

## TITLE III: THE LEGISLATIVE BRANCH

### Chapter 300 Legislative Authority

- 300.1 As provided for in Article II, Section 1, of the Constitution of the Student Body of the University of Central Florida.

### Chapter 301 Responsibilities of the Student Body Senate

- 301.1 The Student Body Senate shall be bound to the execution of any project, program, service, or action under the Student Body Senate's jurisdiction that has been consummated by the Student Body Senate and the Student Body President by means of a Bill or Special Act signed by the appropriate authorities.

### Chapter 302 Apportionment of the Student Body Senate

- 302.1 The Student Senators shall be elected proportionately from each of the several University colleges and schools that are not associated with a college. Each college and school will be represented by at least one senator.
- 302.2 The total number of seats, allocated to the Student Body Senate hereinafter shall be referred to as Senate seats, shall be passed by the Student Body Senate, as recommended by the Elections and Appointments Committee, immediately following the acquisition of the number based on the enrollment projections released by the Institutional Knowledge Management, prior to the start of each election period. There will be one Senate seat per every 1,000 students of each college, rounded to the nearest Senate seat, predicted to enroll the following semester.
- 302.3 The following provisions will be made for graduate students, regional campuses, and undeclared majors:
- A. For apportionment purposes, graduate students, regardless of college affiliation, will be represented under the College of Graduate Studies.
  - B. Students with no official major ("undeclared") will be calculated in the apportionment based on the enrollment figures obtained from the UCF Office of Institutional Research.
- 302.4 Eligibility provisions for adjustments to college/school designation during a Senator's term of office:
- A. In the event a Senator changes the college/school during their term of office within the Senate, the Senator shall, upon verification by the Senate Advisor, be notified by the Senate President that they are in noncompliance.
    1. Said senator shall have five (5) academic days after notification to change their major to represent their elected/appointed college/school in order to retain their seat.
    2. A senator who refuses to change their major to the college/school to which they were elected/appointed forfeits their seat immediately.
  - B. In the event a Senator changes the college/school during their term of office within the Senate, the Student Body President may appoint them to an open seat in their new college/school.
    1. If the Senator is appointed to an open seat, Title III, Chapter 302.4, Section A and Title IV, Chapter 400.3, Section A will be waived strictly for the confirmation of the Senator.

2. The Senator needs confirmation solely from the Senate Body, without requiring approval from the E&A Committee.
- C. In the event the University should change the college/school a major is designated under during a Senate Session, seat allocations will not be affected by the change until the following apportionment cycle.

### **Chapter 303 Terms of Office**

- 303.1 Student Senators shall take office upon installation and will serve until the day of the first meeting of the following session, or until considered resigned or removed.
- 303.2 Installation of elected Student Senators shall occur at the first Student Senate meeting of the Senate Session, or upon being sworn into Senate.

### **Chapter 304 The Officers of the Student Body Senate**

- 304.1 The Election and Appointment of Officers
  - A. At the first meeting of a Student Senate Session, the Student Body Vice President:
    1. Shall take the Chair.
    2. Shall call the meeting of the new Student Body Senate to order.
    3. Shall immediately call for the nomination and election of the Senate President. All Senators shall be eligible for nomination to the office of Senate President.
    4. Shall immediately yield the Chair to the newly elected Senate President at the conclusion of the Senate President elections.
  - B. Upon being elected at the first meeting of a Student Senate Session, the Senate President:
    1. Shall take the Chair.
    2. Shall immediately call for the nomination and election of the Senate President Pro Tempore. All Senators shall be eligible for nomination to the office of Senate President Pro Tempore.
    3. Shall immediately name the temporary acting Chair of all committees. The acting Chair is not required to be appointed or elected to said committee for the purpose of establishing the initial meeting.
- 304.2 Vote of No Confidence
  - A. Procedure of a Vote of No Confidence
    1. The issuer of the vote of no confidence may make a ten (10) minute statement to the Student Body Senate or Senate Committee regarding the pending no-confidence vote and all appropriate materials that the issuer has submitted to the Student Body Senate Advisor, pending approval.
    2. The party issued may make a ten (10) minute statement to the Student Body Senate or Senate Committee regarding the pending no-confidence vote and all appropriate materials that the issued has submitted to the Student Body Senate Advisor, pending approval.
    3. The Student Body Senate or Senate Committee shall then enter a period of questioning where both the issuer and the issued may be questioned on matters relevant to the no-confidence.
    4. Following the period of questioning, the Student Body Senate or Senate Committee will enter a period of debate.

