hearings	
	D. Redemption Process	
	E. Leave of Absence	
IX.	Senate Chambers	28
	A. Responsibility over the Senate Chambers	
	B. In the Case of Decorum	
	C. Senate Chambers Seating	



SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

1541		D. Senate Dress Code	
1542	X.	Official Seal of the Student Senate	29
1543	XI.	Senator Orientation	29
1544		A. Introduction	
1545		B. Timelinc	
1546		C. Committee Workshops	
1547		D. Skill Workshops	
1548		E. Requirements	
1549	XII.	Senator Training	30
1550		a. Procedures	
1551	XIII.	Senator Service Contracts	31
1552		a. Eligibility	
1553		b. Elected Senators	
1554		c. Appointed Senators	
1555		d. Senator Resignations and Impeachments	
1556	XIV.	Appendix	32
1557		A. History	
1558		B. The Official Seal of the Student Senate	
1559		C. Absence Form	
1560		D. Redemption Form	
1561		E. Leave of Absence Form	
1562			
1563			



SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

1564 **I. Purpose and Mission of the Legislative Branch**

1565

1566

A. Purpose

1567

1568

1569

1570

1571

1572

The Legislative Branch (herein after known as the Senate) 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.

1573

B. Mission

1574

1575

1576

1577

1578

Mission of the Legislative Branch 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.

1579 **II. Requirements and Duties of the Senate**

1580

A. Basic Duties of All Senators shall be:

1581

1582

1583

1584

1585

1586

1587

1588

1589

1590

1591

1592

1593

1594

1595

1596

1597

1598

1599

1600

1601

1602

1603

1604

1605

1606

1. To represent UNF students in all university-wide matters and advocate for their interests;
2. To actively seek opportunities to improve student life at the University of North Florida;
3. To consider, write, propose, present, amend, and vote on all legislation necessary and proper for the student body;
4. To serve on at least one (1) Senate standing committee;
5. To attend and participate in all required meetings and events;
6. To read and understand the meeting packet before every meeting;
7. To ask all necessary questions before making a decision, and then speak out about why a certain decision should be made;
8. To maintain communication with the student body, Senate President and Legislative Cabinet on all matters concerning students;
9. To vet and confirm all qualified Senate, Executive Cabinet, and Judicial appointments;



SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

- 1607 10. To volunteer, if able and needed, at Student Government events.
- 1608 **III. Senate Officers and Their Duties**
- 1609
- 1610 A. Composition
- 1611
- 1612 1. The Legislative Cabinet shall be comprised of the following Senate
- 1613 Officers:
- 1614
- 1615 a. The Senate President;
- 1616 b. The Senate President Pro Tempore;
- 1617 c. The Budget and Allocations Committee Chair;
- 1618 d. The University and Student Affairs Committee Chair;
- 1619 e. The Government Oversight Committee Chair; and
- 1620 f. The Senate Secretary.
- 1621
- 1622 2. At the discretion of the Senate President, the following Senate Officers
- 1623 may be asked to participate in any Legislative Cabinet related business:
- 1624
- 1625 a. The Senate Parliamentarian; and,
- 1626 b. The Vice Chair of each respective committee.
- 1627
- 1628 B. Duties of all Chairs
- 1629
- 1630 The Chair shall:
- 1631
- 1632 1. Conduct all meetings in accordance with Title II: The Parliamentary
- 1633 Authority Statute;
- 1634
- 1635 2. Make public the time, date, and location of meetings;
- 1636
- 1637 3. Make public a packet of all necessary documents for a meeting;
- 1638
- 1639 4. Prepare an agenda;
- 1640
- 1641 5. Vote in the event of a tie;
- 1642
- 1643 6. Enforce all applicable policies, procedures, and rules of decorum;
- 1644
- 1645 7. Enforce all set limits on speakers and presenters; and
- 1646



SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

- 1647
1648
1649
1650
1651
1652
1653
1654
1655
1656
1657
1658
1659
1660
1661
1662
1663
1664
1665
1666
1667
1668
1669
1670
1671
1672
1673
1674
1675
1676
1677
1678
1679
1680
1681
1682
1683
1684
1685
1686
1687
8. Serve as a non-voting ex officio member of all committee meetings they do not chair.
- C. Duties of the Senate President
- The Senate President shall:
1. Enforce all policies and procedures outlined in this manual;
 2. Refer all parliamentary interpretations to the Senate Parliamentarian, and all Constitution and Statute interpretations to the Attorney General;
 3. Call a Senate meeting within the first five (5) business days of classes of each semester;
 4. Determine the time, day, frequency, and location of the regularly scheduled Senate and Committee meetings;
 5. 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;
 6. Appoint the Senate Secretary, the Parliamentarian, the Sergeant-at-Arms, and assign each senator to a Senate committee;
 7. Appoint any legislative officer in the event of a vacancy until the end of that term in accordance with Chapter IV §C;
 8. Swear in newly elected or appointed senators in the event that there is no member of the Judicial Branch available at the Senate meeting;
 9. Create ad hoc committees when necessary;
 10. Supervise the Legislative Cabinet;
 11. Provide each senator with an SG polo, a finalized copy of the Senate Policies and Procedures, a Senate Schedule, and a nameplate for the Senate Chambers;
 12. Serve as Budget Director over the SG Legislative Index (402061);



SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

- 1688
1689
1690
1691
1692
1693
1694
1695
1696
1697
1698
1699
1700
1701
1702
1703
1704
1705
1706
1707
1708

1709
1710
1711
1712
1713
1714
1715
1716
1717
1718
1719
1720
1721
1722
1723
1724
1725
1726
1727
1728
13. Collect and approve all timesheets of the Legislative Cabinet, and submit to the appropriate employee designated by the SG Director;
 14. Keep the Senate, Legislative Cabinet, SG President, and Chief Justice informed of issues that concern students;
 15. Serve as the overseer of the "Legislative" folder on the O-Drive, and ensure all relevant information is filed appropriately;
 16. Oversee mandatory trainings for senators conducted by the C&S Committee, as outlined in Chapter XI;
 17. Formally summarize all signed Constitutional Referenda and forward them to the Elections Commissioner ten (10) business days before the election to be placed on the ballot; and
 18. Seek guest speakers at Senate meetings.
 19. Assume duties of all absent or vacant Legislative Cabinet offices.
 20. Keep accurate records for all pertinent information regarding the Senator Service Contracts.
- D. Duties of the Senate President Pro Tempore
- The Senate President Pro Tempore shall:
1. Assume the duties of the Senate President in the event of their absence;
 2. Serve as Chair of the Constitution and Statutes Committee;
 3. Prepare the Senate Chambers for each Senate meeting;
 4. Conduct roll call at the beginning and end of each Senate meeting;
 5. Inform a senator of their pending absence via e-mail within one (1) business day of receiving the attendance records;
 6. Enforce the Absence Policy outlined in Chapter VIII;



SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

- 1729
1730
1731
1732
1733
1734
1735
1736
1737
1738
1739
1740
1741
1742
1743
1744
1745
1746
1747
7. Educate all senators about the Absence Policy outlined in Chapter VIII;
 8. Assist the Senate President with filing information relevant to Senate activities;
 9. Assist in the coordination of the Legislative Cabinet and assist the Senate President with supervision;
 10. Collect voting records and attendance records of all Legislative Branch meetings and events;
 11. File all voting records and attendance records on the O-Drive within four (4) business days of the Senate or Committee meeting; and
 12. 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

All four committee chairs shall:

- 1748
1749
1750
1751
1752
1753
1754
1755
1756
1757
1758
1759
1760
1761
1762
1763
1764
1765
1766
1767
1768
1769
1. Submit accurate minutes of each committee meeting to the appropriate folder on the O-Drive within four (4) business days following the committee meeting;
 2. Submit an agenda for each committee meeting to the appropriate folder on the O-Drive within two (2) business days prior to the committee meeting;
 3. Update any bill or resolution that passes through 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 committee action
 4. 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;



SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

- 1770
1771
1772
1773
1774
1775
1776
1777
1778
1779
1780
1781
1782
1783
1784
1785
1786
1787
1788
1789
1790
1791
5. 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;
 6. Attend all Legislative Cabinet meetings;
 7. Meet with every senator individually over the course of the term, answer procedural questions, provide support, and build rapport;
 8. Give a report on behalf of their committee at each regularly scheduled Senate meeting;
 9. Update the official forms, templates, applications, and documents pertaining to their committee;
 10. Maintain a Transition Binder, as outlined in Chapter VI §F;
 11. Give presentations at mandatory trainings, as outlined in Chapter XI;
 12. Be responsible for appointing the Vice Chair of the committee; and
 13. Be responsible for all duties not performed by the Vice Chair.
- 1792
1793
1794
1795
1796
1797
1798
1799
1800
1801
1802
1803
1804
1805
1806
- 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 shall notify the Senate Secretary so that they can upload the document onto the SG Website.



SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

- 1807
1808
3. The B&A Committee Chair shall maintain a copy of all submitted Travel Requests and Special Requests
- 1809
1810
1811
1812
1813
4. All fiscal requests must be completed in correct bill format after committee, and given to the Senate President or the Rotunda staff should the Senate President not be in the office prior to leaving for the day.
- G. Additional Duties of the GO Committee Chair
- 1814
1815
1. The GO Chair shall oversee the mentorship program with the assistance of the Vice-Chair.
- I.I. Duties of the Committee Vice-Chair
- 1816
1817
1818
1819
1820
1821
1822
1823
1824
1825
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 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 shall immediately forward all of this information to the Committee Chair.
- I. Senate Parliamentarian
- 1826
1827
1828
1829
1830
1831
1832
1833
1834
1835
1836
1837
1838
1839
1840
1841
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 a Parliamentary Procedure information packet;
 4. To educate the Senate on Parliamentary procedure at mandatory trainings; and
 5. To assist with PowerPoint presentations during Senate meetings when necessary, and to make live track changes to bills and resolutions during the legislative process.
- J. Senate Secretary
- 1842
1843
1844
1845
1846
1. To prepare and upload accurate minutes of all Senate meetings to the O-Drive within four (4) business days of the Senate meeting;



SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

- 1847
1848
1849
1850
1851
1852
1853
1854
1855
1856
1857
1858
1859
1860
1861
1862
1863
1864
1865
1866
1867
1868
1869
1870
1871
1872
1873
1874
1875
2. To upload accurate minutes of all Senate meetings to the SG Website within two (2) business days of Senate approval;
 3. To assist the Committee Chairs in the preparation and completion of minutes from committee meetings;
 4. To assist the Senate President Pro Tempore in organizing the Senate Chambers before every Senate meeting, and help to clean up afterwards;
 5. To assist the Senate President with filing information relevant to Senate activities;
 6. To update the SG Website with agendas, minutes, voting records, legislative records, schedules, and senator information;
 7. To serve as the Webmaster for the Judicial Branch and the Office of Elections;
 8. To 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.
 9. To post the updated versions of the governing documents to the SG Website within two (2) business days of legislation becoming effective; and
 10. To email all signed legislation to SG Staff.

