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# Senate Resolution SR-11F-2550 Policies and Procedures Update

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*University of North Florida*

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# SENATE LEGISLATION

## SR-11F-2550

1 *SR-11F-2550: 2011-2012 Policies and Procedures Update*

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

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

7 Whereas: According to Article II Section 6.C: Simple Resolutions shall be the formal expression of the opinion  
8 of the Senate or the legislative vehicle used for the internal regulation of the senatorial policies and  
9 procedures, and;

10  
11 Whereas: According to Title IV Chapter 400.1.J: The Senate shall be responsible for the Senate Policies and  
12 Procedures. The Senate Policies and Procedures is a living document which can only be changed  
13 through a Standing Rule in which the President has no authority, and;

14  
15 Whereas: According to Title IV Chapter 402.1.D: Each Session of the Senate shall adopt its own Rules and  
16 Procedures in accordance with the Student Government Constitution and Statutes, and;

17 Whereas: On October 5<sup>th</sup> the Legislative cabinet of the Student Government of the University of North  
18 Florida, serving as an ad-hoc committee convened with the sole purpose of drafting a proposal for  
19 amended P&P's to be forwarded to and approved by the Constitution and Statutes Committee and  
20 the Senate, and;

21 Whereas: This is the proposed Senate Policies & Procedures approved by the aforementioned committee; and

22  
23 Therefore: The following revisions will be made to Senate P&P's:

24  
25 I. **Purpose and Mission of the ~~Student~~ Senate**

26 A. Purpose

27  
28 The ~~Student~~ Senate shall be the legislative body of the University of North  
29 Florida's Student Government (herein after known as SG), as defined by the SG  
30 Constitution, given the responsibility of carrying out such legislative acts that are  
31 necessary and proper for the Student Body of the University of North Florida.

32  
33 B. Mission

34  
The Mission of the ~~Student~~-Senate shall be to serve the students by passing acts.



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2 bills, and resolutions on their behalf ~~on their behalf~~ acts, bills, and resolutions  
3 that benefit the Student Body at large. Furthermore, the Senate shall represent  
4 Students in all University-wide, local, state, and national concerns as their  
5 elected representatives.

6  
7 **II. Requirements and Duties of the Senate**

8  
9 **A. Membership Requirements**

10  
11 1. Senators ~~must~~ are expected to be in good standing with the University's  
12 Academic Integrity and Student Conduct Codes as delineated in the  
13 University of North Florida's Student Handbook.

14  
15 ~~2. Senators must serve on at least one SG Senate standing committee.~~

16  
17 **B. Basic Duties of All Senators**

18  
19 1. To represent students in all University-wide matters.

20  
21 2. To serve on at least one (1) Senate standing committee unless deemed  
22 unnecessary by the Senate President.

23  
24 3. To develop and promote activities of interest to students.

25  
26 4. To maintain communication with the student body, President, Vice  
27 President, Chief Justice, and Legislative Cabinet on all matters  
28 concerning students.

29  
30 5. To consider, write, propose, and present all legislation necessary and  
31 proper to the Student Body.

32  
33 6. To override a Presidential veto of any legislation when appropriate by a  
34 two-thirds (2/3) vote.

35  
36 7. To serve as the validating body for all SG elections.

37  
38 8. To confirm all Senate, Executive Cabinet, Judicial, and SG Agency  
39 Director and Assistant Director appointments.

40  
41 9. To impeach or remove any SG member of the Executive, Legislative,  
42 or Judicial Branches, as provided in Article VII of the SG  
43 Constitution and ~~in the SG~~ Statutes.



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2  
3 ~~40. — Senators must serve on at least one SG Senate standing committee.~~

4 **III. Senate Officers and Their Duties**

5  
6 **A. Basic Duties of all Senate Officers**

- 7  
8 1. Serve as a member of the Legislative Cabinet and attend all of its  
9 meetings.  
10  
11 2. Keep the President, Senate President, Chief Justice, and the Student  
12 Senate apprised of issues that concern students.  
13  
14 3. Give a report at every regular meeting of the ~~Student~~ Senate of the  
business that was done since the last meeting.  
15  
16  
17 4. To not serve in any other office in the Legislative Cabinet other than the  
18 one elected or appointed to by the Senate or the Senate President.