5. If the motion of a vote of no confidence passes, the individual is dismissed from that leadership position and may not run for or be appointed to that same position within the same Senate Session the dismissal occurred.
- B. Senate President
1. A vote of “no confidence” on the Senate President may be moved at any Senate meeting and voted on at the next regularly scheduled Senate meeting unless otherwise stipulated by Senate Rule Four.
  2. The Senate President must vacate the Chair while the question of “no confidence” is pending.
  3. A vote of “no confidence” shall require a majority vote of the Senate.
  4. If the majority vote is acquired, the Senate President is dismissed from the position, at which point the Senate President Pro Tempore shall take the Chair and call for the immediate nomination of the Senate President. All Senators are eligible for nomination.
  5. The election of the Senate President shall occur at the next regularly scheduled Senate meeting unless otherwise stipulated by Senate Rule Four.
- C. Legislative Assistant
1. A vote of “no confidence” on a Legislative Assistant may be moved at any Senate meeting and voted on at the next regularly scheduled Senate meeting.
  2. The Senate, by majority vote, may remove the Legislative Assistant. If removed, the Legislative Assistant is dismissed from their position.
  3. If a Legislative Assistant is removed, the Senate President shall appoint a Legislative Assistant as stipulated in Title III.
- D. Senate President Pro Tempore
1. A vote of “no confidence” on the Senate President Pro Tempore may be moved at any Senate meeting and voted on at the next regularly scheduled Senate meeting.
  2. The Senate, by majority vote, may remove the Senate President Pro Tempore. If removed, the Senate President Pro Tempore is dismissed from their position.
  3. If the Senate President Pro Tempore is removed, nominations for the office of Senate President Pro Tempore will be held immediately, with elections being held during the next regular Senate meeting following a vote of “no confidence,” unless stipulated in Senate Rule Four.
  4. All Senators are eligible for nomination.
- E. Deputy Pro Tempore
1. A vote of “no confidence” on a Deputy Pro Tempore may be moved at any Senate meeting and voted on at the next regularly scheduled Senate meeting.
  2. The Senate, by majority vote, may remove the Deputy Pro Tempore. If removed, the Deputy Pro Tempore is dismissed from their position.
  3. If a Deputy Pro Tempore is removed, the Senate President Pro Tempore shall appoint a Deputy Pro Tempore as stipulated in Title III.
- F. Sergeant-At-Arms
1. A vote of “no confidence” on a Sergeant-At-Arms may be moved at any Senate meeting and voted on at the next regularly scheduled Senate meeting.
  2. The Senate, by majority vote, may remove the Sergeant-At-Arms. If removed, the Sergeant-At-Arms is dismissed from their position.

3. If the Sergeant-At-Arms is removed, the Senate President Pro Tempore shall appoint a Sergeant-At-Arms as stipulated in Title III.
- G. Committee Chair and Vice Chair
1. A vote of “no confidence” on a Committee Chair or Vice Chair may be moved at any meeting of that committee and voted on at the next regular committee meeting. The committee, by majority vote, may remove the Chair or Vice Chair of that committee. If removed, they are then dismissed from said position.
  2. The Committee Chair must vacate the Chair while the question of “no confidence” is pending.
  3. Nomination and election of a Committee Chair or Vice Chair shall take place at the committee meeting following a vote of “no confidence.” All members of the committee shall be eligible for nomination.
  4. The committee’s decision to no-confidence the Chair or Vice Chair may be overturned by a two-thirds (2/3) vote of the Senate but must be done no later than two (2) Senate meetings from the committee meeting immediately following the no-confidence vote.
  5. A vote of “no confidence” on a Committee Chair or Vice Chair may be moved at a Senate meeting and voted on at the next regularly scheduled Senate meeting. The Senate, by majority vote, may remove the Chair or Vice Chair. If removed, they are then dismissed from said position. Nominations and election of a Committee Chair or Vice Chair shall take place at the committee meeting following a vote of “no confidence” of the Senate. All members of the committee shall be eligible for nomination.
- H. ORS Representative and LJR Representative
1. A vote of “no confidence” on an ORS or LJR Representative may be moved at any meeting of that committee and voted on at the next regular committee meeting. The committee, by majority vote, may remove the ORS or LJR Representative. If removed, they are then considered resigned from said position.
  3. Nomination and election of an ORS or LJR Representative shall take place at the committee meeting following a vote of “no confidence.” All members of the committee shall be eligible for nomination.
  4. The committee’s decision to no-confidence vote its ORS or LJR Representative may be overturned by a two-thirds (2/3) vote of the Senate but must be done no later than two (2) Senate meetings from the committee meeting immediately following the no-confidence vote.

### 304.3 Duties and Powers of the Chair

- A. Call to Order: The Chair shall call the Student Senate to order and proceed with the business within thirty (30) minutes of the specified time of convening.
- B. Order and Decorum: The Chair shall preserve the order of parliamentary procedure, maintain the decorum of the meeting, and be a neutral arbitrator of the Senate.

### 304.4 Duties and Powers of the Senate President

#### A. The Senate President shall

1. Take the Chair on every legislative day, at the time specified by the Student Body Senate Rules and Procedures or by special order of the Student Body Senate, with the exceptions granted by illness, the Student Body Senate Rules and Procedures, or Student Body Statutes.

2. Appoint all standing committees; such appointments shall be announced during a scheduled Senate meeting prior to taking effect. Any committee appointment may be altered by a majority vote of the Student Body Senate. Senate President shall ensure no committee's membership exceeds the committee maximum.
3. Sign all measures, writs, warrants, and subpoenas of, or issued by order of, the Student Body Senate.
4. In the event the Senate President is absent, the Senate President Pro Tempore may sign in their place.
5. Be responsible for making all arrangements necessary for the meetings of the Student Body Senate including room reservations, and clerical procedures for Bills, Resolutions, Constitutional Amendments, and Special Acts.
6. Have the right to name any Committee Chair, in the event the President Pro Tempore is unavailable or declines, to perform the "duties of the Chair," but the appointed Student Body Senator must always yield the Chair to the Senate President or the Senate President Pro Tempore upon completion of the issue. The acting Chair must vacate the Chair to debate, and they may not regain the Chair while the legislation or issue is being debated.
7. Announce all Senate resignations and removals within one (1) week of enactment.
8. The Senate President shall post a schedule of Senate Meetings during academic terms so that no lapse between Senate Meetings exceeds two (2) consecutive weeks.
9. Serve a term in congruence with the Senate Session that they are elected as a Student Body Senator.
10. Assume the powers of the Chair immediately after their election.
11. Not sponsor legislation for which they will participate as Chair.
12. Not participate as Chair for any legislation they have introduced or sponsored.
13. Not sit on any committee of the Student Body Senate.
14. Have the right to sit on any Caucus(es) with which they identify.
15. Be able to appoint an Internal Legislative Assistant and an External Legislative Assistant.
  - a. These appointments must be confirmed by a majority vote of the Senate.
  - b. The duties and responsibilities of the Internal and External Legislative Assistant can be found in Student Body Statute 304.5.
  - c. The Senate President reserves the right to assign any other responsibilities to the Internal and External Legislative Assistants that they deem necessary.
  - d. The Senate President may remove a Legislative Assistant at any time. The Senate President shall be required to submit, in writing, the reason(s) for removal to the Legislative Assistant within five (5) academic days of their removal.
  - e. The Senate President shall be required to state the reason(s) for the removal in their following weekly report, after the formal submission of the reason(s) for removal to the Legislative Assistant.
16. Certify that all Student Senators comply with the Student Body Statute's requirement to meet with respective deans or associate deans and attend Student Body Senate Retreats and Leadership Seminars.

