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## **Senate Statutes - Title II (Membership, Powers, & Purpose) - Updated 04-26-13**

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# **Title**

## **2**

### **Memberships, Powers and Purpose of Student Government**

## Chapter

200

### Mission Statement of the University of South Florida Student Government

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**200.1** This Chapter shall define the Mission Statement of the University of South Florida Student Government.

**200.2** The Mission Statement shall be as follows:

*The mission of the Student Government at the University of South Florida is to be the premier opportunity in becoming engaged, provide the setting for all students to be equally heard and represented, and maximally enhance each students experience and development.<sup>1</sup>*

**200.3** Changes to the Mission Statement shall require a supermajority vote of the Judicial, Senate, and Executive Committee, prior to being voted on in the form of a bill by the Senate.

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<sup>1</sup> SB [S] 49-015, Struck 200.2 and replace 200.2

## Chapter

### 201

#### Official Seal of the University of South Florida Student Government

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**201.1** This Chapter shall define the Official Seal of the University of South Florida Student Government.

**201.2** The Official Seal for the Student Government of South Florida shall be as follows:



**201.3** The colors of the Student Government seal will be consistent with the official colors of the University of South Florida, Tampa Campus.

**201.4** This will be the universal seal for Student Government and shall appear on anything and everything deemed necessary.

**201.5** Changes to the Official Seal shall require a supermajority vote of the Judicial, Senate, and Executive Committee, prior to being voted on in the form of a bill by the Senate.

## Chapter

202

### Official Logo of the University of South Florida Student Government

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**202.1** This Chapter shall define the Official Logo of the University of South Florida Student Government.

**202.2** The official Logo for Student Government shall be as follows:



**202.3** The Colors of the Student Government logo will be consistent with the official colors of the University of South Florida, Tampa Campus.

**202.4** This shall be the universal logo for Student Government and shall appear on anything and everything deemed necessary.

**202.5** Changes to the Official Logo shall require a supermajority vote of the Judicial, Senate, and Executive Committee, prior to being voted on in the form of a bill by the Senate.

## Chapter

### 203

#### Oath of Office

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- 203.1** Except for those exempt by Statutes, all Student Government Officers shall be required to take the Oath of Office as outlined in this Statute.
- 203.2** No Student Government Officer shall be required to take any oath which would violate any personally held convictions.
- 203.3** The Oath of Office shall be as follows:
- “As a member of the Student Government of the University of South Florida, I [state full name] do hereby affirm to uphold the office of [state the office], to abide by the Student Body Constitution, to uphold the Statutes incorporated therein, and to represent the Student Body to the best of my ability.”**
- 203.4** Changes to the Oath of Office shall require a supermajority vote of the Judicial, Senate, and Executive Committee, prior to being voted on in the form of a bill by the Senate.

## Chapter

### 204

#### Student Government Sunshine Laws<sup>2</sup>

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- 204.1** A Student Government Meeting shall be defined as any formal meeting of two or more officers or representatives of the collegial body, to discuss some matter on which future action will be taken, within the respective body's current or future business.
- 204.1.1** When Senators collaborate on bills and initiative so long as they are co-sponsoring the respective bill it shall not be regarded as a formal meeting. Such informal meetings are not subject to Florida Sunshine Law standards.
- 204.2** All Student Government Meetings must fulfill three requirements:
- 204.2.1** All Student Government Meetings shall be open to the public, unless under Meeting Disruption, as determined by the Chair of the respective meeting. Any discussion or voting procedure that pertains to a confirmation, vote of confidence, or impeachment shall not be open to the respective person or officer in question. Student Government meetings may not be officially recorded by any outside entity.
- 204.2.2** Reasonable public notice of such meetings must be given. Reasonable public notice shall be defined as a notice that shall be able to be viewed by all members of the public and shall be issued no less than twenty four hours for regular meetings, and no less than four hours for emergency meetings.
- 204.2.3** Minutes of the meeting must be taken, archived, and available to the public.
- 204.3** All Student Government meetings shall be held on USF System property with the exception of meetings with an organization or individual separate from Student Government who requires the meeting be held elsewhere.
- 204.4** All meetings of any Student Government entity not pertaining to matters of student conduct or academic record shall be open to the public unless otherwise specified by applicable law or University policy.<sup>3</sup>
- 204.5** Student Government Records shall be defined as all material, regardless of physical form or characteristics, made or received pursuant to law or in connection with transaction of official business by any committee, agency, or branch of Student Government.
- 204.6** All Student Government Records shall be open to public inspection upon request. Student Government records, including but not limited to minutes and agendas, shall be submitted to the University Library at minimum, once a month. Responsibilities for performing this action shall be specified in the appropriate governing branch documents.
- 204.7** The Student Government Supreme Court shall have the power to issue a Writ of Mandamus to enforce the purposes of this chapter.

