STUDENT SENATE RESOLUTION 2015-128

TITLE: Amendment to the Senate Rules and Procedures, Adding the Position of Standing Committee Clerks

AUTHOR: Senator Kishan Patel

SPONSORS: Student Body Vice-President Kevin Doan, Senate President Pro-Tempoire Leah Miller, Budget Committee Chairman Smith Meyers, Allocations Committee Chairwoman Jenny Clements, Judiciary Committee Chairman Jason Richards, Rules and Ethics Chairwoman Maddie McClinton, Comprehensive Statute Reform Ad-Hoc Committee Chairman Ty Robare, Senator Rachel Cook

AMENDS: Senate Rules and Procedures, Rule XI, as follows:

1. Replacement and Agenda Committee:
   a. The Replacement and Agenda Committee shall consist of the following members:
      i. The Senate President Pro Tempore, as Chair,
      ii. The Senate President,
      iii. The leader of each political party or coalition (see Rule XVII),
      iv. Two members representing the Senate at-large, to be elected by the Senate in the same manner and at the same time as the Senate President, or whenever one of these seats is vacant.
      v. A member of the Senate that is appointed by the Senate President Pro-Tempoire as the Replacement and Agenda Committee Clerk, who serves as the taker of minutes, for the Replacement and Agenda Committee, as an ex-officio non-voting, non-speaking member.
         1. Should the chair choose not to fill this position, a committee member shall serve as the taker of minutes
         2. This position shall be held to the same attendance standards as the voting members of the committee
   b. Duties:
      i. The Replacement and Agenda Committee shall prepare the agenda for regular meetings of the Senate in accordance with Rule III §1.
      ii. The Replacement and Agenda Committee may add special rules to the agenda pertaining to the structure of debate with a two-
thirds vote of the committee. The Senate may suspend these special rules by a two-thirds vote.

iii. The Replacement and Agenda Committee shall recommend to the Senate the Chairmanship of the other standing committees. The Senate shall hear these recommendations during the committee’s report (see §7 of this Rule).

iv. The Replacement and Agenda Committee shall recommend to the Senate replacement Senators to fill any vacant seats. The Senate shall hear these recommendations during the committee’s report (see Rule XIII).

v. The Replacement and Agenda Committee shall choose the officers and liaisons listed in Rule I §3-4 and Rule II whenever the Senate President fails to fill the vacancy within two weeks.

vi. The Replacement and Agenda Committee shall review the qualifications of all executive nominations that require Senate approval, except for those nominations to the judicial branch, determining if they are eligible to hold said office.

vii. The chair of the committee will submit an end of session transition report at the end of each Fall and Spring sessions to the Senate Secretary that will detail the committee’s activities of that session and offer suggestions to future chairs.

c. The Replacement and Agenda Committee shall meet weekly at the time and place determined by the Chair, and as otherwise ordered by the Senate. The Chair may call additional meetings at his/her leisure.

2. Budget and Appropriations Committee:
   a. The Budget and Appropriations Committee shall consist of the following members:
      i. Nine Senators named to the committee by the Senate (See §7 of this Rule),
      ii. A member of the Allocations Committee, chosen by the chairperson of that committee, as a non-voting member,
      iii. The Senate Finance Liaison, as a non-voting member,
      iv. The Student Body Treasurer, or his/her designee, as a non-voting member,
      v. The Student Government Business Manager, or his/her designee, as a non-voting member,
      vi. A member of the Senate that is appointed by the Budget Committee Chairperson as the Budget Committee Clerk, who serves as the taker of minutes, for the Budget Committee, as an ex-officio non-voting, non-speaking member.
         1. Should the chair choose not to fill this position, a committee member shall serve as the taker of minutes
         2. This position shall be held to the same attendance standards as the voting members of the committee

   b. Duties:
i. The Budget and Appropriations Committee shall examine, amend as needed, and report to the Senate the Activity and Service Fee Budget.

ii. The Budget and Appropriations Committee shall examine, amend as needed, and report to the Senate the Student Government-Funded Organizations Budget.

iii. The Budget and Appropriations Committee shall examine, amend as needed, and report to the Senate the Student Government-Funded Academic Organizations Budget.

iv. The Budget and Appropriations Committee shall examine, amend as needed, and report to the Senate all Supplemental Budget Requests.

v. The Budget and Appropriations Committee shall submit into the Senate records all budget requests and other documents submitted to the committee.

vi. The Budget and Appropriations Committee shall (along with the Allocations Committee) work to educate organizations of the advantages and disadvantages of association with existing umbrella organizations.