17. Plan and organize the Senate Retreat for the following Senate Session in the fall semester.
18. Upon resignation or removal of the Senate President, the acting Chair shall immediately call for the nomination of the Senate President. All Student Body Senators shall be eligible for nomination. The election of the Senate President shall occur immediately following nominations, unless the Student Body Senate moves, by a two-thirds (2/3) vote, to postpone the election to the following Student Body Senate meeting.

#### 304.5 Duties and Powers of the Legislative Assistants

##### A. The Legislative Assistants shall

1. Have the respective titles of External Legislative Assistant and Internal Legislative Assistant.
  - a. The External Legislative Assistant shall
    - i. Be a point of contact for all public relations affairs between the Student Body Senate and:
      - a. SG Executive Branch
      - b. SG Judicial Council
      - c. SG Caucuses
      - d. SG Election Commission
      - e. Media agencies
      - f. University Colleges and Departments
    - ii. Schedule University College Dean meetings for Student Senators for the fall and spring semesters to discuss college-based initiatives.
    - iii. Supervise college initiatives to ensure their promotion and implementation following University College Dean meetings.
    - iiii. Upon request, may draft measures pertaining to events that impact the University, the Student Body, and the Student Body Senate.
  - b. The Internal Legislative Assistant shall
    - i. Work in cooperation with the designated Executive and Judicial Branch members for the promotion, selection, and operations of the Student Government Leadership Council in the Fall semester.
      - a. Oversee the operations of the Senate Leadership Council in the Spring semester.
2. Not occupy any other Officer position of the Student Body Senate throughout their term as a Legislative Assistant. This provision does not apply to caucus leadership roles.
3. Meet on a weekly basis with the Senate President.
4. Complete any additional duties and responsibilities as deemed appropriate by the Senate President with respect to our governing documents.
5. Serve a term in congruence with their Senate President.

#### 304.6 Duties and Powers of the Senate President Pro Tempore

##### A. The Senate President Pro Tempore shall

1. Assign Registered Student Organizations proportionately among the Student Body Senate.
  - i. The Sergeant-at-Arms shall serve a term in congruence with their Senate President Pro Tempore.

2. Assume the Duties and Powers of the Senate President in the absence of, or upon request of the Senate President.
  3. Be a member of all Senate Special, Standing, and Ad Hoc committee meetings.
  4. Not occupy any other Student Body Senate Officer position throughout their term as President Pro Tempore. This provision does not apply to caucus leadership roles.
  5. Appoint at most two Deputies Pro Tempore from among the Student Body Senate membership.
    - a. These appointments must be confirmed by a majority vote of the Senate.
    - b. The Senate President Pro Tempore may remove a Deputy Pro Tempore at any time. The Senate President Pro Tempore shall be required to submit, in writing, the reason(s) for removal to the Deputy Pro Tempore within five (5) academic days of their removal.
    - c. The Senate President Pro Tempore shall be required to state in their following weekly report, after the formal submission of the reason(s) for removal to the Deputy Pro Tempore
  6. Have the authority to delegate any of their duties, powers, and tasks to their Deputies Pro Tempore when appropriate with respect to our governing documents.
  7. Appoint a Sergeant-at-Arms from among the Student Body Senate with the concurrence of the Senate President.
    - a. This appointment must be confirmed by a majority vote of the Senate.
    - b. The Sergeant-at-Arms may be removed by members of the Student Body Senate using a motion of no confidence.
  8. Schedule, lead, and verify that all Student Body Senators attend a Senate Orientation within ten (10) academic days of being sworn in as a Student Body Senator.
  9. Verify that all Student Body Senators are financially trained within ten (10) academic days of them being sworn in as a Student Body Senator.
  10. Provide means for the Student Body to learn the current SG Legislative Branch fiscal policies.
  11. Notify the Senate President of any Student Body Senator in non-compliance.
  12. Serve a term in congruence with the current Senate Session they were elected or appointed as a Student Body Senator or until a formal resignation has been made.
- B. Upon resignation or removal of the Senate President Pro Tempore, the Senate President shall immediately call for the nomination of the Senate President Pro Tempore.
1. All Senators shall be eligible for nomination.
  2. The election of the Senate President Pro Tempore shall occur immediately following nominations.
    - a. The Student Body Senate may postpone the election to the following Student Body Senate meeting with a two-thirds (2/3) vote.

