

STUDENT SENATE INFORMATION PACKET



Welcome to Student Government!

Congratulations on being elected to serve in UF's Student Government Senate! This packet is designed to introduce you to your duties as a Senator, and summarize the different elements of Student Government. For a more detailed approach to the topics discussed in the packet, go to the Resources & Additional Information page at the end of this packet, or go to the Student Government website at sg.ufl.edu.

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DUTIES OF ALL SENATORS

There are three basic duties expected of all Senators:

- Remain in good standing
 - Attend all of the Senate meetings, and the meetings of any committee meetings you join
 - Fulfill your constituency requirements on time
- Be informed
 - This packet was made for you as a guide to Senate to make the experience less confusing when you first start, but it is a good idea to read the Senate Rules and Procedures, Student Body Statutes, and UF Constitution to get a full understanding of student government
 - When legislation or a nomination comes forth for voting, you should research the issue and ask questions to the authors and sponsors listed on the bill before you vote on it
- Keep in touch with your constituents
 - Attend your constituency meetings
 - Keep in contact with those who you were elected to represent

ROBERT'S RULES OF ORDER & PARLIAMENTARY PROCEDURE

- Robert's Rules of Order, or parliamentary procedure, is the language in which meetings are conducted
 - This ensures that meetings run smoothly and all members understand what is being discussed at one time
- Parliamentary procedure is made up of "motions," which are announced by saying "I move to ..."
- Before you make a motion, you must be recognized by the Senate President
- Certain motions require different conditions
 - Some motions need a "second," which means that another member of the body must say "second" after the motion is introduced to show that there is more than one member in favor of the motion
 - Some motions can be introduced at any time and effectively interrupt the meeting
 - Some motions can be debated or amended
 - Some motions must be voted on, and voting can occur in two ways
 - Unanimous consent - when voting by unanimous consent, if there are no immediate objections raised by saying "I object," then it will pass without a roll call vote and everyone present will have voted "Yes" on the subject material
 - If there is an objection, then the item being voted on is not dead, but it must be voted on with a roll call vote
 - Roll call vote - this will occur with an item that does not have unanimous support from the body, where the roll call will be read out and members will vote audibly while they stand
- When voting, a senator can either vote "Yes," "No," or "Abstain"
 - Whenever you vote, you must fill it out on your voter record and turn it in at the end of the meeting or you will get an absence
 - If you vote to abstain you must give your reasoning on the voter record
- We will now go over some frequently used motions
 - Point of Privilege - used when one has a concern/complaint with noise in the chamber or discomfort
 - Parliamentary Inquiry - used to clarify a motion or parliamentary action
 - Point of Information - used to ask the Senate President further technical questions
 - Point of Order - used to make sure the body remains in line with the agenda
 - Amend - used to change or insert text in legislation, or in the minutes of the previous meeting
 - Withdraw a motion - used by an individual to remove their previous motion

- Recommit to Committee - used to send a bill/resolution back to the original committee for further consideration
- Extend/Limit debate - used to extend/limit debate
- Postpone to a certain time - used to suspend a piece of legislation to a later date, stated by whoever makes the motion
- Previous Question - used to stop debate and vote
 - Note: When moving to previous question, the body is voting on whether or not to vote on an item, and not actually conducting a vote on the item itself
- Suspend the Rules - used to violate the rules for a stated reason
- Quorum Call - used to assure that quorum (a majority of people present) has been reached
- On the next page is an easy to read handout about Parliamentary Motions (original source can be found on the resources page):

Parliamentary Motions Guide

Based on *Robert's Rules of Order Newly Revised (12th Edition)*

The motions below are listed in order of precedence. Any motion can be introduced if it is higher on the chart than the pending motion.