vii. The chair of the committee will submit an end of session transition report at the end of each Fall and Spring sessions to the Senate Secretary that will detail the committee’s activities of that session and offer suggestions to future chairs.

c. Student Government-Funded Organizations:

i. Before any Student Government-Funded Organization may be considered for funding, the organization must submit their current constitution to the Judiciary Committee for review (see §4(d) of this Rule).

ii. Any organization requesting funding through the Budget and Appropriations Committee shall submit all forms and documents required by the committee.

d. The Budget and Appropriations Committee shall meet at the Chair’s leisure, or as otherwise ordered by the Senate.

e. The Budget Committee Chairman shall send out to all senators any reserve transfer bills or changes to the originally approved budget to be considered twenty-four hours before the duly called budget meeting.

3. Allocations Committee:

a. The Allocations Committee shall consist of the following members:

i. Nine Senators named to the committee by the Senate (See §7 of this Rule),

ii. A member of the Budget and Appropriations Committee, chosen by the chairperson of that committee, as a non-voting member,
iii. A member of the Judiciary Committee, chosen by the chairperson of that committee, as a non-voting member,
iv. The Senate Finance Liaison, as a non-voting member,
v. The Student Body Treasurer, or his/her designee, as a non-voting member,
vi. A member of the Rules and Ethics Committee, chosen by the chairperson of that committee, as a non-voting member unless that person is already a voting member of both committees,
vii. A member of the Senate that is appointed by the Allocations Committee Chairperson as the Allocations Committee Clerk, who serves as the taker of minutes, for the Allocations Committee, as an ex-officio non-voting, non-speaking member.
   a. Should the chair choose not to fill this position, a committee member shall serve as the taker of minutes
   b. This position shall be held to the same attendance standards as the voting members of the committee

b. Duties:
   i. The Allocations committee shall examine, amend as needed, and report to the Senate all special requests for allocations (see below).
   ii. The Allocations Committee shall submit into the Senate records all special requests for allocations and other documents submitted to the committee.
   iii. The Allocations committee shall examine, amend as needed, and report to the Senate on any requests for line item budget changes, special request funds, and reserve funds, presenting along with the report the balances of any affected accounts.
   iv. The Allocations Committee shall (along with the Budget and Appropriations Committee) work to educate organizations of the advantages and disadvantages of association with existing umbrella organizations.
   v. All requests are to be sent to each member of the Allocations Committee at least 24 hours in advance of the committee hearing at which said request should be heard.
   vi. The chair of the committee will submit an end of session transition report at the end of each Fall and Spring sessions to the Senate Secretary that will detail the committee’s activities of that session and offer suggestions to future chairs.

c. Special Requests for Allocations:
   i. Organizations submitting special requests for allocations must submit their current constitution to the Judiciary Committee for review (see §4(d) of this Rule).
   ii. Any organization requesting funding through the Allocations Committee shall submit all forms and documents required by the committee.
d. The Allocations Committee shall meet at the Chair’s leisure, or as otherwise ordered by the Senate.

4. Judiciary Committee:
   a. The Judiciary Committee shall consist of the following members:
      i. Nine Senators named to the committee by the Senate (See §7 of this Rule),
      ii. A member of the Allocations Committee, chosen by the chairperson of that committee, as a non-voting member,
      iii. The Senate Judiciary Liaison, as a non-voting member,
      iv. An member of the Senate that is appointed by the Judiciary Committee Chairperson as the Judiciary Committee Clerk, who serves as the taker of minutes, for the Judiciary Committee, as an ex-officio non-voting, non-speaking member.
         a. Should the chair choose not to fill this position, a committee member shall serve as the taker of minutes
         b. This position shall be held to the same attendance standards as the voting members of the committee
   b. Duties:
      i. The Judiciary Committee shall review all non-budgetary bills, resolutions, and proposed constitutional amendments submitted to the Senate (see below).
      ii. The Judiciary Committee shall review the qualifications of all executive nominations to the judicial branch, determining if they are qualified to hold said office.
      iii. The Judiciary Committee shall, upon request by the Senate President or as ordered by the Senate, review the Student Body Constitution, Statutes, and Senate Rules and Procedures and draft legislation to amend these documents as is necessary.
      iv. The Judiciary Committee shall review the constitutions of any student organization requesting special allocations or requesting or again receiving an annual budget (see below).
      v. The Judiciary Committee shall, upon request from any Senate or Student Body Officer or Official, issue non-binding opinions as to questions of law regarding the Student Body Constitution and Statutes and the Senate Rules and Procedures.
      vi. The Judiciary Committee shall submit into the Senate records all non-binding opinions and other documents created by or submitted to the committee and make copies available at the next meeting of the Senate following their creation/submission.
      vii. The Judiciary Committee shall, before every fall general election, submit to the Senate legislation regarding the apportionment of the Senate (see below).
      viii. The chair of the committee will submit an end of session transition report at the end of each Fall and Spring sessions to
the Senate Secretary that will detail the committee's activities of that session and offer suggestions to future chairs.