### 304.7 Duties and Powers of a Deputy Pro Tempore

- A. The Deputies Pro Tempore shall

1. Have the respective titles of Deputy Pro Tempore of Legislative Affairs and Deputy Pro Tempore of Senate Relations.
  - a. The Deputy Pro Tempore of Legislative Affairs shall
    - i. Draft all Fiscal Legislation and assign it to an appropriate Student Body Senator.
    - ii. Review and advise Student Body Senators on all Internal Legislation.
    - iii. Be a point of contact between the Student Body Senate and the Activity and Service Fee Business Office.
  - b. The Deputy Pro Tempore of Senate Relations shall
    - i. Maintain a mutually beneficial relationship between the Student Body Senate and
      - a. Student Government Affiliated Agencies
      - b. Student Government Affiliated Departments
      - c. Registered Student Organizations
    - ii. Support the operations of
      - a. Student Government Executive Branch
      - b. Student Government Affiliated Agencies
      - c. Student Government Affiliated Departments
    - iii. Verify that all Student Senators maintain contact with their assigned RSO(s).
2. Not occupy any other Officer position of the Student Body Senate throughout their term as a Deputy Pro Tempore. This provision does not apply to caucus leadership roles.
3. Meet on a weekly basis with the Senate President Pro Tempore.
4. Take accurate minutes of business conducted in the Senate Executive meetings for the Senate President Pro Tempore.
5. Assume the Duties and Powers of the Senate President Pro Tempore in the absence of or upon request of the Senate President Pro Tempore.
6. Complete any additional duties and responsibilities as deemed appropriate by the Senate President Pro Tempore with respect to our governing documents.
7. Serve a term in congruence with their Senate President Pro Tempore.

#### 304.8 Powers and Duties of Sergeant-At-Arms

##### A. The Sergeant-At-Arms shall

1. Attend all Senate Meetings or appoint a designee of which the President Pro Tempore must be notified when absent.
2. Remove disruptive individuals, deemed by the Chair or the Student Body Senate, from the Senate Chamber.
3. Preserve order during Senate meetings by maintaining decorum, as stated in Senate Rule 3.
  - a. Decorum, according to Black's Law Dictionary, is conduct that benefits the dignity or an occasion, especially a formal one; propriety, in speech, manner, conduct, and dress.
4. Preserve order in the format of a Tier penal system.
  - a. Tier I penal action will result in a verbal warning on the floor.
  - b. Tier II penal action will result in an immediate removal of the individual from the Senate Chamber.
  - c. Tier III penal action can be evoked immediately after removal of individual and may result in a "Notification of Non-Compliance" due to failure to comply with decorum.



i. The Issuer of the Non-Compliance will have five (5) academic days to notify the Senator.

5. Maintain a professional and efficient Student Body Senate environment.
6. Complete any additional duties and responsibilities as deemed appropriate by the Senate President Pro Tempore that directly relate to the position of the Sergeant-At-Arms with respect to our governing documents.
7. Serve a term in congruence with their Senate President Pro Tempore.
8. Upon resignation or removal, the procedural process is outlined in the Student Government Statutes.

#### 304.9 Duties and Powers of the Committee Chair

- A. The Acting Committee Chair shall set the meeting time of their respective standing committees, with the concurrence of a majority of the committee, and, at the first (1st) official meeting, the Acting Chair shall call for the election of the Chair. The newly elected Chair will call for the nomination of the Vice Chair during Miscellaneous Business. Vice Chair elections will be held at the next scheduled committee meeting.
- B. Chair as Committee Member: The Chair of a committee may be an active member of the committee --debating and voting-- but shall also be responsible for presiding over and keeping order and decorum in meetings.
- C. Meeting Times: The Chair shall be responsible for setting and posting the committee meeting times and locations, with the concurrence of a majority of the committee. The time of the meeting must be posted in accordance with the Sunshine Law.
- D. Expunging Committee Absences: The Chair shall have the power to expunge committee absence(s) of a Senator from their respective committees, upon written petition. The written petition must be turned in to the Committee Chair within two (2) weeks following the absence in question or else said absence will not be considered expunged. A majority vote of the Committee or Senate can overturn the decision of the Chair.
- E. Eligibility: The Chair of the standing committee shall be prohibited from holding the position of Vice Chair of that committee, or of holding the position of Chair for any other standing committee.

#### 304.10 Duties and Powers of the Committee Vice Chair

- A. Assuming the Chair: The Vice Chair shall assume the "duties of the Chair," upon request, or if the Chair is unable to perform the prescribed duties.
- B. The Vice-Chair as Secretary: The Vice-Chair shall be responsible for keeping the minutes of each committee.
- C. Committee Vice Chairs shall submit committee minutes no later than five (5) academic days following the committee meeting.
- D. Vice Chairs shall be responsible for submitting committee minutes to the following individuals according to the timeline outlined in Chapter 304.10(C):
  1. Their respective Committee Chair
  2. The Senate President
  3. The Senate President Pro Tempore
  4. The Student Government Advisor or Designee
  5. The Student Government Comptroller (For fiscal committees)
- E. Succession: Upon the resignation or removal of the Committee Chair, the Vice Chair shall assume the Chair and call for the immediate nomination and election of a new Chair.

**Chapter 305 Student Senate Voting on Measures**

- 305.1 At no time shall the Student Senate vote by secret ballot on any measure.
- 305.2 Senators may cast a vote in only one of three categories: "Yes," "No," or "Abstain."
1. Yes, to be cast if you are in favor.
  2. No, to be cast if you are not in favor.
  3. Abstain is to be primarily used if you have a conflict of interest, specific issue, or any other circumstance that prevents you from being able to cast an ethical vote.
- 305.3 One Senator authorizing another Senator to vote by proxy or substitution in their absence shall be prohibited.

