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SR-21S-3539: Legislative Branch P & P Changes

Student Government Association University of North Florida

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SRSB-21S-3539 Legislative Branch 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: Changes within the Legislative Branch Policies and Procedures should reflect correct
7 Section/Titles as well as common practice of the Legislative Branch;
- 8 Whereas: The Legislative Policies and Procedures section regarding Senator Service Contracts to be
9 removed and the maintenance of Senatorial iPads to be included;
- 10 Therefore: The following revisions to the Legislative Branch Policies and Procedures are being proposed to
11 reflect recent changes in the Legislative Branch, including but not limited to the removal of
12 Senator Service Contracts:

13 I. Purpose and Mission of the Legislative Branch

14 Purpose

15 The Legislative Branch (herein after known as the Senate) of the University of North Florida’s
16 Student Government (herein after known as SG), as defined by the Constitution and Statutes,
17 given the responsibility of carrying out such legislative acts that are necessary and proper for
18 the student body of the University of North Florida.

19 Mission

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

24 II. Requirements and Duties of the Senate

25 A. Basic Duties of All Senators shall be:

- 26
- 27 1. To represent UNF students in all university-wide matters and advocate for their interests;
- 28
- 29 2. To actively seek opportunities to improve student life at the University of North Florida;
- 30
- 31 3. To consider, write, propose, present, amend, and vote on all legislation necessary and
32 proper for the student body;
- 33
- 34 4. To serve on at least one (1) Senate standing committee;
- 35



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- 36 5. To attend and participate in all required meetings and events;
- 37
- 38 6. To read and understand the meeting packet before every meeting;
- 39
- 40 7. To ask all necessary questions in order to make an informed decision;~~before making a~~
- 41 ~~decision, and then speak out about why a certain decision should be made;~~
- 42
- 43 8. To maintain communication with the student body, Senate President and Legislative
- 44 Cabinet on all matters concerning students;
- 45
- 46 9. To vet and confirm all qualified Senate, Executive Cabinet, and Judicial appointments;
- 47
- 48 10. To volunteer, if able and needed, at Student Government events.

49 III. Senate Officers and Their Duties

50 A. Composition

- 51 1. The Legislative Cabinet shall be comprised of the following Senate Officers:
 - 52 a. The Senate President;
 - 53 b. The Senate President Pro Tempore;
 - 54 c. The Budget and Allocations Committee Chair;
 - 55 d. The University and Student Affairs Committee Chair; and
 - 56 e. The Senate Secretary.
- 57
- 58 2. At the discretion of the Senate President, the following Senate Officers may be
- 59 asked to participate in any Legislative Cabinet related business:
 - 60 a. The Senate Parliamentarian; and,
 - 61 b. The Vice Chair of each respective committee.
- 62

63 B. Duties of all Chairs

64 The Chair shall:

- 65 1. Conduct all meetings in accordance with Title II: The Parliamentary Authority
- 66 Statute;
- 67
- 67 2. Make public the time, date, and location of meetings;
- 68
- 68 3. Make public a packet of all necessary documents for a meeting;
- 69
- 69 4. Prepare an agenda;



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- 70 5. Vote in the event of a tie;
- 71 6. Enforce all applicable policies, procedures, and rules of decorum;
- 72 7. Enforce all set limits on speakers and presenters; and
- 73 8. Serve as a non-voting ex officio member of all committee meetings they do not
- 74 chair.

C. Duties of the Senate President

The Senate President shall:

- 76 1. Enforce all policies and procedures outlined in this manual;
- 77
- 78 2. Refer all parliamentary interpretations to the Senate Parliamentarian, and all
- 79 Constitution and Statute interpretations to the Attorney General;
- 80
- 81 3. Call a Senate meeting within the first five (5) business days of classes of each
- 82 semester;
- 83
- 84 4. Determine the time, day, frequency, and location of the regularly scheduled Senate
- 85 and Committee meetings;
- 86
- 87 5. Sign and transmit all applicable Senate Legislative Action to the President no later
- 88 than five (5) business days after the Senate meeting when the legislation passed;
- 89
- 90

91 ~~6. Hire~~ Appoint the Senate Secretary, ~~and appoint~~, the Parliamentarian ~~and~~, the

92 Sergeant-at-Arms;

93 ~~6-7, and A~~ Assign each senator to a Senate committee;

94

95

96 ~~7-8~~ Appoint any legislative officer in the event of a vacancy until the end of that term in

97 accordance with Chapter ~~FV~~ §B;

98

99 ~~8-9~~ Swear in newly elected or appointed senators in the event that there is no member

100 of the Judicial Branch available at the Senate meeting;

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102 ~~9-10~~ Create ad hoc committees when necessary;

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104 ~~10-11~~ Supervise the Legislative Cabinet;