19  
20 **B. Senate President**

- 21  
22 1. To conduct meetings of the Senate in accordance with Title II: The  
23 Parliamentary Authority Statute.  
24  
25 2. To refer all parliamentary interpretations to the Parliamentarian.  
26  
27 3. To refer all Constitution and Statute interpretations to the Attorney  
28 General.  
29  
30 4. To call a Senate meeting ~~on no later than two weeks after the first day of~~  
31 ~~classes of each semester.~~  
32  
33 5. To notify all Senators of regularly scheduled, emergency, and special  
34 Senate meetings.  
35  
36 6. To determine the time, day, frequency, and place of the regularly  
37 scheduled Senate meetings.  
38  
7. To compile or ensure the completion and distribution of the Senate



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- 2 Packet, which shall consist of the agenda, bills, and previous Senate  
3 meeting minutes. The Senate Packet will be provided to the Senators no  
4 less than two ~~(2)~~ business days prior to a regularly scheduled Senate  
5 meeting.  
6  
7 8. To transmit all final Senate legislative action to the President no later  
8 than five ~~(5)~~ business working days after the Senate meeting when the  
9 legislation ~~passed. took place.~~  
10  
11 9. To collect the minutes and/or audio recordings of all Senate meetings  
12 and SG standing, special; or ad-hoc committees.  
13  
14 10. To serve as a non-voting ex-officio ~~voting~~ member of ~~SG~~ the Senate  
15 standing committees ~~and ad-hoc committees.~~  
16  
17 11. To appoint any legislative officer in the event of a vacancy until the end  
18 of that term.  
19  
20 12. To swear in newly elected or appointed Senators in the event that there  
21 is no member of the Judicial branch available at the SG Senate meeting.  
22  
23 13. To create ad-hoc committees when necessary.  
24  
25 14. To vote in the event that the Senate President's vote will break a tie.  
26  
27 15. To supervise officers and committee chairs within the Senate.  
28  
29 16. To serve as Budget Director over the SG Legislative Account.  
30  
31 17. To sign off on all wages earned by the Legislative Cabinet.  
32  
33 18. To enforce and follow Title VII: The Enforcement Statutes.  
34  
35 ~~19. To serve as a voting member of all Agency Advisory Boards, and to~~  
36 ~~appoint a Senator at-large to those boards as well.~~  
37  
38 ~~20. To issue Notification of Noncompliance.~~  
39  
21. In the case of a disturbance, the Senate President may, at his or her



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2 discretion, remove individuals from the Senate meeting.

3  
4 22. Prior to July 1<sup>st</sup>, the newly elected Senate President shall convene an ad  
5 hoc committee to draft policies and procedures to be approved in  
6 Senate.

7  
8 23. To keep the President and Chief Justice apprised of issues that concern  
9 students.

10  
11 24. ~~To chair the Judicial Appeals Committee as prescribed by Title VII: The~~  
12 ~~Enforcement Statute.~~

13  
14 C. Senate President Pro-Tempore

15  
16 1. To assume the previously described duties of the Senate President in the  
17 event of his/her absence.

18  
19 2. To serve as a voting member of the Constitution and Statutes  
20 Committee and as a non-voting, ex-officio member of all other SG  
21 standing committees and ad-hoc committees.

22  
23 3. To assist the Senate President in organizing, setting up, implementing,  
24 and cleaning up after every Senate meeting.

25  
26 4. To conduct roll call at the beginning and end of each Senate meeting.

27  
28 5. To keep a written record of attendance.

29  
30 6. To follow and enforce the Legislative absence policy outlined in "Fl.  
31 Absences."

32  
33 7. To be responsible for educating all Senators as to the SG attendance  
34 policy.

35  
36 8. To assist the Senate President in organizing, implementing, and  
37 evaluating SG New Senator Orientations and Leadership Workshops.

38  
39 9. To organize, implement, and evaluate social activities that are designed  
to promote unity within SG.