**Chapter 306 Student Senate Confirmation of Presidential Appointments**

- 306.1 Each presidential appointee shall attend an E&A Committee Meeting for questioning.
- A. Presidential appointees must be reached out to by the order in which they are appointed by the Student Body President. The E&A Chair will have a maximum of five (5) academic days to reach out to the appointees to schedule them to be seen by the E&A Committee.
  - B. If confirmed by a majority vote of the E&A Committee, the appointee must be present and available for questioning at the Senate Meeting in which they are to be considered by the Student Body Senate.
    1. The Student Body Senate, by a two-thirds (2/3) vote, may confirm the candidate.
    2. If the Student Body Senate does not confirm a candidate by a two-thirds (2/3) vote, the candidate will be considered rejected.
  - C. If rejected by a majority vote of the E&A Committee, the appointee will not be considered by the Student Body Senate.
    1. The appointee may be considered one (1) additional time, by written request of the Student Body President, at the next scheduled E&A Committee meeting (excluding caucus meetings).
    2. If rejected by a majority vote of the E&A Committee a second time, the appointee will not be considered by the Student Body Senate.
  - D. The Student Body Senate, by a two-thirds (2/3) vote, may decide to appeal the decision by the E&A Committee to reject an appointee after the appointee has been rejected twice at the next Senate Meeting.
    1. If the Student Body Senate votes successfully to appeal the decision of the E&A Committee, the Student Body Senate, by a two-thirds (2/3) vote, may confirm or reject the appointee at the next scheduled Senate Meeting.
  - E. No person whose appointment has been rejected by the Student Body Senate shall be eligible for appointment to the same position within the same academic semester of the original appointment.
  - F. If an individual misses two consecutive E&A Committee meetings (excluding caucus meetings), with no stated explanation, they will be removed from the pool of applicants at that time. There is no restriction on re-application.
  - G. If the absence(s) are not the fault of the individual, the consequences delineated in Chapter 306.1A shall be waived with the E&A Committee determining whether the absence of the appointee constitutes a legitimate excuse.

- H. All rejections made by the E&A Committee shall be verbally reported to the Student Body Senate at the following Senate Meeting, after which the Student Body Senate will have until the adjournment of that Senate Meeting, unless a one-week delay is requested, to change the committee's action(s) by a two-thirds (2/3) majority vote.
- 306.2 Upon acceptance of a motion to confirm by the Chair or Vice Chair of the E&A Committee, or in the event that neither of them is present in the Senate, the Senate President Pro Tempore, the Senate shall vote on the confirmation of an appointee. The outcome of the vote shall be recorded in the Senate meeting minutes as well as the electronic voting record.
  - 306.3 No salaries or compensations shall be paid to the newly designated officeholder until confirmation by the Student Senate and swearing in by a Justice of the Judicial Council.
  - 306.4 All confirmation votes for Student Government positions held during Senate Meetings shall be held during the section of the agenda titled confirmations. The results of these votes shall be announced as soon as the votes are tabulated.

### **Chapter 307 Student Senate Summer and Temporary Sign-overs**

- 307.1 Student Senators who will be absent during all or part of any semester may designate a Senate Sign-over during their period of absence. The Senate Sign-over designee will practice all rights and privileges of an elected or appointed Senator unless otherwise specified by these Statutes. Should the Senator not return at the completion of the designated period of absence, the Senate seat will be declared vacant. A Senator is allowed to have a sign-over for a maximum of one (1) academic semester. The Senate may extend this maximum by a majority vote. A Senator may only have one sign-over per academic session.
  - A. If the sign-over does not fulfill the term they have been appointed for (one (1) academic semester or longer as stipulated in 307.1), the Senator will be eligible to have another sign-over to complete the term.
- 307.2 Sign-over Procedures:
  - A. The Senate Seat Sign-over Form will be available from the official Student Government Website, the Legislative, Judicial, and Rules Committee Chair, and Student Government Advisor or Designee.
  - B. The Student Senator shall complete and sign the form and obtain the signature of the Sign-over designee. The Student Government Advisor or designee must witness both signatures, unless the signatures are notarized, and verify the eligibility of both the Student Senator and the Sign-over designee. The Senate Seat Sign-over Form must include a specific start date and conform to the limitations stated herein.
  - C. The Student Senator will bring the form to the Student Body President. The Student Body President's signature on the Senate Seat Sign-over Form authorizes the Sign-over process.
    - 1. If the Student Body President chooses not to give authorization, they must write the reasons for the decisions attached to the Senate Seat Sign-over form.
    - 2. If the Student Body President decides to withhold their signature, the Student Senator may continue with the sign-over process. However,

the Student Body Senate shall require a two-thirds (2/3) vote on confirmation rather than a majority as stated below.

- D. The Student Senator will give copies of the completed form to the Senate President and the Legislative, Judicial, and Rules Committee Chair. The Senator shall give the original form to the Senate President Pro Tempore.
- E. The Senate President Pro Tempore will bring the sign-over designee before the Student Body Senate for confirmation during the section of the meeting titled Confirmations. The Senate President Pro Tempore must do so at the regularly scheduled Senate meeting immediately following receipt of the sign-over form.
- F. A majority vote of the Student Body Senate is required to confirm a sign-over designee.
- G. The sign-over designee will occupy the Student Body Senate seat on the date stated on the Senate Seat Sign-over form, provided the sign-over designee has taken the oath of office.