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- 106 ~~11.~~12. Provide each senator with an SG polo, a finalized copy of the [Legislative](#)
 107 [Branch Senate Policies Policies](#) and Procedures, a Senate Schedule, and a nameplate
 108 for the Senate Chambers;
- 109
- 110 ~~12.~~13. Serve as Budget Director over the SG Legislative Index (402061);
- 111
- 112 ~~13.~~14. Collect and approve all timesheets of the Legislative Cabinet, and submit to the
 113 appropriate employee designated by the SG Director;
- 114
- 115 ~~14.~~15. Keep the Senate, Legislative Cabinet, SG President, and Chief Justice informed
 116 of issues that concern students;
- 117
- 118 ~~15.~~16. Serve as the overseer of the “Legislative” folder on the O-Drive, and ensure all
 119 relevant information is filed appropriately;
- 120
- 121 ~~16.~~17. Oversee mandatory trainings for senators conducted by the Senate President
 122 Pro-Tempore, as outlined in Chapter ~~XIII~~III;
- 123
- 124 ~~17.~~18. Formally summarize all signed Constitutional Referenda and forward them to
 125 the Elections Commissioner ten (10) business days before the election to be placed
 126 on the ballot; and
- 127
- 128 ~~18.~~19. Seek guest speakers at Senate meetings.
- 129
- 130 ~~19.~~20. Assume duties of all absent or vacant Legislative Cabinet offices.
- 131 ~~20. Keep accurate records for all pertinent information regarding the Senator Service-~~
 132 ~~Contracts.~~
- 133
- 134 21. Plan and execute mandatory trainings on the Constitution and Statutes as outlined in
 135 Chapter ~~XIII~~III, Senator ~~Orientations~~Trainings.
- 136
- 137 D. Duties of the Senate President Pro Tempore
- 138 The Senate President Pro Tempore shall:
- 139 1. Assume the duties of the Senate President in the event of their absence;
- 140
- 141 2. Serve as Chair of the Rules and Oversight Committee;
- 142
- 143 3. Prepare the Senate Chambers for each Senate meeting;
- 144
- 145 4. Conduct roll call at the beginning and end of each Senate meeting;



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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 [IXVIII](#);
 7. Educate all senators about the Absence Policy outlined in Chapter [IXVIII](#);
 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 [Legislative Branch Senate Policies 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.
 13. Oversee the mentorship program with the assistance of the Vice-Chair.

E. Basic Duties of the Three Committee Chairs

All three committee chairs shall:

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



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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 ~~§G~~;
 11. Give presentations at mandatory trainings, as outlined in Chapter XII;
 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
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.



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- 226 3. The B&A Committee Chair shall maintain a copy of all submitted Travel Requests
227 and Special Requests
228
229 4. All fiscal requests must be completed in correct bill format after committee, and
230 given to the Senate President or the Rotunda staff should the Senate President not
231 be in the office prior to leaving for the day.
232

G. Duties of the Committee Vice-Chair

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234
235 1. To assume the duties of the committee chair upon the request of the chair, or if the
236 chair of the committee is unable to perform their duties.
237
238 2. To assemble voting records, attendance records, and, in the absence of the Senate
239 Secretary, minutes of all committee meetings. The Committee Vice-Chair shall
240 immediately forward all of this information to the Committee Chair.
241

H. Senate Parliamentarian

- 242
243
244 1. To rule on matters of parliamentary procedure using Robert's Rules of Order,
245 Newly Revised and Title II: The Parliamentary Authority Statute;
246
247 2. To serve as a voting member of the Rules and Oversight Committee;
248
249 3. To give each new senator a Parliamentary Procedure information packet;
250
251 4. To educate the Senate on Parliamentary procedure at mandatory trainings; and
252
253 5. To assist with PowerPoint presentations during Senate meetings when necessary,
254 and to make live track changes to bills and resolutions during the legislative
255 process.
256
257 6. To collect voting records and attendance records of all Senate meetings and then
258 forward immediately to the Senate President Pro-Tempore.
259

I. Senate Secretary

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262 1. To prepare and upload accurate minutes of all Senate meetings to the O-Drive
263 within four (4) business days of the Senate meeting;
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2. To upload accurate minutes of all Senate meetings to the SG Website within ~~five~~ ⁽⁵⁾ 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 ~~and cleaning~~ the Senate Chambers, ~~as well as distributing/collecting the Senatorial iPads before and after 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 [Legislative Branch Senate Policies](#), [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 ~~five~~ ⁽⁵⁾ business days of legislation becoming effective; and
 10. To email all signed legislation to SG Staff.

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292 J. Student Government Interfaith Chaplain

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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.

302 K. Senate Sergeant-at-Arms

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- 304 1. To enforce order and decorum of meetings of the Senate under the direction and
305 discretion of the Senate President;
306 2. To remove individuals from the Senate meeting at the Senate President's discretion;
307 and
308 3. To lead the Pledge of Allegiance at all Senate Meetings.