YOU WANT TO:	YOU SAY:	INTERRUPT?	2 ND ? ¹	DEBATE?	AMEND?	VOTE?
§21 Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20 Take break	I move to recess for	No	Yes	No	Yes	Majority
§19 Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18 Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17 Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16 Close debate	I move the previous question	No	Yes	No	No	2/3
§15 Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14 Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13 Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12 Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11 Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10 Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

¹ Some more formal requirements, like seconds to motions, may not apply in smaller boards or any size committee.

Parliamentary Motions Guide

Based on *Robert's Rules of Order Newly Revised (12th Edition)*

Incidental Motions - No order of precedence. Arise incidentally and decided immediately.

YOU WANT TO:	YOU SAY:	INTERRUPT?	2 ND ?	DEBATE?	AMEND?	VOTE?
§23 Enforce rules	Point of order	Yes	No	No	No	None
§24 Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority or tie sustains
§25 Suspend rules	I move to suspend the rules which ...	No	Yes	No	No	2/3
§26 Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3 against consideration
§27 Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29 Demand rising vote	I call for a division	Yes	No	No	No	None
§33 Parliamentary law question	Parliamentary inquiry	Yes (if urgent)	No	No	No	None
§33 Request information	Request for information	Yes (if urgent)	No	No	No	None

Motions That Bring a Question Again Before the Assembly - no order of precedence. Introduce only when nothing else pending.

§34 Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35 Cancel or change previous action	I move to rescind/ amend something previously adopted...	No	Yes	Yes	Yes	Varies
§37 Reconsider motion	I move to reconsider the vote ...	No	Yes	Varies	No	Majority

CODES OVERVIEW

The University of Florida Student Government is governed by a constitution and codes. Each of the codes is organized in such a way as to touch on a particular aspect of student government. The codes are not as difficult as they might seem and can be found on the student government website or through the link in Resources & Additional Information.

000 CODES (Rules and Procedures)

- Duties of the committees
- Elections in the Senate
- Rules on the floor

100 CODES (Administrative-General)

- Various Acts governing SG
- Code of Ethics for SG
- System of Student Body Statutes

200 CODES (The Executive)

- Succession
- Executive board information, positions, duties, and nominations
- Executive officer duties and responsibilities
- University and president committees

300 CODES (The Legislative)

- Records
- Censured, Expulsions, and Impeachment
- Apportionment
- Attendance information
- Constituency

400 CODES (The Judiciary)

- Judicial Branch powers

500 CODES (Governmental Boards, Commissions, Subsidiary Organizations)

- Various other committees and commissions

600 CODES (General Statutes)

- Student government awards, remembrance, and acts

700 CODES (Elections):

- Student Government elections
- Campaign Parties

800 Codes (Finance):

- All rules governing the budget committee and its processes.
- Regulations regarding budget restrictions
- Activity and Service Fees
- The Big Five
 - RecSports
 - Reitz Union
 - Sorority and Fraternity affairs
 - Student Government
 - Student Activities and Involvement
- All information regarding travel, operational, and event requests.

LEGISLATIVE BRANCH

The Student Senate is composed of 100 Student Senators that are elected to work for a year-long term to represent their constituents and make educated decisions. Senate meetings take place every Tuesday in the Senate chamber. Each meeting is publicly noticed with the agenda, legislation, and minutes previously sent out before commencing. In the meetings, committees give reports, nominations and bills are debated, and senators can hear constituents and speakers during public comment.

The legislative branch includes five standing committees and six liaison positions.

The committees are:

- Replacement and Agenda
- Judiciary
- Budget and Appropriations
- Rules and Ethics
- Information and Communications

Liaisons positions are:

- Executive Branch
- University Police Department
- J.Wayne Reitz Student Union
- Department of Recreational sports
- Student Activities and Involvement
- Diversity, Equity, and Inclusion

Senate Executive Board:

- Made up of the chair of each standing committee, the Senate Pro-Tempore, and the Senate President.
- Chairs of each committee have to interview and be recommended, then confirmed by the senate to become a chair. Senate president and Pro-Tempore have to be nominated and run when the seat is vacant.