### 307.3 Restrictions on the Sign-over Process

- A. Senators attempting to sign-over a seat must continue to meet the eligibility requirements until approval of said sign-over by the Senate.
- B. A sign-over will be declared invalid if either the Senator or the sign-over designee is not eligible to hold office at the time of the approval vote of Senate.
- C. Senators will not be eligible to sign-over their seat if the Senator is under Notification of Non-Compliance or Recommendation of Censure or is in the process of impeachment or removal.
  - 1. If the Student Body Senator will be leaving before any situation above has been finalized, the Senate Executive Committee may vote to allow the sign-over process to move forward as long as the sign-over designee can bring the senate seat back into compliance and/or the Senate has not voted affirmatively on a Recommendation of Censure or any aspect of the process for impeachment or removal.
- D. The sign-over period will begin on the date entered on the sign-over form. The sign-over period will end at the conclusion of the last scheduled Senate meeting of the semester or the last scheduled Senate meeting of the session in which the sign-over period begins, whichever comes first. A semester shall be defined as fall, spring, or summer "C."

### 307.4 Restrictions on the Sign-over Designee:

- A. Sign-over designees may retain the committee membership of the original Senator, but will NOT automatically be transferred any Officer or ORS/LJR committee representative position within the Student Body Senate held by the original Senator.
- B. If the membership of the committee that the original Senator served on exceeds its capacity as stated in Chapter 308, it is the responsibility of the returning Senator to gain membership on a committee upon return.

### 307.5 Termination of a Sign-over

- A. The original Senator will resume custody of the Senate seat at the first regularly scheduled Senate meeting of the semester following the sign-over period.
- B. Absences for sign-over designees include those absences previously accumulated by the original Senator. Any absences a designee accrues during the sign-over period will count against the original Senator at the termination

of the sign-over period. If a sign-over designee is removed from Senate based on procedures outlined in Senate Rules for absences, the Senate seat will be declared vacant.

1. The original Student Senator shall be informed by the LJR Chair following every occurrence in which their sign-over incurs an absence as defined by Senate Rule 7.
  - C. If a sign-over designee resigns from Senate or is removed from Senate for any reason, the Senate seat will be declared vacant.
  - D. If the original Senator takes the Oath of Office for another position within Student Government during the period of the sign-over, the sign-over immediately terminates, and the seat is declared vacant.
  - E. If either the original Senator or the sign-over designee ceases to meet eligibility requirements to hold office at any point during the sign-over period, the Senate seat will be declared vacant if the student does not gain eligibility as per Title III or Title X.
  - F. A sign-over designee may not resign from the Senate without the written permission of the original Senator. If a sign-over designee does not wish to complete their sign-over term, they shall follow the early termination processes.
- 307.6 Early Termination of Sign-over
- A. The original Senator may reclaim the Senate seat at any time during the sign-over period.
  - B. To reclaim the Senate seat, the original Senator must retrieve the form they submitted to the Senate President Pro Tempore and sign the section on the form labeled “Early Return.”
  - C. The Student Government Advisor or designee must witness the Senator’s signature, unless the signature is notarized, and check the Senator’s eligibility.
  - D. The Senator will reclaim the Senate seat two business days following the date on which they submitted the “Early Return” section of the form.
- 307.7 All vacant Senate seats are to be filled by Presidential appointment as stated in Statutes. Once a Senate seat is declared vacant, it immediately falls under the authority of the President, and the Senate cannot take any further action to fill said vacancies other than exercising the power of confirmation voting.

## **Chapter 308 Senate Committee Membership**

- 308.1 Senate committee membership shall not exceed twenty percent (20%) of the total apportioned Student Body Senate Seats rounding to the nearest whole number.
- 308.2 The FAO, LJR, E&A, and CRT committee membership shall be elected from within the Senate.
- A. The CRT Committee and the FAO Committee shall be allotted an additional seat, which is reserved for an ORS representative.
  - B. The FAO and CRT representatives, as elected by the Operation Review and Sanctions, shall sit as voting members on the FAO Committee and the CRT Committee, respectively. The same individual may not be elected as ORS representative to both the FAO and CRT Committees.
    1. A FAO or CRT representative may sit as a voting member on both committees if the elected representative cannot attend the committee meeting, or the position is vacant.

- a. If an ORS committee member expresses interest in one of the vacant representative positions, the ORS Chair must call for elections at the next regularly scheduled ORS meeting.
    - C. Acting as ORS Representative on either the CRT or FAO Committee shall not count towards that Senator's two Standing Committee memberships. An individual elected as ORS representative may not also sit on a fiscal committee.
    - D. In the absence of an ORS representative from the CRT or FAO Committee meeting, the ORS Chair or ORS Vice Chair shall be able to attend as a voting member.
    - E. The SBA, GAP, and E&A representatives, as elected by the Legislative, Judicial, and Rules Committee, shall sit as voting members on the SBA committee, GAP committee, and E&A Committee, respectively. The same individual may not be elected as a representative to multiple committees.
      - 1. A SBA, GAP, or E&A representative may sit as a voting member on any of the previously mentioned committees if the elected representative cannot attend the committee meeting, or the position is vacant.
        - a. If an LJR committee member expresses interest in one of the vacant representative positions, the LJR Chair must call for elections at the next regularly scheduled LJR meeting.
    - F. Acting as LJR Representative on the SBA, GAP, or E&A Committee shall not count towards that Senator's two Standing Committee memberships. An individual elected as the LJR representative may not sit on the internal committee.
    - G. In the absence of an LJR Representative from the SBA, GAP, or E&A Committee meeting, the LJR Chair or LJR Vice Chair shall be able to attend as a voting member.
    - H. The E&A Committee shall be allotted an additional seat, which is reserved for the Supervisor of Elections or their designee, who shall have full debating rights for all business and voting rights pertaining to Title VI only.
      - 1. Their membership shall not count against quorum; however, it shall count for it.
      - 2. Their membership shall not count towards the membership limitations outlined in Chapter 308.1.
- 308.3 If the FAO committee, CRT committee, LJR committee, or E&A committee membership falls below the maximum number of members, the Senate, by a majority vote, may decide to hold an election to fill the vacant committee seats. To be elected to the committee, those nominated shall only require a majority vote.
- A. No new senators may be elected to the LJR committee once an Impeachment affidavit has been filed. This prohibition shall last until the Removal Hearing has concluded or the affidavit is dismissed.
- 308.4 The Senate President Pro Tempore or their designee shall be a member of every Senate Committee.
- A. Their membership shall not count against quorum; however, it shall count for it.
  - B. Their membership shall not count towards the membership limitations outlined in Chapter 308.1.