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<sup>2</sup> SB [S] 50-023, Modifies Title and entire chapter

<sup>3</sup> SB [S] 51-012 (Spring) adds this clause

## Chapter

### 205

#### Student Government Public Records Act<sup>4</sup>

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- 205.1** It shall be the policy of Student Government to make all Public Records open for personal inspection and copying by any person. The following shall govern the storage, handling and processing of all Public records.
- 205.1.1** The Custodian of Public Records shall be the Student Government Advising, Training, and Operations Director or his or her designee, henceforth referred to as the Custodian.
- 205.1.2** All Public Records shall be stored for a minimum of three (3) years.
- 205.1.3** Request for Public Records shall be filled, in writing through means of a standardized form, to the Custodian.
- 205.1.3.1** In the event that a request is made to a Student Government Officer or Employee other than the Custodian, the officer or Employee who initially receives the request must act in good faith and redirect the requestor to the Custodian's designee within 3 business days.
- 205.1.4** The owner or creator of a public record, upon notification, must provide said requested record to the Custodian within 5 business days.
- 205.1.5** Public records shall be provided in hard copy form only, at a cost of \$0.15 per one-sided copy (not larger than 8.5x14). There shall be a \$1.00 charge per page per certified copy.
- 205.1.5.1** A reasonable service charge based on costs incurred for extensive clerical and/or supervisory assistance may be charged to the requestor.
- 205.1.5.2** Costs incurred that are less than \$1.00 may be waived at the Custodian's discretion.
- 205.1.6** Any person shall have the rights of access for the purpose of photographing a public record while the record is in the possession and supervision of the Custodian.
- 205.1.6.1** All inspections and copying of records shall be supervised by the Custodian. Custodian shall make reasonable efforts to discern whether a requested record exists, and if so, the location of said record.
- 205.1.6.2** Request for photographic access and related cost must be agreed upon in advance between custodian and requestor. If an agreement can't be reached the custodian will set the fee.
- 205.1.7** Information protected by the University or law are not public records and are exempt from a public records request. If exempted material is requested, the request shall be denied and the reason for denial explained in writing to the requestor.

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<sup>4</sup> The 50<sup>th</sup> Term Senate, through legislation, adds this chapter to statutes.

**205.2** The following shall govern the integrity of all Public Record materials:<sup>5</sup>

- 205.2.1** No officer or member of Student Government, including its Bureaus, may tamper with, amend, or destroy any Public Record.
- 205.2.2** A reasonable attempt shall be made to ensure that a Public Record accurately reflect the correspondence, discussion, or course of action referred to in the record.
- 205.2.3** A reasonable attempt shall be made to ensure that the minutes of all Student Government meetings be transcribed to accurately reflect a verbatim transcript of the entire course dialogue throughout the meeting, beginning with the Call to Order and terminating only upon Adjournment.
  - 205.2.3.1** In relation to the aforementioned clause, a Student Government meeting shall be defined as any meeting of a Branch, Agency, Committee, or Task Force discussing or deliberating on a matter which some foreseeable action will be taken by at least one member of the meeting party.
  - 205.2.3.2** Minutes shall not be disbursed or published until they have been formally accepted by the meeting body to be valid and accurate. The minutes must be accepted within twenty (20) business days or the next meeting, whichever occurs later.
  - 205.2.3.3** Upon their acceptance, the Minute Taker shall forward the minutes to the Webmaster within three (3) Business Days. The Webmaster shall publish the minutes on the Student Government Website within an additional three (3) Business Days.
- 205.2.4** The following statement shall be included in all correspondence sent from a Student Government e-mail account, "Under Florida law, e-mail messages may be considered public records. If you do not want your e-mail released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in person."
- 205.2.5** All Legislative Bills, Executive Orders, and Supreme Court Opinions shall be forwarded to the Webmaster within three (3) Business Days of it being signed into effect, or issuance, to be placed in their respective section(s) on the Student Government Website. The Webmaster shall publish the documents on the Student Government Website within an additional three (3) Business Days.