ix. The Judiciary Committee shall once every semester draft and submit to the Senate a resolution honoring fallen Gators.

x. The Judiciary Chairman shall once every semester present a workshop on how to draft and submit legislation. This workshop can be done in conjunction with or separate from the new senator orientation.

c. Review of Legislation:

i. Proposed legislation that is to be reviewed by the Judiciary Committee shall be submitted to the committee no later than two days before the committee meeting at which it is scheduled to be heard.

ii. The Judiciary Committee shall review legislation as to its constitutionality, implication, legality, format, and clarity, and may submit to the Senate amendments to legislation reviewed by the committee.

iii. The Judiciary Committee reserves the right to debate, amend and review all bills.

iv. If a bill is amended by the Judiciary Committee, the author may withdraw his or her name from their bill. In this case, the Judiciary Committee shall become the author of said bill.

v. The Judiciary Committee may pass, table, or fail each bill:
   a. Each bill passed by the Judiciary Committee may be done so favorably, favorably with proposed committee amendment, favorably with committee amendment, no recommendation, or unfavorably.
   b. Each bill tabled by the Judiciary Committee shall be reviewed in the next committee meeting or it will be considered failed.
   c. Each bill failed by the Judiciary Committee on the basis of the aforementioned review standards shall be sent back to the author. The Chair of the committee shall inform the author as to why it failed.
   d. Only bills passed by the Judiciary Committee shall be sent to the full Senate. The Chair of the committee shall give the committee's recommendation to the Senate during their report. Any bill sent to the floor that is recommended unfavorably must pass by a two-thirds vote.

vi. Proposed legislation that is to be reviewed by the Judiciary Committee shall be sent to all senators by the Judiciary Committee Chairman no later than 24 hours before the committee meeting at which it is scheduled to be reviewed.

d. Review of Student Organizations Constitutions:

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i. Whenever an organization wishes to receive special allocations, to begin receiving an annual budget, or to continue receiving an annual budget (see §2-3 of this Rule), the Judiciary Committee shall review that organization’s constitution.

ii. The Judiciary Committee shall review constitutions for their compliance with the Student Body Constitution and Statutes, University of Florida Rules and Regulations, and all applicable state and federal law.

iii. The Judiciary Committee shall, upon finding any failures in compliance, report these problems to the organization in question, detailing how to amend the constitution to eliminate these problems.

iv. The Judiciary Committee shall report their findings on an organization’s constitution to the Budget and Appropriations or Allocations Committee, whichever is hearing the fiscal request of that organization. Whenever a problem is found with an organization’s constitution, the Senate shall not agree to that organization’s fiscal request until the constitution is resubmitted to the Center for Student Activities and Involvement.

e. Apportionment of the Senate:

i. The Judiciary Committee shall draft legislation to set the apportionment of the Senate, either reapportioning it with a bill amending the section of the Student Body Statutes regarding apportionment, or recommending to the Senate that the apportionment of the Senate be maintained in its current state.

ii. The committee shall begin drafting apportionment legislation no earlier than the start of the Summer A term, and shall submit the legislation to the Senate no later than three weeks before the fall general election.

iii. The legislation shall be presented to the Senate in the same manner as any other Student Senate Bill or Resolution, and may be amended from the floor as needed.

iv. If the legislation proposed by the committee fails to be adopted by the Senate, the Senate may either recommit the legislation with instructions or may adopt other legislation setting apportionment.

f. The Judiciary Committee shall meet weekly at the time and place determined by the Chair, unless there is no business to be heard by the committee for the week. The committee shall also meet as otherwise ordered by the Senate. The Chair may call additional meetings at his/her leisure.