K. Student Government Interfaith Chaplain

- 1876
1877
1878
1879
1880
1881
1882
1883
1884
1885
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
 3. At the discretion of the Senate President, a student volunteer may present an invocation.

L. Senate Sergeant-at-Arms

1886
1887



SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

- 1888
1889
1890
1891
1892
1893
1894
1895
1896
1897
1898
1899
1900
1901
1902
1903
1904
1905
1906
1907
1908
1909
1910
1911
1912
1913
1914
1915
1916
1917
1918
1919
1920
1921
1922
1923
1924
1925
1926
1. To enforce order and decorum of meetings of the Senate under the direction and discretion of the Senate President;
 2. To remove individuals from the Senate meeting at the Senate President's discretion; and
 3. To lead the Pledge of Allegiance at all Senate Meetings.
- IV. Legislative Cabinet
- A. Legislative Cabinet Elections
1. The Validation Bill of the Spring General Election shall be 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.
 2. At the Senate meeting following the validation of the Spring General Election, the senator-elects shall be installed into office. Immediately after the new senators are sworn in, the Senate President shall call for the Division of the House and the new senators shall take their seat.
 - a. Senator-elects, if not sworn in during Installation, must be sworn in before the first Senate Meeting of the next semester. Should a senator-elect not be sworn in by that time, their seat shall be forfeit at the discretion of the Senate President.
 - b. Appointed senators must be sworn in within ten (10) business days from their senate confirmation. Should they fail to be sworn in by that time, their senate seat shall be forfeited at the discretion of the Senate President.
 3. Immediately after Division of the House, the Senate President 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 shall be to conduct Legislative Cabinet elections. At this meeting, the Senate President 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.



SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

- 1927
1928
1929
1930
1931
1932
1933
1934
1935
1936
1937
1938
1939
1940
1941
1942
1943
1944
1945
1946
1947
1948
1949
1950
1951
1952
1953
1954
1955
1956
1957
1958
1959
1960
1961
1962
1963
1964
1965
1966
1967
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 shall have an opportunity to ask the candidate questions. After all candidates, including candidates in a non-contested position have spoken, the Senate President 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 shall be held between the two candidates who received the most votes.
 - c. If a candidate is not contested, they win by acclamation.
 8. Newly elected officers shall be sworn in after all Legislative Cabinet elections 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 until the newly elected Senate President is sworn in.
- B. Legislative Cabinet Meetings
1. The Senate President, at their discretion, may call a meeting of the Legislative Cabinet 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 shall hold interviews for the position and appoint someone to the position for the remainder of the term.



SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

- 1968
1969
1970
1971
1972
1973
1974
1975
1976
1977
1978
1979
1980
1981
1982
1983
1984
1985
1986
1987
1988
1989
1990
1991
1992
1993
1994
1995
1996
1997
1998
1999
2000
2001
2002
2003
2004
2005
2006
2007
2008
2009
2. The appointed officer 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 shall follow the Legislative Cabinet vacancy process to replace the removed officer.
 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.
- 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 who are on a leave of absence.
 3. The Senate President shall 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.
- 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



SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

- 2010 the Student Government Financial Code (hereinafter referred to as Title
2011 VIII).
2012
2013 3. The B&A Committee shall hold and conduct Budget hearings and
2014 deliberations as outlined in Title VIII.
2015
2016 4. The B&A Committee shall oversee budgetary amendments as outlined in
2017 Chapter 824 of the SG statutes.
2018
2019 5. The B&A Committee shall recommend allocations from the SG Activity
2020 and Service Fee Fund Balance, the Special Request Index, and the Salary
2021 Reserve Index, as outlined in Chapter 840 and 842 of the SG Statutes
2022
2023 6. The B&A Committee shall entertain requests for allocations from the
2024 Travel Request Index pursuant to Chapter 841 of the SG Statutes
2025
2026

C. Constitution and Statutes Committee_

- 2027
2028
2029 1. The Constitution and Statutes Committee (hereinafter referred to as the
2030 C&S Committee) shall understand the intent of the Constitution and
2031 Statutes. The C&S Committee shall resolve conflicts concerning the
2032 Constitution, the Statutes, and the Senate Policies and Procedures.
2033
2034 2. The Senate Parliamentarian shall be a voting member of the C&S
2035 Committee.
2036
2037 3. The C&S Committee shall review the Constitution and Statutes and
2038 recommend any change to the Senate when necessary.
2039
2040 4. The C&S Committee shall enforce the senator Absence Policy, as outlined
2041 in Chapter VIII.
2042
2043 5. The C&S Committee shall be responsible for maintaining a current Senate
2044 Policies and Procedures manual, and any revisions to this document must
2045 be approved by two-thirds (2/3) vote of the Senate.
2046
2047 6. The C&S Committee shall be responsible for planning and executing
2048 senator trainings during the semester, as outlined in Chapter XII.
2049
2050



SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

2051
2052
2053
2054
2055
2056
2057
2058
2059
2060
2061
2062
2063
2064
2065
2066
2067
2068
2069
2070
2071
2072
2073
2074
2075
2076
2077
2078
2079
2080
2081
2082
2083
2084
2085
2086
2087
2088
2089
2090
2091

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 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 that do not participate shall be subject to the senator Absence Policy, as outlined in Chapter VIII.
 - a. Events include but are not limited to ●sprey Voice, Finals Frenzy, and Round Table.
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.



SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

- 2092 2. The GO Committee shall vet and forward all appointments that require
- 2093 Legislative confirmation to the Senate.
- 2094
- 2095 3. The GO Committee is responsible, with the final approval of the Senate
- 2096 President, for creating, maintaining, and modifying the Senate
- 2097 Appointment Application.
- 2098
- 2099 4. The GO Committee shall review and consider revisions to Title VI: The
- 2100 Election Code and Title XIII: The Government Oversight Committee
- 2101 Statute. All revisions passed by the GO Committee shall be forwarded to
- 2102 Senate.
- 2103
- 2104 5. The GO Committee shall consider amendments to the Elections Policies
- 2105 and Procedures proposed by the Elections Commissioner, as outlined in
- 2106 Title VI.
- 2107
- 2108 6. The GO Committee shall consist of senators without a conflict of interest.
- 2109 A conflict of interest includes, but is not limited to, declaring candidacy in
- 2110 a current election or holding positions of leadership within political
- 2111 parties which includes, but is not limited to, campaign manager and party
- 2112 chair.
- 2113

VI. Procedures of the Senate

A. Line of Succession

- 2117 1. In the event that the Senate President is removed, resigns, or is unable to
- 2118 carry out their duties, the Senate President Pro Tempore shall act as the
- 2119 Interim Senate President. Following a removal or resignation, there shall
- 2120 be nominations for the position at the next Senate meeting and elections
- 2121 at the following Senate meeting.
- 2122
- 2123 2. In the event that the Senate President Pro-Tempore is unavailable, the
- 2124 Senate Parliamentarian shall assume their duties.
- 2125
- 2126 3. Should neither of these members be able to carry out these duties, the
- 2127 member with the most tenure of the Legislative Cabinet shall assume the
- 2128 duties of the Senate President until an election may be called.
- 2129

B. Delegation of Legislative Authority

2130
2131



SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

- 2132
2133
2134
2135
2136
2137
2138
2139
2140
2141
2142
2143
2144
2145
2146
2147
2148
2149
2150
2151
2152
2153
2154
2155
2156
2157
2158
2159
2160
2161
2162
2163
2164
2165
2166
2167
2168
2169
2170
2171
2172
2173
1. In cases where the Senate President is unavailable or unable to carry out their duties, legislative authority shall follow the line of succession.
 2. The proper procedure for delegating temporary legislative authority shall be as follows:
 - a. The Senate President shall draft and sign a formal memorandum stating why they are temporarily delegating their authority and to whom.
 - b. The memorandum shall be emailed to the relevant personnel, and printed copies shall be given to the SG Director, SG Advisor, and the person delegated the authority.
 - c. The Senate President shall preserve a signed and printed copy in their records.
- C. Senate and Standing Committee Meetings
1. In order to vote on any business, the number of senators attending a meeting must be more than half of the overall membership, with the exception of senators on a leave of absence.
 2. The Senate and committees shall meet no less than twice every thirty-one (31) calendar days during academic session. The Senate President shall determine the time, day, and frequency of the meetings. All Senate meetings shall take place in the Senate Chambers.
 3. Changing a Senate and committee 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 must be given notice two (2) business days prior to the Emergency meeting. Any absences shall be counted unless otherwise directed by the Senate President.
 5. Emergency meetings of the committees may be called by the Committee Chair, or at the request of at least two-thirds (2/3) of the committee, with at least two (2) business days' prior notice. All agendas must include a designated time-slot for public remarks.
- D. The Meeting Packet



SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

- 2174
2175
2176
2177
2178
2179
2180
2181
2182
2183
2184
2185
2186
2187
2188
2189
2190
2191
2192
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.
 4. The meeting packet shall be distributed via email and contain the following:
 - a. Meeting Agenda;
 - b. Legislation, with any supporting material, that shall be considered by the Senate or Committee;
 - c. Minutes from the preceding meeting; and,
 - d. Any other relevant business that is to be heard in that meeting.

E. Voting Guidelines

- 2193
2194
2195
2196
2197
2198
2199
2200
2201
2202
2203
2204
2205
2206
2207
2208
2209
2210
2211
2212
2213
2214
2215
2216
1. At all Senate and Committee meetings, there shall be two (2) ways in which a senator may vote:
 - a. For (Yes) - In favor of the motion on the floor.
 - b. Against (No) - Opposed to the motion or legislation.
 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.
 3. At all 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 individually. Each senator shall then vote For or Against the motion by saying "Yes" or "No" respectively.
 - b. Electronic voting is done through the use of electronic devices assigned to each senator before each meeting.



SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

- 2217 4. In the event that a senator is absent from the chambers at the time of the
2218 vote, they shall not have the ability to vote in absentia, nor shall they be
2219 counted towards quorum.
2220

2221 F. Parliamentary Procedure

- 2222
2223 1. *Robert's Rules of Order, Newly Revised* shall be the authority only over
2224 those questions that have not been specified by general law, University
2225 regulations, the Constitution and Statutes of the Student Government of
2226 the University of North Florida, or Policies and Procedures of the
2227 Legislative Branch.
2228
2229 2. A Friendly Amendment shall be defined as any amendment proposed by a
2230 senator that the presiding officer believes to not change the intention of a
2231 piece of legislation. The presiding officer can invite unanimous consent on
2232 that amendment by declaring that they believe that amendment to be a
2233 Friendly Amendment. In the event of an objection, that amendment shall
2234 be subject to standard majority vote.
2235

2236 G. Transition Binder

- 2237
2238 1. Over the course of the Legislative Cabinet member's term, they must
2239 continuously maintain a Transition Binder.
2240
2241 2. The purpose of the Transition Binder is to pass along important
2242 knowledge and advice of a specific position in the Legislative Cabinet to
2243 the next senator who shall fill that position.
2244
2245 3. The Transition Binder shall be passed down from the former officer to
2246 their successor. The successor is expected to make additions and
2247 corrections, and continue the tradition of Transition Binder passage.
2248
2249

2250 VII. Legislation

2251 The Senate shall consider five (5) forms of legislation: Senate Bills (SB), Omnibus Bills (OB), Simple
2252 Resolutions (SR), Joint Resolutions (JR), and Constitutional Referenda (CR).

2253 A. Requirements of all Legislation

- 2254
2255 1. All legislation must be authored by A&S Fee paying students.
2256
2257
2258



SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

- 2259
2260
2261
2262
2263
2264
2265
2266
2267
2268
2269
2270
2271
2272
2273
2274
2275
2276
2277
2. All legislation must have a Senate Sponsor.
 3. Any legislation vetoed by the President 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 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 to 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. 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
- 2278
2279
2280
2281
2282
2283
2284
2285
2286
2287
2288
2289
2290
2291
2292
2293
2294
2295
2296
2297
2298



SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

- 2299
2300
2301
2302
2303
2304
2305
2306
2307
2308
2309
2310
2311
2312
2313
2314
2315
2316
2317
2318
2319
2320
2321
2322
2323
2324
2325
2326
2327
2328
2329
2330
2331
2332
2333
2334
2335
2336
2337
2338
2. Simple Resolutions that make changes to the Senate Policies and Procedures shall be referred to the Constitution and Statutes Committee, and 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 require a majority vote of the Senate for approval. Simple Resolutions are not subject to Presidential Veto.
 4. The Senate President, at 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
 2. All other Joint Resolutions shall be referred to the University and Student Affairs Committee and require a majority vote of the Senate for approval.
 3. The Senate President may, at their discretion, refer any Joint Resolution directly to the Agenda.
- F. Constitutional Referenda (CR)
1. Refers to legislation that makes changes to the SG Constitution.
 2. A Constitutional Referendum 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 plurality vote of the students voting in the election 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:



SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

- 2339
2340
2341
2342
2343
- 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

- 2344
2345
2346
2347
2348
2349
2350
2351
2352
2353
2354
2355
2356
2357
2358
2359
2360
2361
2362
2363
2364
2365
2366
2367
2368
2369
2370
2371
2372
2373
2374
2375
2376
2377
2378
2379
2380
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 shall assign a bill number and place the bill on First 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, it shall require a majority vote for approval.
 - b. Fiscal Requests do not go on First Read in Senate. They first appear in the Budget and Allocations Committee.
 - c. The Senate President, or their designee, has the authority to assign a bill number if the legislation is ready for First Read, and to not assign a bill number if the legislation is not ready for First Read.
 2. During First Read, the Senate Sponsor must 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 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 they must abide by the time constraints of the Committee Chair’s discretion.
 - b. The bill is then subject to questions, motions, discussion, and it shall need a majority approval of the Committee to be forwarded to Second Read at the next Senate meeting.



SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

- 2381
2382
2383
2384
2385
2386
2387
2388
2389
2390
2391
2392
2393
2394
2395
2396
2397
2398
2399
2400
2401
2402
2403
2404
2405
2406
2407
2408
2409
2410
2411
4. During Second Read, the author of the bill shall present for up to three (3) minutes. The presiding officer 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 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 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 shall be forwarded to the President, who has five (5) business days upon receipt of the bill to veto the bill. The bill becomes law upon the President's approval or lack of veto.
 - b. If the President vetoes a Senate Bill or an Omnibus Bill, it 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 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 shall be forwarded to the Senate Secretary.
 - e. Constitutional Referenda 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)

- 2412
2413
2414
2415
2416
2417
2418
2419
2420
2421
2422
2423
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 who made the motion to override the presidential veto as well as the Senate



SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

- 2424 Action on that motion. Any legislation that is amended requires an "A" to
2425 be added behind the bill number to reflect that changes were made.
2426
- 2427 b. If any legislation dies in committee, an Irregular Action Addendum may be
2428 used to recall the legislation to the Senate for reconsideration. A total of
2429 eight (8) senators are required to sign the Irregular Action Addendum in
2430 order for the legislation to be reconsidered by the Senate.
2431
- 2432 c. If the President fails to sign or veto any legislation within the five (5)
2433 business day timeline, the Attorney General must sign an Irregular Action
2434 Addendum to indicate that the legislation is now law.
2435