309 IV. Legislative Branch Elections Cabinet

310 A. Fall and Spring Senatorial Elections Legislative Cabinet Elections

- 311 1. The Validation Bill of the Fall/Spring General Election shall be adopted by the
312 Senate within twelveen (120) business days after the last day of the election if all
313 appeals to the Supreme Court have been resolved.
314
315 2. At the Senate meeting following the validation of either the -Fall or Spring General
316 Election, the senator-elects shall be installed into office. Immediately after the new
317 senators are sworn in, the Senate President shall call for the Division of the House
318 and the new senators shall take their seat.
319
320 a. Senator-elects, if not sworn in during Installation, must be sworn in before the
321 first Senate Meeting of the next semester. Should a senator-elect not be sworn
322 in by that time, their seat shall be forfeit at the discretion of the Senate
323 President.

~~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.~~

324 b.B. Legislative Cabinet Elections

325 ~~3.~~ 1. Immediately after Division of the House, the Senate President shall call a new
326 Senate meeting to order, establish quorum, and open the floor for nominations for each
327 respective position of the Legislative Cabinet until a motion is made to close the floor for
328 nominations for that particular position.

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335 ~~4.~~ 2. Within five (5) business days after the Division of the House, the Senate
336 President shall call for a special Senate meeting, in which the only business shall be to
337 conduct Legislative Cabinet elections. At this meeting, the Senate President shall re-open
338 the floor for nominations for each respective position of the Legislative Cabinet,
339 separately. A motion to close the floor for nominations must be made.

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341 ~~5.~~ 3. After the nominations have been closed, the Senate President shall ask each
342 candidate to come forward and speak for a maximum of three (3) minutes in the order they
343 were nominated.

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345 ~~6.~~ 4. After a candidate speaks, the Senate shall have an opportunity to ask the
346 candidate questions. After all candidates, including candidates in a non-contested position
347 have spoken, the Senate President shall open discussion.

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349 ~~7.~~ 5. After open discussion, the Senate shall cast its votes.

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351 a. A candidate must receive a majority vote in order to be elected.
- 352
353 b. Should a majority not be reached, a runoff election shall be held between the
354 two candidates who received the most votes.
- 355
356 c. If a candidate is not contested, they win by acclamation.

357
358 ~~8.~~ 6. Newly elected officers shall be sworn in after all Legislative Cabinet elections
359 are completed.

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360 ~~9.~~ 7. Should the Senate President be a candidate for a particular office, the next
361 person in the line of succession who is not running for the office in question shall assume
362 all duties of the Senate President for the purposes of conducting the election.

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364 ~~10.~~ 8. The outgoing Senate President shall preside over the Senate until the newly
365 elected Senate President is sworn in.

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367 V. Legislative Cabinet

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369 ~~B.~~ A. Legislative Cabinet Meetings

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- 370
371 1. The Senate President, at their discretion, may call a meeting of the Legislative Cabinet
372 for information, staff assignment, and personnel work, as well as to discuss issues
373 facing the student body.

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375 ~~C.~~ B. Legislative Cabinet Vacancies

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- 377 1. If a vacancy occurs in the Legislative Cabinet, the Senate President shall hold
378 interviews for the position and appoint someone to the position for the remainder of
379 the term.
380
- 381 2. The appointed officer shall assume their duties immediately and be sworn in at the next
382 Senate meeting.
383
- 384 D.C. Removal from the Legislative Cabinet
- 385
- 386 1. The Senate President may remove any officer of the Legislative Cabinet at any time if
387 they determine this is within the best interest of the Student Body.
388
- 389 2. The Senate President shall follow the Legislative Cabinet vacancy process to replace the
390 removed officer.
391
- 392 3. The Senate President shall announce at the next Senate meeting the removal of the
393 officer. Only at this time may a motion to override be made. Such a motion requires a
394 two-thirds (2/3) majority to pass.

395 **VI. Standing Committees of the Senate**

396 A. Standing Committees

- 397
- 398 1. There shall be three (3) standing committees of the Senate: Budget and Allocations,
399 Rules and Oversight, and University and Student Affairs. Any special or ad hoc
400 committee may be formed at the discretion of the Senate President.
401
- 402 2. Committees must have more than half of its voting membership to establish quorum,
403 excluding senators who are on a leave of absence.
404
- 405 3. The Senate President shall appoint each senator to the standing committees. Standing
406 committee appointments are not subject to Senate approval.
407
- 408 4. There shall be two (2) officers of the standing committees: the Chair and the Vice
409 Chair. The officers of each committee must be senators.
410

411 B. Budget and Allocations Committee

- 412
- 413 1. The Budget and Allocations Committee (herein after referred to as the B&A
414 Committee) is responsible for the fiscal management of the Activity and Service Fee
415 Budget.