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<sup>5</sup> SB [S] 51-009 inserts clause and all subsequent clauses throughout the remainder of chapter

## Chapter

## 206

### Order of Succession

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- 206.1** Should a vacancy occur in the Office of the Student Body President, the Student Body Vice-President shall automatically assume the position of Student Body President.<sup>6</sup>
- 206.2** After assuming the role of President, the new Student Body President shall appoint a new Student Body Vice-President. The appointee must be confirmed by Senate prior to taking office.<sup>7</sup>
- 206.3** If the Office of the Student Body Vice-President is vacant at the time the office of the Student Body President becomes vacant, the following positions are the order of succession in Student Government:
- 206.3.1** Senate President
  - 206.3.2** Senate President Pro Tempore
  - 206.3.3** Attorney General

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<sup>6</sup> SB [S] 52-008 adds “automatically” and “Student Body President”

<sup>7</sup> SB [S] 52-008 adds “the appointee must be”

## Chapter

### 207

#### Student Government Remuneration Policies

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- 207.1** Student Government Officers or Employees must be University of South Florida students with the exception of those outlined in Statutes.
- 207.2** Student Government Officers and Employees shall be responsible for all information contained in the Student Government Employment Handbook and shall be subject to the punitive measures indicated therein<sup>8</sup>.
- 207.3** No Student Government Officer or Employee shall be remunerated unless so established in the current operating budget, or in an amended budget, and all employment paperwork has been approved prior to commencing work.
- 207.4** Student Government Officers and Employees shall be remunerated as established in their respective budgets.

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<sup>8</sup> SB [S] 52-012 amends 207.2 and strikes 207.3

## Chapter

208

### Student Government Anti-Discrimination Policy

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- 208.1** Discrimination shall be defined as the differential treatment of a student solely on the basis of race, creed, color, religion, gender, age, sexual orientation, national origin, parental status, disability, or any combination thereof.
- 208.2** No Student Government Officer, Employee, or Activity and Service Fee Funded Student Entity shall practice discrimination as defined in this Statute.
- 208.3** Any Student Government Officer, Employee, or Activity and Service Fee Funded Student Entity who practices discrimination shall be referred to relevant university authorities.
- 208.4** If such authorities deem that an act of discrimination has occurred, such findings shall serve as immediate grounds for the appropriate statutory corrective actions.

## Chapter

209

### Student Government Code of Ethics, Decorum and Professionalism<sup>9</sup>

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- 209.1** Legislative Intent and Declaration of Policy: It is essential to the proper conduct of Student Government that its Officers and Employees be independent and impartial. Student Government Officers and Employees hold their positions for the benefit of the student body. Such Officers and Employees are bound to observe in their official acts, the highest standards of ethics consistent with Statutes.
- 209.2** It is the intent of this chapter to protect the integrity of Student Government by prescribing restrictions against conflicts of interest and unethical practices.
- 209.3** All members, representatives, and affiliates of Student Government shall conduct themselves with proper decorum at all official Student Government functions or any situations where he or she is acting as a representative of Student Government.
- 209.4** All Members, Representatives, and Affiliates of Student Government shall uphold highest ethical standards of accuracy and truth in advancing the interests of those they represent and all rules and regulations outlined in the USF Code of Conduct, University Regulations and Policy, and Statutes.
- 209.5** No member<sup>10</sup> of Student Government shall:
- 209.5.1** Take advantage of the official capacity of their office for their own personal gain or advantage, including any act beneficial to any person in whose welfare he or she is interested.
  - 209.5.2** Participate in any private business or professional activity in which they have any direct or indirect financial interest which would place that person in conflict between that interest and the public interests of the student body.
  - 209.5.3** Participate in any Student Government procedure where the outcome has significant personal consequences for the individual that render him or her unable to act impartially.
  - 209.5.4** Make an untrue claim, expressly stated or implied to be factual, with the intent to harm the reputation of an individual or entity. This claim may be communicated verbally or in writing.
  - 209.5.5** Participate in any malicious act.
- 209.5.5.1** A Malicious Act shall be defined as any act intended to cause physical or personal injury, done with malice, hatred or spite.

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<sup>9</sup> SB [S] 50-025, Modifies the chapter title.

<sup>10</sup> SB [S] 51-014 (Spring) replaces “officer or employee” with “member”.