VIII. Senator Absence Policy

A. Required Attendance

- 2436
- 2437
- 2438
- 2439
- 2440 1. Each senator must attend all Senate meetings and all committee, board,
2441 and council meetings on which they serve.
2442
- 2443 2. Each senator is required to work at least one (1) shift of every event
2444 hosted by the University and Student Affairs Committee. The mandatory
2445 events are outlined in Title XII: The University and Student Affairs
2446 Committee Statute.
2447
- 2448 3. Each senator is required to fulfill the shift(s) assigned by the Elections
2449 Commissioner at the polls in the recurring SG elections during their term,
2450 unless they are seeking an elected position.
2451

B. Absence Point Assessment

- 2452
- 2453
- 2454 1. All senators absent from a meeting or event with required attendance
2455 may fill out an Absence Form. The form must be time stamped and
2456 submitted to the Senate President within five (5) business days of the
2457 absence, or the absence shall automatically be considered unexcused.
2458
- 2459 2. The Senate President approves or denies the Absence Form. If approved,
2460 the senator shall receive an excused absence, and be assessed points at
2461 the discretion of the Senate President. If denied, full points shall be
2462 assessed. The Senate President shall forward their decision to the Senate
2463 Pro Tempore for their records within five (5) business days of appeal
2464 submission.
2465



SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

- 2466
2467
2468
2469
2470
2471
2472
2473
2474
2475
2476
2477
2478
2479
2480
2481
2482
2483
2484
2485
2486
2487
2488
2489
2490
2491
2492
2493
2494
2495
2496
2497
2498
2499
2500
2501
2502
2503
2504
2505
2506
2507
2508
3. The Senate President shall have full discretion over the evaluation and forgiveness of absence points.
 4. Absence Points shall be tallied as follows:
 - a. An excused absence shall include, but not be limited to: a serious illness, travel associated with a student organization, a class conflict, or engagement in compensated work, or any other absence as determined by the Senate President.
 - b. Unexcused absences shall result in full points being assessed.
 - c. One (1) absence point shall be assessed if the senator misses either Initial Roll Call or Final Roll Call at a regular Senate or Committee meeting. Two (2) absence points shall be assessed if the senator misses both Initial Roll Call and Final Roll Call.
 - d. Two (2) absence points shall be assessed if the senator misses their elections polling shift. These points will not be eligible to be removed through redemption, except at the discretion of the Senate President.
 - e. One (1) absence point shall be assessed if the senator misses either a Senate Orientation or a C&S training session.
 - f. One (1) absence point shall be assessed if the senator misses a University Wide Committee meeting of which they are assigned.
 5. 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 Senate President.
- C. Absence Point Appeal Hearings
1. Every senator has the right to appeal any absence points to the Constitution and Statutes Committee once per their year term. Once a senator reaches four (4) or more absence points they 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's absence points. If the Committee chooses to not reduce the senator's points or if the reduced points are still at four (4)



SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

- 2509 or more, the senator shall be subject to the removal process. The senator
2510 may choose to avoid removal by submitting a letter of resignation prior to
2511 their absence appeal.
2512
- 2513 3. The Constitution and Statutes Committee may decide by a two-thirds
2514 (2/3) majority vote to suspend the Absence Policy for an individual when
2515 extenuating circumstances arise.
2516
- 2517 4. A senator shall be subject to the removal process if they fail to attend their
2518 scheduled appeal hearing. The senator may choose to avoid removal by
2519 submitting a letter of resignation prior to the next Senate meeting.
2520
- 2521 5. A senator who accumulates four (4) or more absence points after
2522 exhausting their only opportunity to appeal these points to the
2523 Constitution and Statutes Committee shall be subject to the removal
2524 process.
2525
- 2526 6. Motions to remove Absence Point(s) must receive a two-thirds (2/3) vote
2527 of the C&S Committee in order to pass.
2528

D. Redemption Process

- 2529
- 2530 1. All senators are eligible to reduce their total absence points by:
- 2531 a. Volunteering for an executive agency;
2532 b. Volunteering additional hours for a USA event;
2533 c. Volunteering additional hours for elections polling; or
2534 d. Volunteering for an additional Student Government event, outside of the
2535 foundational senatorial requirements.
2536
- 2537 2. Senators may remove one (1) absence point from their record by
2538 volunteering for two (2) hours at any of the events described above.
2539
- 2540 3. Volunteer hours that a senator uses in the Redemption Process may not
2541 be used in the SG Senator Scholarship application.
2542
- 2543 4. Absence points shall only be removed upon the successful completion of
2544 the Redemption Form, as illustrated in XV. Appendix D.
2545
- 2546 5. The process of successfully completing the Redemption Form is as
2547 follows:
2548
2549
2550



SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

- 2551 a. Contact the Event Supervisor, discuss the volunteer work that is expected,
2552 and agree on a specific timeframe for the senator to volunteer. The Event
2553 Supervisor may be a Director, Assistant Director, or Coordinator of an
2554 Executive Agency who oversees an Agency event, or another SG Officer
2555 who oversees a Student Government event.
2556
2557 b. Inform the Senate President Pro Tempore before performing the volunteer
2558 work.
2559
2560 c. Perform the volunteer work exactly as indicated on the upper portion of
2561 the Redemption Form.
2562
2563 d. Obtain confirmation through the signature of the Event Supervisor after
2564 performing the volunteer work.
2565
2566 e. Submit the completed Redemption Form to the Senate President.
2567