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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 ~~Title VIII 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 ~~Title VIII Chapter 841 of the SG Statutes~~.
- C. 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 ~~IXVIII~~.



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- 455 a. Events include but are not limited to Osprey Voice, Finals Frenzy, and Round
456 Table.
- 457
- 458 6. The USA Committee shall review and consider revisions to Title XII. All revisions
459 passed by the USA Committee shall be forwarded to Senate.
- 460
- 461 7. The USA Committee shall hear reports from all Student Government members sitting
462 on University-Wide Committees.
- 463
- 464 8. The USA Committee shall discuss University-Wide developments and when necessary
465 forward either Joint or Simple Resolutions to Senate.
- 466
- 467 D. Rules and Oversight Committee
- 468
- 469 1. The Rules and Oversight Committee (hereinafter referred to as the R&O Committee)
470 is responsible for oversight in all intergovernmental affairs of Student Government.
- 471
- 472 2. The R&O Committee shall resolve conflicts concerning the Constitution, the Statutes,
473 and the [Legislative Branch Senate Policies Policies](#) and Procedures.
- 474
- 475 3. The R&O Committee shall vet and forward all appointments that require Legislative
476 confirmation to the Senate.
- 477
- 478 4. The R&O Committee shall review the Constitution and Statutes and recommend any
479 change to the Senate when necessary.
- 480
- 481 5. The R&O Committee shall enforce the senator Absence Policy, as outlined in Chapter
482 VIII.
- 483
- 484 6. The R&O Committee shall be responsible for maintaining a current [Senate](#)
485 [Policies Legislative Branch Policies](#) and Procedures manual, and any revisions to this
486 document must be approved by two-thirds (2/3) vote of the Senate.
- 487
- 488 7. The R&O Committee is responsible, with the final approval of the Senate President,
489 for creating, maintaining, and modifying the Senate Appointment Application.
- 490
- 491 8. The R&O Committee shall review and consider revisions to Title VI: The Election
492 Code and Title XIII: The Rules and Oversight Committee Statute. All revisions passed
493 by the R&O Committee shall be forwarded to Senate.
- 494



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- 495 9. The R&O Committee shall consider amendments to the Elections Policies and
496 Procedures proposed by the Elections Commissioner, as outlined in Title VI.

497 **VII. Procedures of the Senate**

498 A. Line of Succession

- 499 1. In the event that the Senate President is removed, resigns, or is unable to carry out
500 their duties, the Senate President Pro Tempore shall act as the Interim Senate
501 President. Following a removal or resignation, there shall be nominations for the
502 position at the next Senate meeting and elections at the following Senate meeting.
503
504 2. In the event that the Senate President Pro-Tempore is unavailable, the Senate
505 Parliamentarian shall assume their duties.
506
507 3. Should neither of these members be able to carry out these duties, the member with
508 the most tenure of the Legislative Cabinet shall assume the duties of the Senate
509 President until an election may be called.
510

511

512

513 B. Delegation of Legislative Authority

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- 515 1. In cases where the Senate President is unavailable or unable to carry out their duties,
516 legislative authority shall follow the line of succession.
517
518 2. The proper procedure for delegating temporary legislative authority shall be as follows:
519
520 a. The Senate President shall draft and sign a formal memorandum stating why
521 they are temporarily delegating their authority and to whom.
522
523 b. The memorandum shall be emailed to the relevant personnel, and printed
524 copies shall be given to the SG Director, SG Advisor, and the person delegated
525 the authority.
526
527 c. The Senate President shall preserve a signed and printed copy in their records.
528

529

530 C. Senate and Standing Committee Meetings

531

- 532 1. In order to vote on any business, the number of senators attending a meeting must be
533 more than half of the overall membership, with the exception of senators on a leave of
absence.



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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 [posted online at least two business days before the meeting](#) ~~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.



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574 E. Voting Guidelines

- 575
- 576 1. At all Senate and Committee meetings, there shall be two (2) ways in which a senator
- 577 may vote:
- 578
- 579 a. For (Yes) - In favor of the motion on the floor.
- 580
- 581 b. Against (No) - Opposed to the motion or legislation.
- 582
- 583 2. In the event a senator possesses a conflict of interest towards a motion, the senator
- 584 shall abstain from discussion and the vote by calling for a point of order and shall give
- 585 their reason for abstaining, subject to approval by the chair of the meeting, as defined
- 586 in Title X.
- 587
- 588 3. At all meetings, there shall be two (2) methods of voting. All votes shall be recorded in
- 589 the voting records and the totals shall be recorded in the meeting minutes.
- 590
- 591 a. Roll call voting is done by calling out the name of each senator individually. Each
- 592 senator shall then vote For or Against the motion by saying "Yes" or "No"
- 593 respectively.
- 594
- 595 b. Electronic voting is done through the use of electronic devices assigned to each
- 596 senator before each meeting.
- 597
- 598 4. In the event that a senator is absent from the chambers at the time of the vote, they
- 599 shall not have the ability to vote in absentia, nor shall they be counted towards quorum.
- 600