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  - 41
10. To assist the Senate President with filing information relevant to the SG Senate activities.
  11. To assist in the coordination of the Legislative Cabinet and assist the Senate President with supervision.
  12. To make available proxy vote forms and envelopes addressed to Senate Pro-Tempore in the event that a Senator ~~wished~~ wishes to vote during an absence at a Senate or Committee meeting.
  13. To properly document, file and save proxy vote forms in the event of a discrepancy. All proxy forms will be submitted to the SG Advisor immediately following the indicated meeting on the proxy.
  14. To collect the minutes, voting records, and all attendance records of all Senate standing committees.
  15. To inform a Senator of his/her pending absence, via e-mail, within one (1) business day of receiving the Senate or Committee attendance records.
  16. To inform all new Senators of the Legislative absence policy during the New Senator Orientation or at least once per semester during any regularly scheduled Senate meeting.
- D. 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 by scheduling at least one workshop a-per semester.



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2 E. Senate Secretary

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1. To prepare and submit, within three (3) business days, accurate minutes of every all Senate and Committee meetings to the Senate President.

5

6

7

2. To assist the Senate President in organizing, implementing, and cleaning up after each Senate meeting.

8

9

10

3. To help the Senate President with filing information relevant to SG Senate activities.

11

12

13

4. To record and read aloud proxy votes during a Senate meeting in the event of a Senator's absence.

14

15

5. To act as the Legislative Clerk; announcing the status of all approved legislation once signed by the President.

17

18

19 F. Senate Chaplain

20

21

To present a non-denominational and voluntary invocation after the call to order at each Senate meeting.

22

23

24 G. Senate Sergeant-at-Arms

25

1. To enforce order and decorum of meetings of the ~~Student~~ Senate under the direction and discretion of the Senate President.

26

27

2. May be given the duty by the Senate President to recite and lead the Pledge of Allegiance at all Senate Meetings.

28

29

3. To enforce all time limits that include but are not limited to Guest Speakers, Committee Reports, Judicial Reports, Executive and Agency Reports, presentations, question and answers, appointments and all other time restrictions that are set out in ~~Student~~ Senate Policies and Procedures.

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36 IV. Legislative Cabinet

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A. Legislative Cabinet Elections

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1. ~~Each fall and spring semester, the majority of the Senate shall elect the chairperson for the Elections and Appointments committee. The Senate President, Senate President Pro Tempore, Budget and Allocations Chairperson, Student Advocacy Chairperson and the Constitution and Statutes Chairperson are elected to one-year terms. The Senate President, Senate President Pro Tempore, the Budget and Allocations Chairperson, Student Advocacy Chairperson and the Constitution and Statutes Chairperson shall be elected at the end of the spring semester. The Budget and Allocations Chairperson will not take the position until the previous budget hearings have been completed. The Vice-Chairperson of each committee shall be appointed by the chairperson of said committee from the committee membership. The officers Legislative Cabinet shall be elected by the second regular Senate meeting following each general election. If a vacancy occurs, the Senate President may either appoint someone until the next regular officer election the following semester, or open the position up for nomination and election by the Senate majority.~~

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

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3. ~~At the first Senate meeting prior to the fall/spring election swearing in of the newly elected Senators, the presiding officer shall call for nominations from the floor for each office open for election separately. After all nominations have been made, a motion must be made to close nominations.~~

4. Legislative Cabinet Elections Elections for Senate President, Senate President Pro Tempore, Budget and Allocations Chair, Constitution and Statutes Chair, Elections and Appointments Chair, Student Advocacy Chair, and Senate Parliamentarian shall occur during each of the respective S senate meetings when after the newly elected senators are sworn in. At this meeting the Senate President shall re-open the nominations for each office. After any further nominations have been added or retracted, a motion to close nominations must be made.