## Chapter 309 Senatorial Responsibilities

- 309.1 Senate is a Year-Round Commitment:
- A. Senators are required to attend weekly Senate meetings, which can last until the closing time of the Student Union unless otherwise stated in a posting from the Senate President.
  - B. Senators are required to attend weekly committee meetings.
- 309.2 Senators are required to serve on a minimum of one (1) and a maximum of two (2) Standing Senate Committee.
- 309.3 Senators are assigned to several Registered Student Organizations (RSOs) to represent and advocate the organization's efforts to receive Activity & Service Fee funding.
- 309.4 Senators must be accessible to attend public meetings and be readily accessible to those student organizations and the Student Body which they represent.
- A. Senators are required to solicit input from the constituents they represent and voice student concerns.
  - B. Senators must maintain contact with their assigned organizations on a semi-regular basis throughout the semester, by whatever medium is most convenient for the organization.
- 309.5 Senators are required to have a working understanding of the following texts in order to fulfill their position in the Student Body Senate:
- A. Student Government Constitution and Statutes
  - B. Senate Rules
  - C. Robert's Rules of Order (Parliamentary Procedure) <sup>[OBJ]</sup>
- 309.6 Senators are required to become financially trained through the Activity and Service Fee Business Office within ten (10) academic days of being sworn into the Student Body Senate unless they have already fulfilled the requirement in the current fiscal year.
- A. Senators are required to verify their financial training with the Senate President Pro Tempore.
  - B. An extension to comply with a Senator's requirement to be financially trained may be granted by a majority vote of the Senate Executive Committee. A majority vote of the Senate can overturn the decision of the Senate Executive Committee.
- 309.7 All newly elected Senators are required to attend the Senate Orientation Retreat as scheduled by the Senate President before the first Senate Meeting of the Session.
- A. Failure to attend the Senate Orientation Retreat will result in the Senator being dismissed from Senate unless a request for the absence is submitted, in writing, to the Student Government Advisor or Designee and LJR Chair within ten (10) academic days of the retreat.
    1. If a Senator is absent from the Senate Orientation Retreat, they must complete a Senate Orientation with the Office of the Senate President Pro Tempore within ten (10) academic days.
    2. Any submitted absence requests will be heard by the LJR Committee pursuant to Senate Rule 7.
- 309.8 All Senators are required to attend the Senate Retreats as scheduled by the Senate President.
- A. Failure to attend the Senate Retreats will result in the Senator being subject to the absence policy dictated in Senate Rule 7.

- 309.9 Any Senator appointed, receiving a sign-over, who was unable to attend the Senate Orientation Retreat, is required to attend a Senate Orientation to be scheduled with the office of the Senate President Pro Tempore within ten (10) academic days of being sworn into the Senate.
- A. An extension to comply with a Senator's requirement to attend Senate Orientation may be granted by a majority vote of the Senate Executive Committee. A majority vote of the Senate can overturn the decision of the Senate Executive Committee.
- 309.10 Diversity Training
- A. All Senators are required to attend a diversity training session. The diversity training session shall be scheduled by the Senate President or designee, to be held during the Senate Orientation Retreat or within the first four (4) academic weeks of the beginning of the Senate Session.
  - B. Absence from the scheduled diversity training session may be expunged by the LJR Committee pursuant to Senate Rule 7. The decision of the LJR Committee may be appealed as described in Senate Rule 7.
- 309.11 Senators are required to attend any Leadership Seminars, as scheduled by the office of the Senate President or the office of the Senate President Pro Tempore, to which they have received a minimum of ten (10) academic days' notice. An absence from the Leadership Seminar will count as an absence as dictated in Senate Rule 7.
- A. Leadership Seminars shall be defined as an educational workshop lasting a minimum of one (1) hour, and no longer than two (2) hours, that aim to further a Senator's leadership, educational, or cultural knowledge.
  - B. A maximum of two (2) leadership seminars may be required per semester (fall, spring, and summer).
- 309.12 All Senators are required to attend the Dean Meetings as scheduled by the Office of the President of the Student Body Senate.
- A. Senators must meet with their respective Dean or designee(s) at least once in the Fall and Spring semester to discuss issues pertinent to their college.
  - B. Failure to attend the required Dean Meetings will result in the Senator being subject to the absence policy dictated in Senate Rule 7.
  - C. Senators who are a part of the Burnett Honors College will also have the opportunity to meet with their respective Dean.
  - D. Senators who are a part of UCF Downtown will also have the opportunity to meet with their respective administration.
- 309.13 Upon receipt of a signed measure by the Student Government Advisor or Designee, the introducer of the measure shall distribute the legislation to those listed in the "Be It Further Resolved" clause within five (5) business days.
- A. The introducer must copy the Student Government Advisor or Designee and the Senate President Pro Tempore when distributing a measure. <sup>(c)(2)</sup>

