

TITLE XII: STUDENT GOVERNMENT IN THE SUNSHINE ACT

Chapter 1200 Student Government Agent Requirements

- 1200.1 All Student Government Agents are responsible for adhering to the requirements of “Title XII: Student Government in the Sunshine Act,” the policies and procedures of the University of Central Florida, and all other requirements of the Sunshine Act and Public Records Act, as specified by law.

Chapter 1201 Student Government Meetings

- 1201.1 Student Government meetings are public meetings that must be held in compliance with the provisions of the Sunshine Law and Florida Statutes.
- 1201.2 Notice of all Student Government meetings must be posted to the official Student Government website at least 24 hours in advance of such meetings.
- A. The time, place, and agenda of such meetings shall be incorporated into meeting notices. If no agenda is available, subject matter summations may be used. Meeting notices for meetings being held virtually will include a direct link to the virtual meeting.
 - B. Copies of meeting notices shall be furnished to any individual upon request.
- 1201.3 All Student Government meetings must be called to order within 30 minutes of the time stated on the meeting notice.
- 1201.4 Minutes are to be promptly recorded at all Student Government meetings, which shall be public record and open to public inspection. Additionally, copies of all public meeting minutes will be published on the Student Government website.

Chapter 1202 The Student Government Executive Committee

- 1202.1 The purpose of the Student Government Executive Committee shall be to ensure open communication and transparency between the branches of Student Government and provide a forum to address general issues.
- 1202.2 The committee shall be comprised of the following members:
- A. The Student Body President
 - B. The Student Body Vice President
 - C. The Senate President
 - D. The Senate President Pro Tempore
 - E. The Chief Justice
 - F. An Assistant Chief Justice
 - G. Supervisor of Elections
 - H. Assistant Supervisor of Elections
 - I. Ex-Officio members:

- a. A&SF Committee Chair
- b. Scholarship Committee Chair
- c. Caucus Leadership Committee Chair

1202.3

Duties and Responsibilities of the committee:

- A. The committee shall convene regular meetings, at least once a month.
 - a. The Chair shall provide each committee member five (5) academic days' notice of a Committee meeting.
 - b. The Chair must call a Committee Meeting if requested by written petition of a majority of the committee.
- B. The committee shall maintain accurate records of its meetings, discussions, and decisions. It shall prepare and distribute regular reports to all branches and members of Student Government, ensuring transparency and accountability.
- C. The committee shall hold open forum at the beginning of each committee meeting.
- D. Request information or guidance from the Attorney General, Comptroller, or other Student Government Agents as needed.

1202.4

The Committee Chair and Vice Chair shall be the Student Body President and Vice President, respectively.

1202.5

Duties and Powers of the Committee Chair

- A. The Chair of the committee may be an active member of the committee, debate or voting, but shall be responsible for presiding over and keeping order and decorum in meetings.
- B. The Chair shall call the first meeting of the committee no later than the second week of the Summer semester.
- C. The Chair shall be responsible for setting and posting the committee meeting times and locations, with the concurrence of a majority of the committee.
- D. All other appropriate duties and powers as delegated by Robert's Rule.

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. All other appropriate duties and powers as delegated by Robert's Rules.
- C. The Vice Chair shall be responsible for keeping the minutes of each committee meeting.
- D. The Vice Chair shall submit committee minutes no later than five (5) academic days following the committee meeting to the following individuals:
 - a. The Committee Members
 - b. The Student Government Advisor or designee

1202.6

Student Government Executive Committee Attendance

Absences: If a member of the Student Government Executive Committee is unable to attend a meeting of the Committee, they shall be responsible for notifying the Committee Chair and Vice Chair in writing twenty-four (24) hours prior to the start of the Student Government Executive Committee meeting that they will be absent for.

Public Records

1203

- 1203.1 All individuals requesting to inspect or obtain copies of public records from Student Government shall be permitted to do so as specified in the Public Records Act in Florida Statutes.
- 1203.2 A statement must be placed in a conspicuous location on the Student Government website and all e-mails sent from Student Government e-mail accounts notifying the recipient(s) that Student Government communications may be subject to public records laws.

Chapter 1204 Voting Requirements

- 1204.1 All Student Government Agents must adhere to all applicable voting and abstention requirements specified in Florida Statutes.

Chapter 1205 Electronic Log of Legislation

- 1205.1 All bills, resolutions, special acts, constitutional amendments, and referenda shall be forwarded in whole to the Office of the Student Body President for publication on the Student Government website after being finalized and signed by all necessary parties.

Chapter 1206 Roll Call Votes

- 1206.1 Record of all roll call votes shall be published on the Student Government website and shall include the names and vote for all casted responses.

Chapter 1207 Electronic Voting Records

- 1207.1 Electronic voting systems may be utilized to cast and record votes during Student Government meetings. Voting records must contain the names and titles of the SG agents casting a vote and what their vote is. These records shall be posted to the Student Government website within four (4) business days of voting.

Chapter 1208 Sunshine Act Education

- 1208.1 The Attorney General shall be responsible for educating Student Government Agents on all provisions and changes to the Sunshine Act and Public Records Act as they relate to Student Government Agents.

HISTORY:

BILL 37-63 (04/21/2005) BILL 37-67 (06/28/2005) BILL 39-37 (02/22/2007) BILL 41-114 (08/19/2009) BILL 51-35 (05/16/2019) BILL 52-24 (10/21/2020) BILL 56-23 (03/13/2025)