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



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- 2  
3 6. After all candidates for a particular position have spoken, the Senate shall  
4 cast its votes  
5  
6 a. A candidate must receive a majority vote in order to be elected.  
7  
8 b. Should a majority not be reached, a runoff election will be held  
9 between the two candidates who received the most votes.  
10  
11 c. If a candidate is not being contested he or she wins by acclamation  
12 therefore does not have to give a speech or answer questions.  
13  
14 7. Should the Senate President be a candidate for a particular office, the next  
15 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.  
17  
18  
19 8. The outgoing Senate President shall preside over elections until the newly  
20 elected Senate President is sworn in.  
21

22 D. New Senator Orientation

23  
24 Upon validation of the fall and spring General Elections, but prior to  
25 the swearing in of newly elected Senators, the Senate President shall  
26 hold a mandatory New Senator Orientation open to all Senators. This  
27 meeting shall serve as a forum for educating new Senators as to the  
28 practices, policies, and structures of SG.

29 V. Standing Committees of the Senate

30 A. Standing Committees

- 31  
32 1. There shall be four (4) standing committees of the SG Senate: Budget  
33 and Allocations, Constitution and Statutes, Elections and Appointments,  
34 and the Student Advocacy Committee. Any special or ad-hoc  
35 committee may be formed at the discretion of the Senate President.  
36  
37 2. Committees must have fifty-percent (50%) plus one of its voting  
38 membership to have quorum.  
39  
40



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3. The Senate President will appoint each Senator to the standing committees. ~~SG~~ S standing committee appointments are not subject to Senate approval.
4. There shall be two (2) officers of the SG Standing Committees: the Chairperson and the Vice-Chairperson. The officers of each committee must be Senators.
  - a. The chairperson of each committee shall have the following duties:
    - i. ~~To record and label each and every committee meeting without taping over the previous meetings and keep for historical record if the technology is available.~~
    - ii. To conduct meetings of the committee in accordance with *Robert's Rules of Order, Newly Revised*.
    - iii. To preserve order and decorum and to have a general control of the committee meeting. In case of disturbance or disorderly conduct of a person during a meeting, the chairperson may at his or her discretion remove individuals from the meeting.
    - iv. To be a non-voting member of his or her committee. The Chair will vote in the event that his/her vote will break a tie.
    - v. ~~To call committee meetings to order. meetings of the committee.~~ All committees must meet at least twice every thirty-one (31) calendar days while classes are in session. Exceptions to the policy may be made during the summer semester only, when a committee chair must request that the Senate President allow for an exception in that committee's meeting schedule. Emergency meetings may be called by the Chair, or by the request of at least two-thirds (2/3) of the committee, with at least forty-eight (48) hours<sup>2</sup> notice.

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- vi. To sign and submit all approved committee minutes from the previous committee meeting to the Senate President Pro-Tempore no later than three (3) business days following a committee meeting.
  - vii. To upload all approved minutes, agendas, roll calls and vote counts to the SG database no later than five (5) business days following that committee meeting.
  - viii. To maintain a record of committee absences and submit a time-stamped record to the Senate President Pro-Tempore within one (1) business day of each committee meeting or event.
  - ix. To write any bills or resolutions from the committee and forward them to the Senate President no later than three (3) business days prior to the next regular Senate meeting.
  - x. To attend all legislative cabinet meetings and retreats.
  - xi. May serve as non-voting ex-officio members of other SG Senate standing committees.
  - xii. ~~If the Chairperson's duties are not being accomplished and a Notification of Noncompliance has been filed, this chairperson will be removed upon two-thirds vote of the Senate.~~
  - xiii. ~~Appeals for Chairperson removal will go to the Constitution and Statutes Committee, unless the person being removed is the Constitution and Statutes Chairperson. If the Constitution and Statutes Chairperson is being removed, they may appeal to the Judicial Branch.~~



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- xiv. To maintain the committee files including but not limited to agendas, minutes, roll calls, vote counts and proposed legislation.
  - xv. The Budget and Allocations Chairperson shall maintain a copy of all submitted Travel Requests and Special Requests.
  - xvi. The Chairperson is responsible for all duties not performed by the Vice-Chairperson.
  - xvii. Give a report at each regularly scheduled Senate Meeting.
- b. The Vice-Chairperson of each committee shall have the following duties:
- i. To assume the duties of the committee chairperson upon the request of the chair, or if the chairperson of the committee is unable to perform his or her duties.
  - ii. To record and maintain the minutes and tapes of the committee meetings if the technology is available.