The Senate Body:

- Composed of 100 senators
- 50 elected by district in the fall and 50 in the spring elected by college.
- That list of positions can be found on the SG website under “Senate Roster”
- Each Fall senator is based on the zip code or dorm hall they live in

- The Spring senators are based on which college they reside in (College of Liberal Arts and Science, Engineering, etc.) or credits acquired. 0-30 (freshman), 30-60 (sophomore), 60- beyond (college)

STANDING COMMITTEES

Below I have listed each committee, the responsibilities of each, and the responsibilities of liaisons.

REPLACEMENT AND AGENDA COMMITTEE

Chaired by the Pro-Tempore, the committee replaces all vacant permanent, summer, and committee seats. This includes conducting interviews on each candidate and recommending them to the senate. The committee also can add/not add legislation, nominations, resolutions, and special rules.

The committee is composed of the Pro-temp, Senate President, two members at larges, and the Majority and Minority party leaders.

BUDGET AND APPROPRIATIONS

This committee is responsible for allocating all funds to student organizations. This is done through a first-come-first-serve process. The committee also hears the now Big 5 during the summer and approves the budgets from the Reitz union, SG, Rec Sports, SAI, and SFA. Budget also hears all rollover fund hearings as well as all base funding, operation, travel, and event requests. Overall this committee allocates a 22 million dollar budget throughout the year and is composed of 9 members including the chair.

JUDICIARY COMMITTEE

This committee is in charge of hearing all legislation, bills, resolutions, and Judicial nominees. The committee hears presentations on all pieces of legislation and can amend, edit, or deny any form of legislation. The committee is composed of 9 members including the chair.

RULES AND ETHICS

This committee is responsible for announcing and hearing constituency requirements, absences, and censures/expulsions. The committee can deny or accept absence excuses, build a constituent calendar for senators, notify senators of any changes in the codes, and inform senators of constituency requirements. The committee is composed of 9 members including the chair.

INFORMATION AND COMMUNICATIONS

This committee is responsible for advertising open seats, pairing mentors and mentees together, conducting senate retreats, new senator orientation, and handles public relations for the Senate. The committee is composed of 9 members including the chair.

CONSTITUENCY REQUIREMENTS

Constituency is mandatory for all senators, and each seat has a unique set of requirements to meet the constituency requirements outlined in the 300 Codes. The purpose of the constituency is to allow frequent interaction between senators and their constituents (the people they represent in the chamber).

Below are the different requirements outlined in the 300 codes:

- Student Government Funded Organizations: attending an event for a student organization in which funds have been allotted to through student government; (<https://orgs.studentinvolvement.ufl.edu/> for more information)
- Student Government Events: events put on by student government, Accent, and Student Government Productions excluded
- Tabling: meeting constituents and UF students, typically in Turlington
- Mayors' Council Meeting: an SG funded organization that represents the voices of UF students living in the Villages
- IRHA: Inter-residence hall association; governing body of inter-residence hall
- Town Hall Meeting: live-streamed on the City of Gainesville's Facebook Page
- College Event: An event put on by a specific college organization

There are four different times constituency must be completed:

- Fall
- Spring
- Summer A
- Summer B

Each Senator must complete their personal constituency requirements in order to stay in good standing. Upon incompleteness, senators will be issued a warning and ultimately replaced at the discretion of the Rules and Ethics committee.

Constituency (Fall and Spring)

Professional Schools

(f.e. UF Law)

A total of three total events, in any combination, of the following:

- (1) meeting of an academic organization related to their respective college
- (1) Student Government event
- complete (1) hour of tabling per constituency period

Graduate

(anyone pursuing a masters)

A total of three total events, in any combination, of the following:

- attend two (2) Graduate student organization meetings or special events
- complete one (1) hour of tabling per constituency period

Colleges

(f.e. College of Liberal Arts and Sciences)

Each of the following must be completed:

- (1) meeting of an academic organization related to their respective college OR one (1) Student Government event
- one (1) Student Government-funded event
- complete two (2) hours of tabling