601 F. Parliamentary Procedure

- 602
- 603 1. *Robert's Rules of Order, Newly Revised* shall be the authority only over those questions that
- 604 have not been specified by general law, University regulations, the Constitution and
- 605 Statutes of the Student Government of the University of North Florida, or Policies
- 606 and Procedures of the Legislative Branch.
- 607
- 608 2. A Friendly Amendment shall be defined as any amendment proposed by a senator that
- 609 the presiding officer believes to not change the intention of a piece of legislation. The
- 610 presiding officer can invite unanimous consent on that amendment by declaring that
- 611 they believe that amendment to be a Friendly Amendment. In the event of an
- 612 objection, that amendment shall be subject to standard majority vote.
- 613



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614 G. Transition Binder

- 615
- 616 1. Over the course of the Legislative Cabinet member's term, they must continuously
- 617 maintain a Transition Binder.
- 618
- 619 2. The purpose of the Transition Binder is to pass along important knowledge and advice
- 620 of a specific position in the Legislative Cabinet to the next senator who shall fill that
- 621 position.
- 622
- 623 3. The Transition Binder shall be passed down from the former officer to their successor.
- 624 The successor is expected to make additions and corrections, and continue the
- 625 tradition of Transition Binder passage.

626

627 VIII. Legislation

628 The Senate shall consider five (5) forms of legislation: Senate Bills (SB), Omnibus Bills (OB),

629 Simple Resolutions (SR), Joint Resolutions (JR), and Constitutional Referenda (CR).

630 A. Requirements of all Legislation

- 631
- 632 1. All legislation must be authored by A&S Fee paying students.
- 633
- 634 2. All legislation must have a Senate Sponsor.
- 635
- 636 3. Any legislation vetoed by the President shall be placed under Unfinished Business at
- 637 the next Senate meeting.

638

639 B. Senate Bills (SB):

- 640
- 641 1. Create or terminate Student Government programs.
- 642
- 643 2. Affect the internal aspects or structure of SG, and cannot be prohibited by the
- 644 Constitution of the University of North Florida or the Constitution and Statutes of SG.
- 645
- 646 3. Statutory amendments that make revisions to the SG System of Statutes.
- 647
- 648 4. A majority vote of the Senate shall be required for the final passage of a Senate Bill,
- 649 except in the case of revisions to the Election Code which require a two-thirds (2/3)
- 650 vote for approval.

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652 C. Omnibus Bills (OB):



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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.
- 663 D. Senate Simple Resolutions (SR)
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1. Senate Simple Resolutions refer to any legislation that:
 - a. Expresses the will of the Legislative Branch;
 - b. Makes changes to the Legislative Senate Policies Legislative Branch 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. Senate Simple Resolutions that make changes to the Legislative Senate Policies Legislative Branch Policies and Procedures shall be referred to the Rules and Oversight Committee, and require a two-thirds (2/3) vote of the Senate for approval.
 3. All other Senate 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 Senate Simple Resolution directly to the Agenda.
- 688 E. Joint Resolutions (JR)
- 689
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1. Joint Resolutions refer to any legislation that:
 - a. Expresses the will of both the Legislative Branch and the Executive Branch;



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- 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 R&O 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:
 - a. All of the amendments are encompassed by a single subject specified in the “Whereas” section of the Constitutional Referendum, and
 - b. The amendments to the Statutes are direct results of the amendments to the Articles.
- G. General Process of Legislation and Business
1. All legislation must be electronically submitted to the Senate President at least three (3) business days before the Senate Packet is ~~posted~~ 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.



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- 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.
 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.



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



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812 IX. Senator Absence Policy

813 A. Required Attendance

- 814
- 815 1. Each senator must attend all Senate meetings and all committee, board, and council
- 816 meetings on which they serve.
- 817
- 818 2. Each senator is required to work at least one (1) shift of every event hosted by the
- 819 University and Student Affairs Committee. The mandatory events are outlined in Title
- 820 XII: The University and Student Affairs Committee Statute.
- 821
- 822 3. Each senator is required to fulfill the shift(s) assigned by the Elections Commissioner
- 823 at the polls in the recurring SG elections during their term, unless they are seeking an
- 824 elected position.