#### B. Description of Duties of each Committee

##### 1. Budget and Allocations Committee

- a. The Budget and Allocations Committee (herein after referred to as the B & A Committee) is responsible for the fiscal management of the Activity and Service Fee Budget.
- b. The Committee shall hold and conduct Budget hearings and deliberations as outlined in Title VIII.
- c. B&A The Committee shall review and consider revisions to Title VIII annually during the fall semester. All



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recommendations made by the committee shall be forwarded to the Senate.

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

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

#### 2. Constitution and Statutes Committee

a. The Senate President Pro-Tempore and Senate Parliamentarian shall be members of this committee.

b. The Committee shall be knowledgeable and know the intent of the SG Constitution and Statutes. ~~The Committee shall interpret the SG Constitution and Statutes.~~ The Committee shall resolve conflicts concerning the Constitution, Statutes, and Policies and Procedures.

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

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

e. The Committee will validate all petitions to recall a SG Officer or Senator.

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



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2 3. Student Advocacy Committee

- 3
- 4 a. The purpose of the Student Advocacy Committee shall be to act
- 5 as a liaison between the University of North Florida's student
- 6 body and the SG and to promote those programs and activities,
- 7 locally or nationally, which are in the interests of the University
- 8 of North Florida students.
- 9
- 10 b. The Committee will work with the University Faculty
- 11 Association and Executive Cabinet when necessary to protect
- 12 student rights and privileges.
- 13
- 14 c. The committee chairperson shall be required to meet biweekly
- 15 with a member of the Executive Cabinet that is his/her
- 16 equivalent.
- 17
- 18 d. The Committee shall promote and evaluate programs and
- 19 services that concern the students and review and recommend
- 20 policies regarding student rights, student conduct, recognition,
- 21 and awards.
- 22
- 23 e. The Committee must plan four (4) events during the fall and
- 24 spring semester in accordance with Title XII: The Student
- 25 Advocacy Committee.
- 26

27 5. Election and Appointment Committee

- 28
- 29 a. The Election and Appointment Committee is responsible for
- 30 SG elections and Senate appointments.
- 31
- 32 c. The committee shall conduct SG Elections in accordance with
- 33 Title VI of the SG Statutes and Article II and Article V of the
- 34 SG Constitution, as well as Title VI of the SG Statutes.
- 35
- 36 d. The committee shall review Title VI of the SG Statutes and
- 37 forward the committee's recommendations to the Senate.
- 38
- 39 e. The committee shall approve a calendar that would include
- 40 pertinent election dates.



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2  
3 C. Committee Meetings

- 4 1. Meeting times and days must be posted at least one-week prior to the  
5 meeting.  
6  
7 2. All Committee agendas must include a designated time slot for student  
8 remarks.  
9

10  
11 VI. Procedures of the Senate

12 A. Line of Succession

- 13  
14 1. In the event that the Senate President is removed or resigns, there will  
15 be nominations for their position at the next Senate meeting and  
16 elections at the following Senate meeting. The Senate President Pro-  
17 Tempore will act as Senate President until a new Senate President is  
18 elected.

19 B. Senate Meetings

- 20  
21 1. The percent of Senators attending a meeting to establish a quorum must  
22 be fifty-percent (50%) plus one of the Senate membership, rounded up.  
23  
24 2. The Senate shall meet no less than twice every thirty-one (31) days  
25 during academic sessions. The Senate President will determine the time,  
26 day, and frequency of the meetings.  
27  
28 3. All regular Senate meetings must be posted one (1) week prior to the  
29 meeting in question.  
30  
31 4. Changing a Senate meeting requires a directive posted by the Senate  
32 President no later than two (2) business days prior to the regularly  
33 scheduled meeting.  
34  
35 5. Emergency meetings of the Senate may be called by the Senate President  
36 or by a ~~majority~~ two-thirds (2/3) of Senators. Senators must be given  
37 notice two (2) business days prior to the Emergency meeting. Any  
absences will be counted unless the Senate President says otherwise.





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6. Prior to July 1<sup>st</sup>, the newly elected Senate President shall convene an ad-hoc committee to draft policies and procedures to be approved by Senate.
7. All Senate Agendas must include a designated time-slot for student remarks.