**HISTORY:**

BILL 06-88 (08/05/1976) BILL 09-03 (11/14/1976) BILL 09-32 (05/05/1977) BILL 11-49 (03/01/1979)  
 BILL 14-04 (12/08/1981) BILL 15-32 (03/25/1983) BILL 16-11 (11/15/1983) BILL 16-15 (11/18/1983)  
 BILL 16-27 (12/02/1983) BILL 16-50 (04/23/1984) BILL 16-64 (04/23/1984) BILL 16-67 (07/09/1984)  
 BILL 16-69 (08/23/1984) BILL 16-76 (08/03/1984) BILL 17-25 (02/12/1985) BILL 17-42 (06/10/1985)  
 BILL 18-07 (11/12/1985) BILL 19-07 (11/06/1986) BILL 19-16 (01/15/1987) BILL 19-18 (01/15/1987)  
 BILL 19-35 (03/05/1987) BILL 19-59 (06/14/1987) BILL 20-07 (11/10/1987) BILL 20-80 (07/19/1988)



BILL 21-16 (01/10/1989) BILL 21-28 (01/17/1989) BILL 23-71 (08/25/1991) BILL 24-54 (04/02/1992)  
BILL 27-106 (07/09/1995) BILL 30-98 (08/18/1998) BILL 31-78 (09/21/1999) BILL 31-61 (08/12/1999)  
BILL 32-15 (03/02/2000) BILL 32-51 (04/20/2000) BILL 32-64 (07/17/2000) BILL 32-66 (07/17/2000)  
BILL 32-102 (12/06/2000) JUDICIAL DECISION (02/09/2001) BILL 35-108 (09/02/2003)  
BILL 37-23 (02/10/2005) BILL 37-58 (04/21/2005) BILL 37-85 (09/15/2005) BILL 38-20 (02/28/2006)  
BILL 39-07 (11/09/2006) BILL 39-15 (02/01/2007) BILL 39-21 (02/21/2007) BILL 39-49 (03/29/2007)  
BILL 39-54 (04/05/2007) BILL 39-81 (09/27/2007) BILL 40-76 (07/10/2008) BILL 41-01 (10/30/2008)  
BILL 41-10 (12/10/2008) BILL 41-27 (12/10/2008) BILL 41-51 (02/16/2009) BILL 41-96 (06/23/2009)  
BILL 41-106 (06/30/2009) BILL 41-119 (07/14/2009) BILL 42-15 (01/29/2010) BILL 42-27  
(03/30/2010) BILL 42-46 (03/30/2010) BILL 42-89 (07/16/2010) BILL 42-99(09/17/2010) BILL 43-05  
(1/13/2011) BILL 43-13 (02/17/2011) BILL 43-67 (03/31/2011) BILL 43-71 (04/14/2011) BILL 44-95  
(9/17/2012) BILL 45-91 (6/20/2013) BILL 45-99 (06/28/2013) BILL 45-105 (08/29/2013) BILL 46-33  
(12/05/2013) BILL 46-22 (12/09/2013) BILL 46-49 (02/03/2014) BILL 47-42 (02/27/2015) BILL 47-62  
(03/20/2015) BILL 47-64 (04/20/2015) BILL 47-68 (04/20/2015) BILL 47-93 (08/06/2015) BILL 47-95  
(09/09/2015) BILL 48-98 (09/14/2016) BILL 49-98 (08/25/2017) BILL 49-100 (08/25/2017) BILL 49-  
107 (09/22/2017) BILL 50-72 (03/05/2018) BILL 50-87 (06/29/2018) BILL 50-88 (06/29/2018) BILL  
50-94 (07/31/2018) BILL 50-95 (08/10/2018) BILL 50-96 (08/10/2018) BILL 50-107 (10/08/2018) BILL  
51-26 (04/14/2019) BILL 51-27 (04/14/2019) BILL 51-28 (04/14/2019) BILL 51-29 (04/14/2019) BILL  
51-06 (11/28/2018) BILL 51-26 (06/14/2019) BILL 51-30 (04/14/2019) BILL 52-02 (02/12/2020) BILL  
52-10 (04/27/2020) BILL 52-11 (05/04/2020) BILL 52-13 (05/12/2020) BILL 52-19 (07/13/2020) BILL  
52-20 (07/24/2020) BILL 52-21 (08/03/2020) BILL 52-25 (01/20/2021) BILL 52-27 (12/17/2020) BILL  
52-33 (04/06/2021) BILL 53-01 (06/10/2021) BILL 53-02 (06/10/2021) BILL 53-05 (00/00/2021) 53-08  
(11/01/2021) BILL 53-10 (10/19/2021) BILL 53-11 (00/00/0000) BILL 53-18 (01/01/2022) BILL 53-26  
(03/08/2022) BILL 53-27 (04/15/2022) BILL 54-02 (06/30/2022) BILL 54-08 (06/30/2022) BILL 54-10  
(07/26/2022) BILL 54-19 (12/05/2022) BILL 54-22 (00/00/2022) BILL 54-31 (03/13/2023) BILL 54-34  
(03/13/2023) BILL 55-01 (11/21/2023) BILL 55-05 (12/13/2023) BILL 55-08 (12/13/2023) BILL 55-11  
(12/13/2023) BILL 55-12 (12/12/2023) BILL 55-14 (03/11/2024) BILL 55-16 (04/08/2024) BILL 55-10  
(04/08/2024) BILL 55-18 (04/08/2024) BILL 55-27 (04/08/2024) BILL 55-22 (04/08/2024) BILL 55-26  
(04/08/2024) BILL 56-20 (12/03/24) BILL 56-19 (01/16/2025) BILL 56-25 (02/07/2025)