- 209.5.6** Use or knowingly allow the use of Student Government property, facilities, vehicles, or personnel of any kind for any purpose other than Student Government business.
- 209.5.7** Be involved in any agreement to accept a bribe.

**209.5.7.1** A bribe shall be defined as any form of gift bestowed to influence the recipient's conduct, including but not limited to: money, goods, property, privilege, preferment, or promise.

- 209.5.8** Advise, aid, procure, or in any way induce another to act in violation of the Student Body Constitution, Student Government Statutes, or otherwise specified Student Government policy, or the University's Student Code of Conduct.

- 209.5.9** Be intentionally tardy or absent from any meeting for which they have confirmed attendance.<sup>11</sup>

**209.5.9.1** Confirmation of attendance shall include but not be limited to, email confirmation, Outlook Invite acceptance, and written confirmation.

**209.5.9.2** Student Government members capable of demonstrating legitimate circumstances, as determined by SGATO, shall be considered exempt from this statute.

- 209.5.10** Intentionally subvert any Student Government mandated deadline.

## **209.6** Violations of Criminal Law or Liability under Civil Law

- 209.6.1** No Officer or Employee of Student Government shall be convicted by a Supreme Court of competent jurisdiction of a felony or misdemeanor related to the duties of his or her office.

- 209.6.2** For the purposes of this chapter, a conviction or civil finding of liability must be for an act occurring during the officer or employee's current term of office or during their official campaign period for that member's office as defined by Student Government Statutes.

- 209.7** A violation under this chapter may be grounds for impeachment, suspension, removal from office, dismissal from employment, non-compliance or public censure.<sup>12</sup>

- 209.8** If at any time before the duration in which the investigation, suspension, and/or removal from office is sought, the member in question resigns, all procedures shall cease and the position shall be filled in a manner outlined in the Student Government Constitution and/or Statutes.

- 209.9** Any resignation submitted in the procedure of removal from office and/or suspension from office shall be irrevocable.

- 209.10** Such resignation shall not terminate proceedings by other official entities of the University, officials of federal, state, and/or municipalities, and/or other legal proceedings.

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<sup>11</sup> SB [S] 51-014 (Spring) adds this clause and subsequent subclauses.

<sup>12</sup> SB 50-028, Amends this clause

## Chapter

### 210

#### Student Government Investigations<sup>13</sup>

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**210.1** Any Student may call for an investigation of Student Government Members, A&S funded Organizations, Programs, Services, or Student Government related entities.

**210.2** Investigational Procedure

**210.2.1** In order for the investigation to be valid the issuer must submit the Student Government Grievance Form (as found in the end of this chapter) to the Student Senate President and the Student Government Advising and Training Operations Bureau Director or Assistant Director.<sup>14</sup>

**210.2.1.1** Grievances must include the date of the events referenced in the grievance.

**210.2.1.2** Grievances may be filed anonymously.

**210.2.2** After the Grievance Form has been time-stamped and signed up the Senate President, the Committee on Judiciary and Ethics will evaluate whether the matter requires investigation.<sup>15</sup>

**210.2.3** Should the Committee determine the matter worthy, a thorough investigation will be conducted in accordance with the Committee's Standard Operating Procedures.

**210.2.4** The Committee will recommend the best course of action to be undertaken by the Senate.

**210.3** The Committee's recommendation may include courses of action such as Censure, Impeachment, Judicial Review, or Freezing of an Organization's Account.

**210.4** It will be the duty of the Senate to take up any recommendation the Committee may make.

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<sup>13</sup> SB [S] 51-014 (Spring) adds entire chapter

<sup>14</sup> SB [S] 52-009 updates clause 210.2.1 and adds clause 210.2.1.1

<sup>15</sup> SB [S] 52-009 amends clause 210.2.2

## USF SG GRIEVANCE FORM

TIME:

DATE:

Your name:

### NATURE OF PROBLEM

Reason to file:

Your relation to person filing Grievance for:

Location of Grievance:

Time of Grievance:

## USF SG GRIEVANCE FORM

Position Person holds in SG:

Recommended Repercussions:

Additional Details:

Comments:

### OFFICIAL USE ONLY

**DO NOT WRITE BELOW THIS LINE**

Senate Clerk Signature Approval:

Date:

Committee Approval:

Senate President Approval:

Date:

