STUDENT SENATE INFORMATION PACKET

Welcome to Student Government!

Congratulations on joining UF's Student Government Senate! This packet is designed to introduce you to your duties as a Senator and transition you into the role smoothly. 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

GOVERNING DOCUMENTS

If you ever have questions regarding the functions and duties of the Student Senate, please reference the following documents found under "Governing Documents" on the UF SG website:

- 300 Codes: https://sg.ufl.edu/wp-content/uploads/2026/05/300-Codes-Amended-Summer-2026.pdf
- Rules & Procedures: https://sg.ufl.edu/wp-content/uploads/2026/05/NEW_000-Rules-and-Procedures-Amended-Summer-2026.pdf
- UF Student Government Constitution: https://sg.ufl.edu/wp-content/uploads/2024/09/Constitution.pdf

KEY OBJECTIVES OF THE SENATE

- Review and vote on appointments and recommendations to the legislative, executive, and judicial branches of the UF Student Government
- Facilitate and approve the allocation of the funds generated by the activity and service fees
- Author and review necessary and proper legislation for the general well-being of the Student Body

ROBERT'S RULES OF ORDER & PARLIAMENTARY PROCEDURE

- Robert's Rules of Order, or parliamentary procedure, is the language in which meetings are conducted
- Feel free to reference the easy-to-read handout about frequent parliamentary motions used at Senate meetings. It can be found at the front of the Senate Chamber at the start of each meeting.
    - Additional parliamentary procedure information can be found on the UF SG resources page of the student government website or at the following link: https://sg.ufl.edu/wp-content/uploads/2023/09/Parliamentary-Law-Guide-1.pdf.

LEGISLATIVE BRANCH: SENATE

The legislative branch of UF student government is solely composed of the Student Senate. The Senate is made up of 100 Student Senators who can be elected to serve for a year-long term to represent their constituents and make educated decisions on their behalf. Senate meetings take place every Tuesday in the Senate chamber. Before each meeting, every senator should review

the agenda sent out each Sunday. The Senate will be reviewing different topics each week based on the agenda.

The Student Senate includes **five standing committees**. These are the five committees and a brief overview of their functions:

- **Replacement and Agenda**
    - Chaired by the Senate President Pro Tempore, the committee recommends students for vacant permanent, summer, and committee seats. This includes conducting interviews with each applicant and reviewing their qualifications and application materials. The committee determines the items on the agenda each week.
    - The committee is composed of the Senate President Pro Tempore, Senate President, two members at large, and the Majority and Minority party leaders.
- **Judiciary**
    - This committee is in charge of reviewing all non-budgetary bills, resolutions, authorizations, and proposed constitutional amendments submitted to the Senate. The committee hears presentations on all pieces of legislation and can pass, postpone, table, and fail any form of legislation. The committee is composed of 9 members including the chair.
- **Budget and Appropriations**
    - This committee is responsible for allocating activity and service fee funds. The committee hears the Big 4 during the summer and approves the budgets from the Reitz Union, SG, Rec Sports, and Student Engagement. The Budget Committee also hears all base funding, operations, travel, and event requests. Overall, this committee allocates a 24 million budget throughout the year and 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 reviews absence excuses, builds a constituent calendar for senators, notifies senators of any changes in the codes, and informs 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 handling 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 Rules & Procedures Codes. The purpose of the constituency is to allow frequent interaction between senators and their constituents (the people they represent in the chamber).

There are four different times constituency must be completed:

- Fall
- Spring
- Summer A
- Summer B

Each Senator must complete their personal constituency requirements to stay in good standing. Upon incompletion, senators will be placed on probation. Constituency probation terms are outlined in the 300 codes.

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/
Governing Documents (Student Body Statutes/Codes):
https://sg.ufl.edu/resources/candidate-resources-and-forms/
Parliamentary Motions Guide (12th edition):
https://robertsrules.com/