#### C. Legislative Cabinet Meetings

1. The Senate President, at his/her discretion, shall call a meeting of the Legislative Cabinet at least once a month for information, staff assignment, and personnel work, as well as to discuss issues facing the Student Body.
2. The Legislative Cabinet membership shall consist of: The Senate President (acting as chair), Senate President Pro-Tempore (acting as vice-chair), Senate Secretary (acting as clerk), the Budget and Allocations Committee Chairperson, the Constitution and Statutes Committee Chairperson, the Elections, and Appointments Committee Chairperson, and the Student Advocacy Committee Chairperson. The Senate Parliamentarian and Sergeant-at-Arms may attend the Legislative Cabinet meeting at the discretion of the Senate President

#### E. Legislation

1. The Senate shall consider three (3) forms of legislation: bills, simple resolutions, and joint resolutions.
2. Bills are pieces of written legislation that are proposed by senators subject to approval by the ~~from~~ committee and must go before Senate for review and passage. ~~approval~~. Bills are passed by a majority vote of Senators. Any bill vetoed by the SG President must come up under old business at the next scheduled Senate meeting. Bills refer to any legislation that:
  - a. Creates or ~~abolishes~~ terminates student government SG programs.



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b. Has the authority to amend, approve, or disapprove any request for A&S fee funding. ~~Creates budgets or deals with budget reallocation.~~

~~c. Approves funding.~~

d. Affects the internal aspects of SG, the University as a whole, or marks a change in the internal structure of SG, and not prohibited by the Constitution of the University of North Florida or the Constitution of SG.

e. Constitutional and Statutory amendments that make revisions of, additions to, and deletions from the SG Constitution and Statutes.

3. Resolutions must be written and may come from the Senate floor. The Senate President may refer any resolution from the floor to the appropriate committee, or directly to the agenda. Resolutions are passed by a majority vote of the Senate. Resolutions pertain to:

a. The will of Student Government

b. The opinion of the Senate or the legislative vehicle used for the internal regulations of the Senatorial Policies and Procedures.

c. Vacancy nominations

d. Commendations

e. Support, endorsements, or statements of opinion to the university, community, or state activities

4. Standing rules defines operating procedures of the Senate and must be passed as a simple resolution.

5. The length of time that legislation must be posted prior to the Senate meeting in which it will be considered will be as follows:

a. Bills – two (2) business days



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- b. Constitution and Statute amendments – two (2) business days
  - c. Resolutions- (if from committee) two (2) business days
  - d. Standing rules – two (2) business days
- ~~6. Every Senator has the duty to write, propose, and present legislation felt to be necessary and proper to the Student Body.~~

#### F. Voting Guidelines

1. At all SG Senate meetings there shall be three (3) ways in which a senator, committee member, or board member may vote:
  - a. For (Yes)- In favor of the motion or legislation.
  - b. Against (No)- Opposed to the motion or legislation.
  - c. Abstention- neither for nor against the motion or legislation. Senators should abstain only if there is a distinct conflict of interest. A senator must state his/or her reason for abstention. The Senate President shall determine if the c Conflict of i Interest is valid.
2. At all SG Senate meetings there shall be two types of votes. All votes shall be recorded in the meeting minutes.
  - a. Roll call voting is done by calling out the name of each Senator. Each Senator shall then vote For, Against, or Abstain by saying “Yes,” “No,” or “Abstain” respectively. ~~Only roll call voting will be used when there are bills and amendments to be passed.~~
  - b. Voting on Parliamentary motions  
  
Parliamentary motions may be done by the raise of the right hand, signifying either for, against, or abstentions. These motions shall include, but not be limited to: motion for unanimous consent, motion to adjourn the meeting, motion to



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2 pass resolutions, etc. At the discretion of the chair, when a  
3 parliamentary motion is made, seconded, and without objection,  
4 the motion is assumed to be approved with unanimous consent.

- 5  
6 3. Proxy Voting shall be allowed in accordance with ~~as according to~~  
7 402.6.b.