825

826 B. Absence Point Assessment

- 827
- 828 1. All senators absent from a meeting or event with required attendance may fill out an
- 829 Absence Form. The form must be time stamped and submitted to the Senate President
- 830 within five (5) business days of the absence, or the absence shall automatically be
- 831 considered unexcused.
- 832
- 833 2. The Senate President approves or denies the Absence Form. If approved, the senator
- 834 shall receive an excused absence, and be assessed points at the discretion of the Senate
- 835 President. If denied, full points shall be assessed. The Senate President shall forward
- 836 their decision to the Senate Pro Tempore for their records within five (5) business days
- 837 of appeal submission.
- 838
- 839 3. The Senate President shall have full discretion over the evaluation and forgiveness of
- 840 absence points.
- 841
- 842 4. Absence Points shall be tallied as follows:
- 843
- 844 a. An excused absence shall include, but not be limited to: a serious illness, travel
- 845 associated with a student organization, a class conflict, or engagement in
- 846 compensated work, or any other absence as determined by the Senate President.
- 847
- 848 b. Unexcused absences shall result in full points being assessed.
- 849



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- 850 c. One (1) absence point shall be assessed if the senator misses either Initial Roll Call
851 or Final Roll Call at a regular Senate or Committee meeting. Two (2) absence
852 points shall be assessed if the senator misses both Initial Roll Call and Final Roll
853 Call.
854
- 855 d. Two (2) absence points shall be assessed if the senator misses their elections polling
856 shift. These points will not be eligible to be removed through redemption, except at
857 the discretion of the Senate President.
858
- 859 e. One (1) absence point shall be assessed if the senator misses either a Senate
860 Orientation or a C&S training session.
861
- 862 f. One (1) absence point shall be assessed if the senator misses a University Wide
863 Committee meeting of which they are assigned.
864
- 865 5. Members of the Budget and Allocations Committee, during the time of Budget
866 hearings, shall only receive half (1/2) the allotted points per absence for missing
867 Budget hearing meetings at the discretion of the Senate President.
868
- 869 C. Absence Point Appeal Hearings
870
- 871 1. Every senator has the right to appeal any absence points to the Rules and Oversight
872 Committee once per their year term. Once a senator reaches four (4) or more absence
873 points they shall be placed on the agenda, for an appeal hearing at the next Rules and
874 Oversight Committee meeting.
875
- 876 2. The Rules and Oversight Committee has the ability, by a majority vote, to reduce a
877 senator's absence points. If the Committee chooses to not reduce the senator's points
878 or if the reduced points are still at four (4) or more, the senator shall be subject to the
879 removal process. The senator may choose to avoid removal by submitting a letter of
880 resignation prior to their absence appeal.
881
- 882 3. The Rules and Oversight Committee may decide by a two-thirds (2/3) majority vote to
883 suspend the Absence Policy for an individual when extenuating circumstances arise.
884
- 885 4. A senator shall be subject to the removal process if they fail to attend their scheduled
886 appeal hearing. The senator may choose to avoid removal by submitting a letter of
887 resignation prior to the next Senate meeting.
888



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- 889 5. A senator who accumulates four (4) or more absence points after exhausting their only
890 opportunity to appeal these points to the Rules and Oversight Committee shall be
891 subject to the removal process.
892
893 6. Motions to remove Absence Point(s) must receive a two-thirds (2/3) vote of the R&O
894 Committee in order to pass.

D. Redemption Process

- 895
896
897
898 1. All senators are eligible to reduce their total absence points by:
899
900 a. Volunteering for an executive agency;
901 b. Volunteering additional hours for a USA event;
902 c. Volunteering additional hours for elections polling; or
903 d. Volunteering for an additional Student Government event, outside of the
904 foundational senatorial requirements.
905
906 2. Senators may remove one (1) absence point from their record by volunteering for two
907 (2) hours at any of the events described above.
908
909 3. Volunteer hours that a senator uses in the Redemption Process may not be used in the
910 SG Senator Scholarship application.
911
912 4. Absence points shall only be removed upon the successful completion of the
913 Redemption Form, as illustrated in XV. Appendix D.
914
915 5. The process of successfully completing the Redemption Form is as follows:
916
917 a. Contact the Event Supervisor, discuss the volunteer work that is expected, and
918 agree on a specific timeframe for the senator to volunteer. The Event Supervisor
919 may be a Director, Assistant Director, or Coordinator of an Executive Agency who
920 oversees an Agency event, or another SG Officer who oversees a Student
921 Government event.
922
923 b. Inform the Senate President Pro Tempore before performing the volunteer work.
924
925 c. Perform the volunteer work exactly as indicated on the upper portion of the
926 Redemption Form.
927