E. Leave of Absence

- 2568
2569 1. A Leave of Absence is a temporary dismissal from everything related to
2570 the Senate.
2571
2572 2. It is a senator's responsibility to request a Leave of Absence from the
2573 Senate President.
2574
2575 3. A Leave of Absence request must be submitted in writing at least three (3)
2576 business days prior to the beginning of the absence.
2577
2578 4. The Senate President may grant any senator a Leave of Absence under
2579 appropriate circumstances.
2580
2581 5. Senators are allowed to participate during a leave of absence at the
2582 expressed discretion of the Senate President.
2583
2584 6. The Senate President Pro Tempore shall log all Leave of Absences for the
2585 purpose of quorum.
2586

IX. Senate Chambers

A. Responsibility over the Senate Chambers

- 2587
2588
2589 1. Full responsibility of the upkeep and maintenance over the Senate
2590 Chambers shall be held in the Office of the Senate President.
2591
2592
2593



SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

- 2594
2595
2596
2597
2598
2599
2600
2601
2602
2603
2604
2605
2606
2607
2608
2609
2610
2611
2612
2613
2614
2615
2616
2617
2618
2619
2620
2621
2622
2623
2624
2625
2626
2627
2628
2629
2630
2631
2632
2633
2634
2635
2636
- 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 decorum and order, misconduct, or inappropriateness at their sole discretion.
 2. In the case of a disturbance, the Senate President may, at 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, students, and invited guests.
 2. The Senate President shall properly display 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. This removal shall amount to an unexcused absence, as outlined in the Senator Absence Policy.
 4. Senators must wear the 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



SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

- 2637 thereof) outlining, inside of which shall be a design of 52 stars, a compass rose in
2638 the middle, as well as a representation of the State of Florida, and a gavel.
2639
- 2640 2. Only the Senate President, their designee, or the Senate Secretary, under the
2641 direction of the Senate President, may use the Official Seal of the Student Senate, as
2642 illustrated in Chapter XII §B.
- 2643 **XI. Senator Orientation**
- 2644
- 2645 **A. Introduction**
- 2646
- 2647 1. The Legislative Cabinet shall be responsible for training new senators.
2648
- 2649 2. At least two (2) orientations shall be held per year, once in the fall and
2650 spring.
2651
- 2652 3. Senator orientations must contain all workshops outlined in Chapter XI §C
2653 and §D.
2654
- 2655
- 2656 **B. Timeline**
- 2657
- 2658 1. The Senate President shall call for a mandatory orientation at least once
2659 in the fall and spring.
2660 a. The Senate President shall determine, at their discretion, if an additional
2661 orientation be held during the summer semester.
2662
- 2663 2. A mandatory orientation shall be scheduled no more than four (4) weeks
2664 after the validation of the General Election.
2665
- 2666 3. The Senate President shall reserve the right to call additional Orientations
2667 as deemed necessary. The Senate President shall reserve the right to
2668 make said Orientations mandatory.
2669
- 2670 **C. Committee Workshops**
- 2671
- 2672 1. The Budget Workshop shall be conducted by the B&A Committee Chair.
2673 The B&A Committee Chair shall provide a detailed overview of Title VIII:
2674 The Finance Code, the Activity and Service Fee Budget, and how to
2675 allocate funds responsibly. The B&A Committee Chair may cover any
2676 additional topics that they deem necessary.
2677



SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

- 2678
2679
2680
2681
2682
2683
2684
2685
2686
2687
2688
2689
2690
2691
2692
2693
2694
2695
2696
2697
2698
2699
2700
2701
2702
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, VIII, XII, and XIII), 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 they deem 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

- 2703
2704
2705
2706
2707
2708
2709
2710
2711
2712
2713
2714
1. The Bill-Writing Workshop shall be conducted by the Senate President or their designee. 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.
 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.

E. Requirements

- 2715
2716
2717
2718
1. Each senator must complete all skill workshops



SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

- 2719 2. If a senator is unable to attend a workshop, they must arrange a make-up
2720 session with the appropriate instructor.
2721

2722 **XII. Senator Trainings**
2723

2724 **A. Procedures**
2725

- 2726 1. The C&S Committee shall be responsible for organizing at least two (2)
2727 mandatory trainings for senators in their first year.
2728
2729 a. The Senate President shall be responsible for approving the trainings as
2730 determined by the C&S Committee.
2731
2732 b. These trainings must be focused on improving senators understanding of
2733 the functions and procedures of the Senate.
2734
2735 c. The Senate President shall reserve the right to call additional trainings as
2736 deemed necessary. The Senate President shall reserve the right to make said
2737 trainings mandatory.
2738

2739 **XIII. Senator Service Contract**
2740

2741 **A. Eligibility**
2742

- 2743 1. The awarding of Senator Service Contracts must follow Internal Revenue
2744 Service (IRS) and University guidelines, Human Resources (HR) policies,
2745 and SG budgetary authority.
2746
2747 2. All Senators, with the exception of the Senate President, Senate President
2748 Pro Tempore, and Committee Chairs may be eligible to receive a service
2749 contract.
2750
2751 3. Senators may be eligible to receive this service contract for the fall, spring,
2752 and summer semesters.
2753
2754 a. Senators will not be compensated for the duration of a leave of absence.
2755
2756 4. Senators may not be sworn in until all HR and SG onboarding documents
2757 have been submitted and approved.
2758

2759 **B. Elected Senators**
2760



SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

- 2761
2762
2763
2764
2765
2766
2767
2768
2769
2770
2771
2772
1. During the validation of elections senator-elects will receive a pre-employment packet from the Legislative Branch. Upon the receipt of this packet they will be responsible for gathering all required information and submitting it to Human Resources before installation.
 2. Prior to installation, senators shall be responsible for completing the onboarding process through the Student Government administration.
 3. Upon the commencement of the new legislative session, all senators who have completed this process may be eligible to receive payment at the end of the semester.