## Chapter

## 211

### Censure Resolutions

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- 211.1** All Student Government Officers shall be subject to the censure policy set herein.
- 211.2** Censure shall be defined as a resolution passed by the Senate in lieu of impeachment. It is a written reprimand given to an official whose actions may have warranted impeachment, but the Senate felt impeachment or removal from office was not necessary.
- 211.3** Student Government officers can be censured for one or more of the following offenses:
- 210.3.1** Malfeasance
  - 210.3.2** Misfeasance
  - 210.3.3** Nonfeasance
  - 210.3.4** Incompetence
  - 210.3.5** Abuse of Power.
- 211.4** Two Senators are required to sponsor a Censure Resolution and must submit it to the Senate President Pro Tempore. The resolution shall be brought forth within three months of the offense warranting censure.<sup>16</sup>
- 211.5** The resolution shall be heard at the next regularly scheduled Senate session. The Student Government Officer being brought up for a censure shall be given speaking rights after the Senators who made the resolution have spoken. A simple majority<sup>17</sup> vote is required in order for the censure resolution to pass. Should the same offense be repeated, after the passing of the censure resolution, the Senate shall conduct impeachment proceedings.
- 211.6** Any Student Government Officer who receives three or more resolutions of censure for separate actions within their term shall be subject to impeachment proceedings.

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<sup>16</sup> SB 50-006, Amends the amount of time a censure resolution shall be brought forth.

<sup>17</sup> SB 50-006, Changes supermajority to simple majority.

## Chapter

## 212

### Grounds for Removal from Office

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**212.1** All Student Government Officers shall be subject to the requirements set herein.

**212.2** Student Government Officers may only be removed from office for the following:

**212.2.1** Malfeasance

**212.2.2** Misfeasance

**212.2.3** Nonfeasance

**212.2.4** Incompetence

**212.2.5** Abuse of Power

**212.3** All Student Government Officers shall be subject to removal from office in any recall election voted upon by the student body in Title 7 of Statutes.

## Chapter

### 213

#### Impeachment Proceedings

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**213.1** All Student Government Officers may be subject to impeachment and subsequent removal.

**213.2** The following procedure shall be adhered to for the impeachment of Student Government Officers pursuant to violations of Title 2 of Statutes:

**213.2.1** Part 1: Forming the Senate Impeachment Committee

**213.2.1.1** Should any student or SG entity wish to bring up an impeachment investigation, they will need to submit a memo detailing the alleged offenses, and the sponsorship of 3 Student Senators<sup>18</sup>, to the Senate President Pro Tempore who will add the creation of the Senate Impeachment Committee to the agenda for the next regular or special meeting of the Senate.

**213.2.1.2** The committee will be formed of three Senators who will be elected by the Senate.

**213.2.1.3** The Senate President and Senate President Pro Tempore may not serve on the committee.

**213.2.1.4** The accused and the accuser(s) shall not serve on the committee.

**213.2.1.5** The committee will elect a chair who will oversee the operations of the committee.

**213.2.1.6** A non-student advisor will be chosen by the committee and shall be present for all meetings of the committee.

**213.2.2** Part 2: Committee Procedure

**213.2.2.1** The committee chair shall call an initial meeting to discuss the memo and vote on whether the memo warrants investigation.

**213.2.2.2** If the decision is made to continue, then the committee will abide by the Standard Operating Procedures as found within the Senate Rules of Procedure.<sup>19</sup> The committee will outline all the specifics that they will follow throughout their investigation.

**213.2.2.3** Once this has been approved, the committee will begin a full investigation into the accusations against the officer.

**213.2.2.4** If the memo calls for the investigation of multiple individuals, the committee may investigate all involved but must treat each officer separately.

**213.2.2.5** Meetings of the committee shall be open to the public except for deliberations and questioning of involved parties.

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<sup>18</sup> SB [S] 51-014 (Spring) adds the “three senator requirement”

<sup>19</sup> SB [S] 51-014 (Spring) omits the creation of a separate committee SOP

- 213.2.2.6** The committee chair will be required to report to the Senate at each regularly scheduled meeting. The Senate may, by a majority vote, terminate the committee and drop the investigation at any time, if necessary.