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- 928 d. Obtain confirmation through the signature of the Event Supervisor after
929 performing the volunteer work.
930
931 e. Submit the completed Redemption Form to the Senate President.
932
933 E. Leave of Absence
934
935 1. A Leave of Absence is a temporary dismissal from everything related to the Senate.
936
937 2. It is a senator's responsibility to request a Leave of Absence from the Senate President.
938
939 3. A Leave of Absence request must be submitted in writing at least three (3) business
940 days prior to the beginning of the absence.
941
942 4. The Senate President may grant any senator a Leave of Absence under appropriate
943 circumstances.
944
945 5. Senators are allowed to participate during a leave of absence at the expressed discretion
946 of the Senate President.
947
948 6. The Senate President Pro Tempore shall log all Leave of Absences for the purpose of
949 quorum.
- 950 X. Senate Chambers
- 951 A. Responsibility over the Senate Chambers
952
953 1. Full responsibility of the upkeep and maintenance over the Senate Chambers shall be
954 held in the Office of the Senate President.
955
956 B. In the Case of Decorum
957
958 1. The Senate President has the authority to have any person removed from the
959 Chambers at any time for reasons including: breach of decorum and order, misconduct,
960 or inappropriateness at their sole discretion.
961
962 2. In the case of a disturbance, the Senate President may, at their discretion, have the
963 Sergeant-at-Arms remove individuals from the Senate meeting.
964
965 C. Senate Chambers Seating
966



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- 967 1. The Senate President shall determine a seating arrangement for senators, students, and
- 968 invited guests.
- 969
- 970 2. The Senate President shall properly display the seating arrangement.
- 971 3. Each attendee must adhere to the predetermined seating arrangement.
- 972
- 973 4. All students shall be allowed to view a Senate meeting in seats designated by the Senate
- 974 President. Students may be asked to leave if the Senate President deems it necessary.
- 975
- 976 5. All non-student guests shall be designated in a certain seating area as seen fit by the
- 977 Senate President.

D. Senate Dress Code

- 979
- 980 1. The dress code for every Senate meeting shall be business professional attire as defined
- 981 by the Senate President.
- 982
- 983 2. The dress code for every Committee meeting shall be defined at the discretion of the
- 984 Committee Chair.
- 985
- 986 3. If the dress code is not adhered to, the presiding officer may request to have the
- 987 individual removed. This removal shall amount to an unexcused absence, as outlined in
- 988 the Senator Absence Policy.
- 989
- 990 4. Senators must wear the senator Polo [or other Student Government attire](#), as provided
- 991 by the Senate President, at every USA outreach event.

992 **XI. Official Seal of the Student Senate**

- 993 1. There shall be a seal, as outlined in SR-03SA-1672, circular in shape with the words “Seal of
- 994 the Student Senate” and “University of North Florida” (or a derivation thereof) outlining,
- 995 inside of which shall be a design of 52 stars, a compass rose in the middle, as well as a
- 996 representation of the State of Florida, and a gavel.
- 997
- 998 2. Only the Senate President, their designee, or the Senate Secretary, under the direction of the
- 999 Senate President, may use the Official Seal of the Student Senate, as illustrated in Chapter XII
- 1000 §B.

1001 **XII. Senator Orientation**

- 1002 A. Introduction
- 1003



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- 1004 1. The Legislative Cabinet shall be responsible for training new senators.
 1005
 1006 2. At least two (2) orientations shall be held per year, once in the fall and spring.
 1007
 1008 3. Senator orientations must contain all workshops outlined in Chapter XII §C and §D.
 1009
 1010 B. Timeline
 1011
 1012 1. The Senate President shall call for a mandatory orientation at least once in the fall and
 1013 spring.
 1014 a. The Senate President shall determine, at their discretion, if an additional orientation
 1015 be held during the summer semester.
 1016
 1017 2. A mandatory orientation shall be scheduled no more than four (4) weeks after the
 1018 validation of the General Election.
 1019
 1020 3. The Senate President shall reserve the right to call additional Orientations as deemed
 1021 necessary. The Senate President shall reserve the right to make said Orientations
 1022 mandatory.
 1023
 1024 C. Committee Workshops
 1025
 1026 1. The Budget Workshop shall be conducted by the B&A Committee Chair. The B&A
 1027 Committee Chair shall provide a detailed overview of Title VIII: The Finance Code,
 1028 the Activity and Service Fee Budget, and how to allocate funds responsibly. The B&A
 1029 Committee Chair may cover any additional topics that they deem necessary.
 1030
 1031 2. The Governing Documents Workshop shall be conducted by the Senate President Pro
 1032 Tempore. The Pro Tempore shall provide a broad overview of the Constitution, each
 1033 Title of the Statutes (except VI, VIII, XII, and XIII), and the [Senate Policies](#) [Legislative](#)
 1034 [Branch Policies](#) and Procedures. This workshop may also cover Sunshine State Laws.
 1035 The Pro Tempore may conduct the workshop in conjunction with the Attorney
 1036 General. As the chair of the R&O Committee, the Pro Tempore is also responsible for
 1037 explaining how the different branches and agencies work together and the Committee's
 1038 power of Senate Subpoena.
 1039
 1040 3. The University and Student Affairs Workshop shall be conducted by the USA
 1041 Committee Chair. The USA Committee Chair shall provide an overview of Title XII:
 1042 The University and Student Affairs Committee Statute. The USA Committee Chair
 1043



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1044 shall provide a comprehensive overview on how to properly survey individual students
1045 for Osprey Voice Surveys. The USA Committee Chair shall also provide an extensive
1046 overview of the structure of University-Wide Committee systems, specifically, the
1047 individual committees and their relationship to the University Administration and its
1048 policies. The USA Committee Chair may cover additional topics that they deem
1049 necessary.