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9 G. Parliamentary Procedure

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11 1. *Robert's Rules of Order, Newly Revised* shall be the authority only over those  
12 questions that have not been specified by general law, university regulations,  
13 or by the Constitution of the SG of the University of North Florida, SG  
14 Statutes, or Senate Policies and Procedures.

- 15  
16 2. A Friendly Amendment shall be defined as any amendment not changing  
17 the intention of a piece of legislation. A formal vote is not required to make  
18 Friendly Amendments. No formal vote is required to make Friendly  
19 Amendments.

20  
21 3. Process of Legislation and Business –

- 22  
23 a. Legislation is introduced to Senate President at least three (3)  
24 business days prior to the next regularly scheduled Senate Meeting.  
25 (With the exception of fiscal requests that are submitted to the  
26 Budget and Allocations Committee first)
- 27  
28 b. Senate President shall then ~~decides to~~ add the legislation to the  
29 agenda for 1<sup>st</sup> reading of the next regularly scheduled Senate meeting  
30 ~~or not to hear it.~~
- 31  
32 c. The legislation is then put on the agenda for Senate on 1<sup>st</sup> reading.  
33 All fiscal requests proposed from B&A shall be automatically put on  
34 2<sup>nd</sup> reading for the next Senate meeting.
- 35  
36 d. Within Senate, the legislation shall be brought up as New Business  
37 on 1<sup>st</sup> Reading.
- 38  
39 e. When legislation will be heard by the body, the presiding officer  
shall call out the bill number and provide a copy for every voting



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member.

- f. The legislation will then be referred to one of the four Senate Standing committees or put on 2<sup>nd</sup> reading of that Senate Meeting by a ~~two-thirds (2/3)~~ fifty percent (50%) + one (1) majority vote of the Senate or by the Presiding Officer.
- g. If forwarded to Committee, the committee will consider the legislation at the next regular committee meeting.
- h. If legislation is passed in committee, the legislation will be placed on the next regular Senate meeting agenda for 2<sup>nd</sup> reading.
- i. The Senate Sponsor or representative shall present for three (3) minutes for their piece of Legislation.
- j. The presiding officer, after the conclusion of the presentation, shall open the floor for questions from the members for a maximum of ~~the ten~~(10) minutes.
- k. The presiding officer shall then open the floor for motions from the members after any questions.
- l. A member can then move to accept, amend, table, postpone, or refer the legislation back to committee.
- m. If any of these motions occur, the presiding officer shall ask for a second, and if none occurs within five (5) seconds, shall call the motion dead.
- n. The presiding officer shall, after hearing a second, state the motion for the members.
- o. Upon a motion being made the floor shall open for discussion. When discussion is completed or there is no discussion, there shall be a vote on the motion. A Motion for unanimous consent can be made at this time.
- p. Upon receipt of the vote-count from the Senate Secretary, the



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presiding officer shall call out the vote for the body's information and state the passage or non-passage of the legislation.

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#### H. Absences

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##### 1. General Meeting and Committee Absences

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

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b. An excused absence shall include, but not limited to: a serious illness, travel associated with a student organization, a class conflict, subject to approval by the Senate President, or engaged in compensated work (i.e. jury ~~d~~Duty), or community service. Senators may only be excused for attending a student organization's function twice per respective organization in one term.

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c. The final decision concerning the status of an absence shall be by the Senate President.

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d. Senators may be assessed absentee points if they fail to work his/her designated shift, outside of committees, that he /she voluntarily commits to. This may include but not limited to Wild Osprey Wednesday, Finals Frenzy, Lighthouse Event, Elections polling, etc.

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e. All Senators absent from a Senate meeting or Senate committee meeting must fill out an absentee form. The form must be time stamped and submitted to the Senate President within six (6) business days of the absence, or the absence will automatically be considered unexcused.