**213.2.3** Part 3: Articles of Impeachment

- 213.2.3.1** Should the committee find one or more of the accusations from the memo valid they will draw up Articles of Impeachment. Articles must be drawn up separately for each officer being impeached.
- 213.2.3.2** The committee may only draw up articles for offenses brought up in the memo.
- 213.2.3.3** The committee will submit the finalized articles to the Senate President Pro Tempore who will make them public and add them to the agenda for the next regular or special meeting of the Senate.
- 213.2.3.4** The committee will ensure that the accused and accuser(s) receive a copy of the articles.

**213.2.4** Part 4: Senate Impeachment Process

- 213.2.4.1** In the Senate meeting, the committee chair will read the articles before the assembly.
- 213.2.4.2** Following the presentation from the committee chair, there will be a question and answer period where Senators may ask questions to the committee chair. Senators will not be permitted to ask for the personal opinion of the committee chair regarding the guilt or innocence of the accused officer.
- 213.2.4.3** After the question and answer period, there will be time for discussion which will be handled in accordance with Senate Rules of Procedure.
- 213.2.4.4** Should a Senator be the accused or the accuser, the Senator will not have speaking or voting rights on this impeachment.
- 213.2.4.5** Following discussion, the Senate President will read out each article, one at a time, taking a vote count each time. A supermajority<sup>20</sup> vote in the affirmative on one or more of the articles is considered official impeachment of the officer.
- 213.2.4.6** In the event that articles were drawn up for more than one officer then the committee chair will read the next set of articles and the same procedure will be followed. The committee chair will continue to present the articles for each officer until they have all been voted on.
- 213.2.4.7** The committee will be dissolved at the conclusion of this meeting of the Senate.
- 213.2.4.8** Within the next 48 hours, the Senate President Pro Tempore will submit a memo to the Student Government Supreme Court outlining the articles on which the Senate impeached the officer, if applicable.

**213.2.5** Part 5: Supreme Court Removal Process

- 213.2.5.1.** Impeached officers will be sent to the Student Government Supreme Court where a formal trial, with due process, will be held in accordance with the procedure for original jurisdiction as outlined in Supreme Court Rules of Procedure.

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<sup>20</sup> SB 50-006, Add super to majority

- 213.2.5.2.** It will take a supermajority vote of the Supreme Court to remove an impeached officer from their office.
- 213.2.5.3.** Impeached Supreme Court Justices will be tried by the Judicial Review Committee as outlined in Title 2 of Statutes.
- 213.3** The following procedure shall be adhered to for the impeachment of Student Government Officers pursuant to violations of Title 2 of Statutes:
- 213.3.1** Any Student Government Officer who is impeached and subsequently removed shall never hold any position within Student Government again. This shall not include impeachment on grounds of incompetence, which excludes the officer from the position held at the time of impeachment, but permits the said person to hold office in another position for which the said person may be qualified.
- 213.3.2** If the accused resigns within forty-eight (48) hours prior to the committee presenting its findings to the Senate, he or she may never hold a position in Student Government again.<sup>21</sup>

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<sup>21</sup> SB 47-085, Struck and replaced all of Chapter 211

## Chapter

### 214

#### Removal of Student Government Supreme Court Justices

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- 214.1** Any Justice may be impeached by the Senate as outlined in Title 2 of the Student Government Statutes.
- 214.2** No Justice may be tried by a fellow Justice.
- 214.3** Upon impeachment by the Senate, the Student Body President and the Senate shall be required to appoint a nine person Judicial Review Committee. The Committee shall be composed of five members appointed by the Student Body President, excluding the Attorney General, and four Senators.<sup>22</sup>
- 214.4** The Judicial Review Committee shall hold a hearing to determine if the Justice shall be removed. The Committee shall operate according to Statutes and the Rules of Procedure of the Supreme Court.
- 214.5** It shall take a supermajority vote of the Judicial Review Committee to remove a Justice from his or her position.

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<sup>22</sup> SB 47-019, Revises 212.3