Sophomore & Freshman

(f.e. 0-60 credit range)

Each of the following must be completed:

- (1) meeting of an academic organization related to their respective college
- one (1) Student Government event
- complete two (2) hours of tabling

Constituency (Fall and Spring)

Districts

(f.e. District A)

Each of the following must be completed:

- one (1) City or County Commission meeting
- one (1) Student Government-funded organization event (excluding IRHA)
- one (1) Student Government event,
- complete two (2) hours of tabling

On Campus

(f.e. Murphree)

Each of the following must be completed:

- one (1) IRHA meeting or special event
- one (1) respective Area Government meeting or special event
- one (1) Student Government event or Student Government-funded event
- complete two (2) hours of tabling per constituency period

Family Housing

(f.e. Corry Village)

Each of the following must be completed:

- two (2) Mayors Council meetings or special events
- one (1) Student Government event or Student Government-funded event
- complete two (2) hours of tabling per constituency period.

Constituency

(Summer A and Summer B)

Summer A: ALL SENATORS

- Each senator must complete any two of the constituency requirements listed above for their respective seat (see above)

Summer B: ALL SENATORS

- Each senator must complete any two of the constituency requirements listed above for their respective seat (see above)

EXECUTIVE BRANCH

- The 200 Codes establish the Executive Branch and give an in-depth understanding as to how the branch works.
- The President of the Student Body is in charge of Agency Heads and Executive Secretaries. All of these are appointed by the President of the Student Body and confirmed with the advice and consent of the Senate.
 - Those agencies are:
 - Student Government Productions Chairperson
 - Student Government Productions Comptroller
 - ACCENT Chairperson
 - External Affairs Chairperson
 - Chomp the Vote Chairperson
 - Nightlife Navigators Chairperson
 - Gators Going Green Chairperson
 - Action SG Chairperson
 - Gator Innovators Chairperson
 - Young Leaders Conference Chairperson
 - Student Honor Code Administration Chairperson
 - S.T.A.A.R Chairperson
 - Big Event Chairperson
 - Florida Student Government Institute Chairperson
 - Class Councils Chairperson
 - Internal Affairs Chairperson
 - Bridges Minority Outreach Program Chairperson
 - Executive Secretaries are:
 - Secretary of Athletics and Recreation
 - Secretary of Campus Safety
 - Secretary of Graduate, Professional, and Family
 - Secretary of Finance and Fees
 - Secretary of Health Affairs
 - Secretary of Legal Affairs
 - Secretary of Special Projects
 - Secretary of Student Services
 - Secretary of Academic Affairs
 - Secretary of Technology
 - Secretary of Satellite
 - Secretary of Diversity

- Secretary of Press
 - Solicitor General
- The Vice President in charge of the Cabinet. The Student Body Vice President oversees these positions and their projects. Below is the Executive Cabinet Directors:
 - Diversity Division Chairperson
 - Disability Affairs Director
 - Interfaith Affairs Director
 - International Affairs Director
 - Women's Affairs Director
 - LGBTQ+ Affairs Director
 - Multicultural Affairs Director
 - Student Life Division Chairperson
 - Orange and Blue Director
 - Greek Affairs Director
 - Housing Affairs Director
 - Veterans Affairs Director
 - Health Affairs Director
 - Finance and Affordability
 - Leadership and Service Division Chairperson
 - Career Development Director
 - Community Involvement Director
 - External Communication Director
 - Internal Communication Director
 - Engagement and Service Director
 - Leadership Development and Involvement Director
 - Transition Division Chairperson
 - PaCE Director
 - Innovation Academy Director
 - First Generation Director
 - First-Year Experience Director
 - Transfer Affairs Director
 - Graduate Student Affairs Director
- The Student Body Treasurer oversees the approval of all funds and allocations under SG. They can appoint assistant treasurers if needed.