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~~f. The Senate Pro-Tempore shall inform a Senator of his/her pending absence, via e-mail, within one business day of receiving the Senate or Committee attendance records. The Senate Pro-Tempore is also responsible for informing all new Senators of the absence policy during the New Senator~~



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#### Orientation:

- g. ~~A half of an~~ One (1) absence point will be given if the Senator misses just the first or last roll call at a regular Senate Meeting. If he/she miss both roll calls, ~~a whole~~ two (2) absence points ~~is~~ will be counted.
- h. ~~The Senate President Pro Tempore shall inform a Senator, via e-mail, that has two or more absences, either excused or unexcused:~~
- i. Absences shall be tallied as follows:
- 1) Excused full absences for Senate and Committee meetings shall be considered as one (1) point.
  - 2) Unexcused full absences for Senate and Committee meetings shall be considered as two (2) points.
  - 3) Half absences shall be one-half (1/2) of the point value otherwise associated with the type of absence incurred.
  - 4) If a Senator reaches four (4) points in a single semester, that Senator shall be subject to removal in accordance with Title VII.
  - 6) Members of the Budget and Allocations Committee during the time of budget hearings shall only receive half (1/2) the allotted points per absence for missing Budget Hearing meetings at the discretion of the chair.
- j. Every Senator has the right to appeal any absentee-ee to the Constitution and Statutes committee once per their year term. The Senator must fill out a Senator Absence Appeal Form and return it to the Constitution and Statutes Committee Chair and the Senate President Pro-Tempore. The Appeal Form must be time stamped within two (2) weeks from the date of issuance. Upon receiving the appeal, the Senator shall be placed on the

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agenda for the next regularly scheduled committee meeting.

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

l. A Senator may not be removed from Senate until all appeals have been exhausted, or if the Senator does not request an appeal within two (2) weeks.

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

I. Senatorial Compensation

1. Graduation Stoles

a. Any senator who has served a year in good standing is eligible to wear a SG graduation stole. ~~The member must purchase this stole.~~

2. Scholarship

a. A scholarship will be awarded upon completion of a full ~~semester term. A full term will be defined as serving for the entirety of the Fall, and Spring semester. and Summer, Said scholarship will be~~ in the amount decided upon by the SG Scholarship Committee. ~~Those who take a leave of absence during a semester will not receive a scholarship for that semester. (term)~~

VII. Senate Chambers



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1. Responsibility over Senate Chambers
  - a. Full Responsibility of the Upkeep and Maintenance over the Senate Chambers shall be held in the office of the Senate President.
2. Persons allowed in Senate Chambers during Senate Meetings:
  - a. The Senate President has the authority to have any person removed from the Chambers at any time for reasons including: breach of quorum and order, misconduct, or inappropriateness at their sole discretion.
  - b. All students shall be allowed to view a Senate Meeting in seats designated by the Senate President. Students may be asked to leave if the President deems it necessary.
  - c. All non-student guests must be approved by the Senate President. Invited guests shall be designated in a certain seating area as seen fit by the Senate President.
  - d. Senators may be dismissed from the Senate Chambers at the sole discretion of the Senate President.
3. Senate Chambers Seating
  - a. The Senate President shall determine a seating arrangement for Senators, students, and invited guests.
  - b. The Senate President shall properly mark the seating arrangement.
  - c. Each attendee must adhere to the predetermined seating arrangement.
4. Senate Meeting Dress Code
  - a. Senator dress for Senate and committee meetings shall be ~~requested~~ required business professional attire as defined by the Senate President; ~~but required business-casual or SG Senate Polo and Slacks.~~
  - b. If the dress code is not adhered to, the presiding officer may request to have the individual removed.



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

1. There shall be a seal, as outlined in SR-03SA-1672, circular in shape with the words "Seal of the Student Senate" and "University of North Florida" (or a derivation thereof) outlining, inside of which shall be a design of 52 stars, a compass rose in the middle, as well as a representation of the State of Florida, and a gavel.
  
3. Only the Senate President, his/her designee, or the Senate Secretary, under the direction of the Senate President, may use the official seal or the coat of arms of the Student Senate.

**Therefore:** Let it be enacted, by the University of North Florida Student Senate, that aforementioned be made the 2011-2012 Legislative Policies and Procedures effective immediately.

**Senate Action**

Respectfully Submitted: Constitution & Statutes Committee

Introduced by: Sen. Monica Bowman

Senate Action: Unanimously Adopted

Date: October 24, 2011

Signed, **Carlo Fassi**

*Carlo Fassi, Student Senate President*