1050

1051 D. Skill Workshops

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- 1053 1. The Bill-Writing Workshop shall be conducted by the Senate President or their
1054 designee. The Senate President shall teach newly elected senators the processes of bill-
1055 writing, and provide a reference form of the structure and components of a bill.
- 1056 2. The Roberts Rules and Parliamentary Procedure Workshop shall be conducted by the
1057 Parliamentarian and/or SG Advisor. The Parliamentarian and/or SG Advisor shall
1058 provide an extensive overview of Roberts Rules.

1059

1060 E. Requirements

1061

- 1062 1. Each senator must complete all skill workshops
- 1063 2. If a senator is unable to attend a workshop, they must arrange a make-up session with
1064 the appropriate instructor.

1065

1066

1067 XIII. Senator Trainings

1068

1069 A. Procedures

1070

- 1071 1. The Senate President shall be responsible for organizing at least one (1) mandatory
1072 training per semester for senators in their first year and one (1) mandatory training per
1073 semester for all senators on the Constitution and Statutes.
 - 1074 a. The Senate President and the Legislative Cabinet shall be responsible for approving
1075 the trainings as determined by the Senate President Pro-Tempore.
 - 1076 b. These trainings must be focused on improving senators understanding of the
1077 functions and procedures of the Senate.

1078

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- 1081 c. The Senate President shall reserve the right to call additional trainings as deemed
1082 necessary. The Senate President shall reserve the right to make said trainings
1083 mandatory.

1084 ~~XIV. Senator Service Contract~~

1085 ~~A. Eligibility~~

- 1086 ~~1. The awarding of Senator Service Contracts must follow Internal Revenue Service (IRS)~~
1087 ~~and University guidelines, Human Resources (HR) policies, and SG budgetary~~
1088 ~~authority.~~
1089
1090
1091
1092 ~~2. All Senators, with the exception of the Senate President, Senate President Pro~~
1093 ~~Tempore, and Committee Chairs may be eligible to receive a service contract.~~
1094
1095 ~~3. Senators may be eligible to receive this service contract for the fall, spring, and summer~~
1096 ~~semesters:~~
1097
1098 ~~a. Senators will not be compensated for the duration of a leave of absence.~~
1099
1100 ~~4. Senators may not be sworn in until all HR and SG onboarding documents have been~~
1101 ~~submitted and approved.~~

1102 ~~B. Elected Senators~~

- 1103
1104
1105 ~~1. During the validation of elections senator elects will receive a pre-employment packet~~
1106 ~~from the Legislative Branch. Upon the receipt of this packet they will be responsible~~
1107 ~~for gathering all required information and submitting it to Human Resources before~~
1108 ~~installation.~~
1109
1110 ~~2. Prior to installation, senators shall be responsible for completing the onboarding~~
1111 ~~process through the Student Government administration.~~
1112
1113 ~~3. Upon the commencement of the new legislative session, all senators who have~~
1114 ~~completed this process may be eligible to receive payment at the end of the semester.~~

1115 ~~C. Appointed Senators~~

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1117

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SRSB-21S-3539 Legislative Branch P&P Changes

- ~~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 after their R&O committee appointment hearing if forwarded to Senate.~~
- ~~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.~~

~~D. Senator Resignations and Impeachments~~

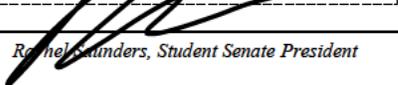
- ~~1. Senators who resign or are impeached during their term will be compensated on a pro-rated basis, dependent on the percentage of their term that they have completed.~~

Therefore: Let it be enacted that the following changes to Legislative Policies and Procedures be made effective July 1, 2021~~0~~.

Legislative Action

Author: Senate President Saunders
 Sponsor: Senate Pro Tempore Kilambi
 Committee: R&O
 Committee Action: 8-0-0
 Date of Committee Action: 2/19/21
 Senate Action: 26-0-0
 Date of Action: 3/5/21

Signed and Delivered to the Student Body President
on this 12 day of March, 2021


 Signed: 
 Rachel Saunders, Student Senate President