2773
2774
2775
2776
2777
2778
2779
2780
2781
2782
2783
2784
2785
2786
2787
2788

C. Appointed Senators

1. Senator candidates shall receive pre-employment papers after meeting with the SG Advisor the Friday that they announce their intention to seek a general senate seat.
2. Senator candidates shall be responsible for submitting all paperwork to HR the Tuesday prior to their GO committee appointment hearing.
3. Senator candidates must complete the onboarding process through the Student Government administration prior to their senate confirmation hearing.
4. Appointed senators will be compensated on a pro-rated basis, dependent on when they are sworn in.

2789
2790
2791
2792
2793
2794

D. Senator Resignations and Impeachments

1. Senators who resign or are impeached during their term will be compensated on a pro-rated basis, dependent on the percentage of their term that they have completed.

2795
2796
2797
2798
2799
2800
2801
2802
2803

XV. 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



Student
Government
University of North Florida

SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

2804	February 23, 2015
2805	July 20, 2015
2806	March 7, 2016
2807	July 20, 2016
2808	September 29, 2017
2809	February 23, 2018
2810	July 13, 2018
2811	April 12, 2019
2812	February 21, 2020
2813	
2814	
2815	
2816	
2817	
2818	
2819	
2820	
2821	
2822	
2823	
2824	B. The Official Seal of the Student Senate
2825	
2826	



Student
Government
University of North Florida

SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes



Figure 1.1
Official Seal of the Student Senate

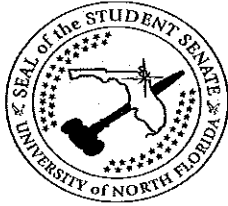
2827
2828
2829
2830
2831
2832
2833
2834
2835
2836
2837
2838

SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

2839 C. Absence Form



2840

2841

ABSENCE FORM

2842 Senator Name: _____

2843 Date of Absence: _____

2844 Type of Absence: Senate Committee Other (i.e. Osprey Voice, etc.)

2845 2 points 1 point

2846 Justification:

2847

2848

2849 Senator Signature: _____

2850

Place Time Stamp Here:

2851

2852



**Student
Government**
University of North Florida

SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

2853 Senate President Decision: Excused Unexcused

2854

2855 Senate President Signature: _____

2856 *You will be notified of the decision via email within five business days

2857

2858 D. Redemption Form



2859

2860

REDEMPTION FORM

2861 To remove one (1) Absence Point a Senator must volunteer two (2) hours.

2862 Senator Name: _____

2863 SG Entity: _____

2864 Date(s) of Volunteer Work: _____

2865 Description of Volunteer Work (Including exact hours):

2866

2867 I have upheld my responsibility exactly as I indicated above.



Student
Government
University of North Florida

SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

2868 Senator Signature: _____

2869 Signature of Event Supervisor: _____

2871 Place Time Stamp Here:

2872

2873 Number of Absence Points removed: _____

2874 Senate President Signature: _____

2875



Student
Government
University of North Florida

SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

2876

F. Leave of Absence Form



**Student
Government**
University of North Florida

SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes



**Student
Government**
University of North Florida

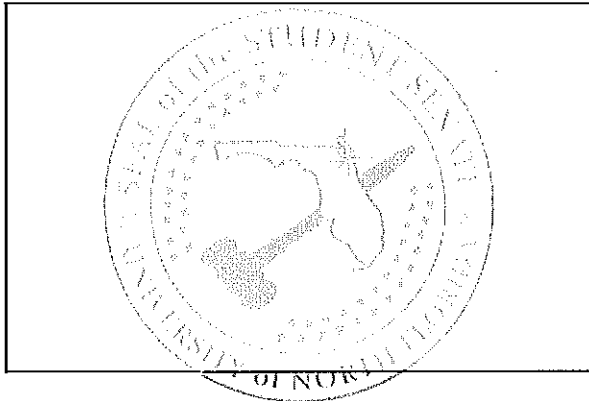
LEAVE OF ABSENCE FORM

Senator Name:

Duration of Absence: to

Will you be attending summer classes on campus? (Check one):

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:



Student
Government
University of North Florida

SENATE LEGISLATION

SR-20S-3470

SR-20S-3470: Legislative P&P Changes

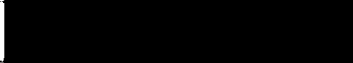
2878
2879 Therefore: Let it be enacted that the attached document be the official revisions to the Legislative
2880 Branch Policies and Procedures, and that this document be made effective immediately.

2881
2882 **Legislative Action**

2883 Author: Thatcher Hart
Sponsor: Thatcher Hart
Committee: Constitution and Statutes Committee
Committee Action: 7-0-0
Date of Committee Action: 2/14/2020
Senate Action: 21-0-0
Date of Action: 2/21/2020

Signed and Delivered to the Student Body President
on this 4th day of March, 2020.

Place Time Stamp Here
MAY 14 2020 10:58 AM

Signed: 

Thatcher Hart, Student Senate President