JUDICIAL BRANCH

- The Judicial Branch is composed of
 - The Supreme Supreme Court
 - The Elections Commission
 - The Supervisor of Elections
- The Student Supreme Court
 - The highest judicial body in UF Student Government
 - Composed of UF Law school students:
 - The Chief Justice
 - Four Associate Justices
 - Nominated by Student Body President, approved with the advice and consent of the Student Senate
- Elections Commission
 - Independent agency of Student Government
 - Oversees conduct and complaints about elections
 - Recommends validation or invalidation of Student Government Elections
 - Made up of six members
 - The Student Body President, Student Senate President, and Chief Justice will nominate two UF Law students
 - The six members have one year staggered terms so that one of the nominees of each branch ends their term after each election
- Supervisor of Elections
 - Oversees the elections
 - Ensures the integrity of the election
 - Keeps Student Government and the students informed on current election procedures through briefings held in Senate prior to elections
 - The Office of Elections holds no bias towards any one group, party, organization, or individual
 - Elections are held twice per year: once in fall and spring

ACTIVITY & SERVICE FEES AND THE SERVICES PROVIDED BY STUDENT GOVERNMENT

- All students pay an activity and service fee on a per-credit-hour basis, and this goes into the Activity & Service Fee Budget
- These fees are used to provide services to the student body and enrich safety, entertainment, health, professional skills, and personal development
- With these Activity & Services Fees, Student Government funds many services free-of-charge for UF Students, the services can be found below and an in-depth description can be found on the SG website:
 - Bike Repair
 - Fitness on Campus (RecSports)
 - Gator Nights
 - GatorSafe
 - Graphics and Copy Center
 - Housing Fair
 - Lake Wauburg
 - Laundry Grant
 - Legal Services
 - Newell Hall
 - Performing Arts
 - Print Lab
 - Additionally, student government funded organizations

RESOURCES & ADDITIONAL INFORMATION

Senate Executive Board Contact Sheet

Senate President: senatepresident@sg.ufl.edu

Senate President Pro-Tempore: senatepresidentprotempore@sg.ufl.edu

Judiciary: judiciary@sg.ufl.edu

Budget and Appropriations: budget@sg.ufl.edu

Rules and Ethics: rules@sg.ufl.edu

Information and Communications: info@sg.ufl.edu

Resources and Materials

Legislative Branch Resources: <https://sg.ufl.edu/branches/legislative/senate-resources/>

Senate Roster: <https://sg.ufl.edu/branches/legislative/senate-roster/>

Student Government Structure: <https://sg.ufl.edu/branches/structure/>

Meet the Staff: <https://sg.ufl.edu/about/about-sgaos/meet-our-staff/>

SG Services: <https://sg.ufl.edu/services/>

Governing Documents (Student Body Statutes/Codes):

<https://sg.ufl.edu/resources/candidate-resources-and-forms/>

Parliamentary Motions Guide (12th edition):

<http://www.jimslaughter.com/uploads/Roberts-Rules-Order-12th-Edition-Chart1.pdf>

GLOSSARY

Abstain - Formally declining to vote on a topic

Codes - The governing documents that establish Student Government

Committee, Standing - A committee that is permanent (Replacement & Agenda, Rules & Ethics, Budget & Appropriations, Judiciary, & Information and Communications)

Committee, Temporary - A committee that is established for temporary use in a special circumstance

Constituency - A series of requirements that a Senator must reach each term to remain a Senator, and to ensure that they remain in contact with the people who they serve (Fall, Spring, Summer A, & Summer B)

Motion - A formal proposal in parliamentary procedure to do an action

Parliamentary Procedure - The rules and customs that govern meetings

Previous Question, Move to - A motion that starts a vote on whether or not to vote to approve a piece of legislation

Quorum - The required amount (majority) of senators present for a meeting

Unanimous Consent, Voting by - A quick way of voting on legislation, if no objections are given once the motion is announced, then the legislation is passed with all members present voting "Yes"