5. Rules and Ethics Committee:
a. The Rules and Ethics Committee shall consist of nine Senators named to the committee by the Senate (See §7 of this Rule).

i. Nine Senators named to the committee by the Senate (See §7 of this Rule).

ii. A member of the Senate that is appointed by the Rules and Ethics Committee Chairperson as the Rules and Ethics Committee Clerk, who serves as the taker of minutes, for the Rules and Ethics Committee, as an ex-officio non-voting, non-speaking member.

   a. Should the chair choose not to fill this position, a committee member shall serve as the taker of minutes

   b. This position shall be held to the same attendance standards as the voting members of the committee

b. Duties:

i. The Rules and Ethics Committee shall investigate, whenever a Senator files a petition with the Senate Secretary calling for a Senator’s censure or expulsion, whenever ordered by the Senate, or otherwise at the discretion of the committee, the conduct of any Senator (see below).

ii. The Rules and Ethics Committee shall receive complaints from the student body regarding the compliance of Student Government funded organizations with the Student Body Constitution and Statutes, and University of Florida Rules and Regulations, and shall investigate complaints as deemed necessary by the committee (see below).

iii. The Rules and Ethics Committee shall review all absence excuses and recommend action on these excuses to the Senate.

iv. The Rules and Ethics Committee shall hear appeals from resignations by non-attendance and may expunge absences from a Senator’s attendance record as outlined in Chapter 323 of the Student Body Statutes.

v. The Rules and Ethics Committee shall issue warning letters and letters of resignation by non-attendance to Senators as outlined in Chapter 323 of the Student Body Statutes.

vi. The Rules and Ethics Committee shall enforce constituency requirements as outlined in Chapter 324 of the Student Body Statutes.

vii. The Rules and Ethics Committee or Senate Secretary shall collect all voting records at meetings of the Senate and file them in the Senate office.

viii. The chair of the committee will submit an end of session transition report at the end of each Fall and Spring sessions to the Senate Secretary that will detail the committee’s activities of that session and offer suggestions to future chairs.
c. Investigation of Senators:
   i. The Rules and Ethics Committee shall set dates and times for hearings regarding the investigation and shall set deadlines regarding evidence submission.
   ii. The Rules and Ethics Committee shall serve Senators with notice that they are being investigated by the committee and shall include in this or subsequent notice the times and locations of any hearings pertaining to the investigation no later than three days prior to a hearing.
   iii. The Rules and Ethics Committee shall issue all subpoenas required to conduct the investigation as outlined in Chapter 308 of the Student Body Statutes.
   iv. The Senator(s) that filed the resolution of censure or expulsion shall act as the plaintiff(s) in any hearing regarding the investigation, presenting evidence calling for disciplinary action against the Senator(s) under investigation. The plaintiff(s) may obtain a student designee to represent them at hearings of the committee. When conducting an investigation on orders from the Senate or on the committee's own initiative, the Rules and Ethics Committee shall appoint a willing Senator to act as the plaintiff, unless another Senator is chosen to act as the plaintiff by the Senate.
   v. The Senator(s) being investigated shall be considered the defendant(s) in any hearing regarding the investigation. The defendant(s) may obtain a student designee to represent them at hearings of the committee.
   vi. Both sides may present opening statements to the committee before evidence is heard, with the plaintiff presenting first.
   vii. Following opening statements, both sides shall present their arguments to the committee. During the presentation of arguments, members of the committee may interject to ask questions, but such questioning and answers thereof shall not use time afforded to the side presenting its arguments.
   viii. Following the presentation of arguments, both sides may present closing remarks to the committee, with the plaintiff presenting first.
   ix. The Rules and Ethics Committee may impose time restrictions on each stage of the hearing, so long as each side is afforded an equal amount of time for each stage of the hearing.
   x. Following closing remarks, the committee shall move into deliberations. No new evidence may be presented and only committee members shall be recognized to speak.
   xi. If the committee deems that the charges presented are well founded, the committee shall report to the Senate a resolution calling for the defendant's censure or expulsion. If the committee deems the charges to be not well founded, the
committee shall recommend to the Senate that the defendant be exonerated.

d. Investigation of Student Organizations:
   i. The Rules and Ethics Committee shall inform the president of a student organization that their organization is being investigated by the committee and shall inform him/her of the times and locations of any hearings pertaining to the investigation no later than three days prior to the hearing.
   ii. The investigation shall be conducted in the same manner as the investigation of Senators (see above), with the student(s) filing the complaint (or the designee of the committee) acting as the plaintiff, and the president of the organization or his/her student designee acting as the defendant.
   iii. The committee may recommend to the Senate any appropriate action, including, but not limited to, the suspension or termination of Student Government funding.

e. The Rules and Ethics Committee shall meet weekly at the time and place determined by the Chair, unless there is no business to be heard by the committee for the week. The committee shall also meet as otherwise ordered by the Senate. The Chair may call additional meetings at his/her leisure.

f. No senator who is currently on probation for not completing constituency requirements shall be appointed to the Rules and Ethics Committee. Any Senator on the Rules and Ethics Committee placed on constituency probation shall be automatically removed from the committee.

6. Information and Communication Committee:
   a. The Information and Communication Committee shall consist of nine Senators named to the committee by the Senate (See §7 of this Rule),

   a. The Information and Communication Committee shall consist of the following members:
      i. Nine Senators named to the committee by the Senate (See §7 of this Rule).
      ii. A member of the Senate that is appointed by the Information and Communication Committee Chairperson as the Information and Communication Committee Clerk, who serves as the taker of minutes, for the Information and Communication Committee, as an ex-officio non-voting, non-speaking member.
         a. Should the chair choose not to fill this position, a committee member shall serve as the taker of minutes
         b. This position shall be held to the same attendance standards as the voting members of the committee

   b. Duties:
i. The Information and Communication Committee shall maintain a calendar of all Senate meetings, committee meetings, and events and keep said calendar in the Senate offices.

ii. The Information and Communication Committee shall organize Senate social events.

iii. The Information and Communication Committee shall administer orientation sessions for all new Senators, Senators-elect, and Replacement and Agenda Committee nominees to vacant seats (see below).

iv. The Information and Communication Committee shall organize at least one Senate retreat during the fall and spring Senate terms (see below).

v. The Information and Communication Committee shall be responsible for the Senate's public relations.

vi. The Information and Communication Committee shall post information regarding any open Senate seats in a conspicuous place at the following locations, no later than four days before the Replacement and Agenda Committee conducts interviews for the open seat:

   For on-campus residence area seats, at the area office;
   For college seats, at the College Council office, or, if the College Council of the college in question does not maintain an office, at the departmental office; the committee may, at its discretion, post notice electronically rather than physically, when electronic posting will have equal or greater impact;
   For off-campus district seats, Freshmen seats, Sophomore seats, and Graduate seats, at no less than three of the following six locations: Turlington Plaza, Library West, J. Wayne Reitz Union, Spessard L. Holland Law Center, J. Hillis Miller Health Science Center, and the Park and Ride Lot.

vii. The Information and Communication Committee shall ensure that information regarding any open Senate seats is posted in a conspicuous place on the official Student Government website no later than four days before the Replacement and Agenda Committee conducts interviews for an open seat.

viii. The Information and Communication Committee may, at its discretion, distribute information regarding any open Senate seats to electronic mailing lists.

ix. These notices must be posted no later than four days before the Replacement and Agenda Committee interviews for said open seat.

x. The Information and Communication Committee shall, at the request of any committee chair or Senate officer, distribute
relevant information to Student Government agencies, cabinets, officers, and officials, Student Government funded organizations, faculty members, or other campus and community officials.

xi. The Information and Communication Committee shall be responsible for the Senate's public relations and shall provide timely press releases to the local media regarding noteworthy Senate events and actions.

xii. The chair of the committee will submit an end of session transition report at the end of each Fall and Spring sessions to the Senate Secretary that will detail the committee's activities of that session and offer suggestions to future chairs.

c. Orientation Sessions:

i. The Information and Communication Committee shall hold an orientation session prior to any new Senator's second meeting of the Senate. These orientations shall be mandatory, and any Senator failing to attend shall be removed from Senate. The Rules and Ethics Committee may excuse this absence in the same manner as any other Senate absence.

a. If a Senator is excused from an orientation session he or she will be required to attend a make-up session within a two week period.

b. Failure to attend a make-up session will result in removal from Senate.

ii. The orientation session shall include, but not be limited to, instruction regarding the Student Body Constitution, Titles III and VIII of the Student Body Statutes, the Senate Rules and Procedures, parliamentary procedure (as it applies to meetings of the Senate), the drafting of Senate legislation, and the requirements of Senators.

iii. Senators and Senators-elect in attendance shall be given directions to find the Student Body Constitution and Statutes and the Senate Rules and Procedures, as well as a supplement containing all amendments to these documents made after the date they were last revised.

iv. The orientation session shall include all other activities deemed necessary to prepare new Senators for their positions. These may include mock Senate sessions, clinics for drafting legislation or parliamentary law, and question and answer sessions with existing Senators.

d. Senate Retreats:

i. Senate retreats shall be held no earlier than the second week of classes and no later than fourteen days before the first day of final exams.

ii. Senate retreats should not be held during any university-recognized break or holiday if possible.
iii. The retreat shall not be held in the chambers of the Senate, and should be held at a location where no formal Senate business occurs if possible.

iv. Senators who attend a retreat shall receive a one-half absence credit on their attendance record.

e. The Information and Communication Committee shall meet at the Chair’s leisure, or as otherwise ordered by the Senate.

[Signature]

Date

Davis Bean
Senate President