## Chapter

### 215

#### Student Government Hiring Procedure<sup>23</sup>

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- 215.1** The following statutes shall serve as the primary regulations in regard to the hiring of all Student Government positions. These regulations shall only apply to student-held positions. Additional regulations may be adopted so long as they do not conflict with the below stated statutes.
- 215.1.1** This Chapter shall apply to all Executive, Judicial, and Legislative Branch positions, Agency Director and Assistant Director positions, and Student Bureau Director and Student Assistant Bureau Director positions.
- 215.2** A reasonable effort must be made to advertise for all open positions. A reasonable effort shall be defined at a minimum as both informing members of the SG mailing list of the vacancy and a minimum of five (5) Business Days of advertising for said vacancy on the Student Government website. A specific section of the site shall be reserved for the purpose of regularly advertising for available positions.
- 215.2.1** The Job Application, Job Description, and necessary qualifications to perform the job shall accompany the advertisement on the website.
- 215.3** A Hiring Team shall be formed for each vacancy which shall include at a minimum the following individuals: the individual whom the vacant position will report to, a member of the Branch hiring the position. A member of the Student Government Advising, Training and Operations Bureau shall serve as a non-voting member of the hiring team. The head of the branch advertising the vacant position shall be responsible for creating the Team and appointing a Chair. The Chair shall only vote in the case of a tie. No person applying to the position may be a member of the Hiring Team, observe the meetings of the Hiring Team, or attempt to influence the Hiring Team.
- 215.3.1** For the purposes of appointing a Justice (including the Chief Justice), the hiring team shall be composed of the Student Body President as chair, two members of the Executive Branch, and a member of the Student Government Advising, Training and Operations Bureau as a non-voting member.
- 215.3.2** For the purposes of appointing an Executive Branch Chief of Staff, no hiring committee is required. All other procedures and regulations outlined within statutes shall remain in effect.
- 215.3.3** For the purpose of appointing the Attorney General, Solicitor General, and the Chief Financial Officer, the hiring committee shall consist of the individual whom the vacant position will report to, one other member of the Executive branch, one member of the Senate, and a member of the Student Government Advising, Training, and Operations Bureau who shall serve as a non-voting member.<sup>24</sup>

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<sup>23</sup> SB [S] 51-007 adds this Chapter

<sup>24</sup> SB [S] 52-014 Amends 215.3 and adds 215.3.1-215.3.3

- 215.3.4** The head of the branch making the appointment may not serve on the hiring committee except if the advertised position reports directly to them in which case they may serve on the hiring committee in the capacity of Chair.
- 215.3.5** The head of the branch making the appointment may observe the applicants interviews and may hold additional meetings with the applicants.
- 215.4** The Hiring Team shall interview the top three (3) applicants for the position and make a non-binding recommendation to the head of the respective branch making the appointment. If the total number of applicants is less than three (3), the position shall be re-advertised for an additional five (5) Business Days.
- 215.4.1** In the event that the total number of applicants is less than three (3) following the second advertising cycle, the team may move onto interviewing the total number of applicants.
- 215.5** The Hiring Team shall make its recommendation based upon the qualifications of the candidate as set forth by the position Job Description.
- 215.6** The Head of the respective Branch shall be responsible for making the final appointment to the position and notifying the appropriate relevant parties of their selection.
- 215.7** The deliberations of the Hiring Team shall be closed to the public; however, recommendations of the team shall be considered a Public Record.
- 215.8** In accordance with Florida Law, the Hiring Team may not base their decision based on the applicant's age, race, sex, religion, national origin, disability, or sexual orientation.
- 215.9** Student Government Hiring Procedures shall also be governed by all applicable Federal and State Law(s) and University Policy.

## Chapter

### 216

#### Student Government Contracts and Agreements<sup>25</sup>

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- 216.1** All contracts and agreements mandating a one-time expenditure shall require the authorization of the Chief Financial Officer.
- 216.1.1** The Chief Financial Officer shall be required to inform the Student Body President, the Senate President, SGATO, ASBO, and the Chair of the Senate Committee on Appropriations and Audits of any such expenditure forty-eight hours prior to the action.
- 216.1.1.1** If the expenditure request requires action to be taken in less than forty-eight hours, the Student Body President and Senate President shall be required to inform the parties immediately upon taking action.
- 216.2** All contracts and agreements which mandate a reoccurring expense of less than \$50,000 a year shall require the authorization of both the Student Body President and the Senate President.
- 216.2.1** The Student Body President and Senate President shall be required to inform SGATO, ASBO, the Chief Financial Officer, and the Chair of the Senate Committee on Appropriations and Audits of any such expenditure forty-eight hours prior to the action.
- 216.2.1.1** If the expenditure request requires action to be taken in less than forty-eight hours, the Student Body President and Senate President shall be required to inform the parties immediately upon taking action.
- 216.3** All contracts and agreements which mandate a reoccurring expense of more than \$50,000 a year shall require the authorization of the Senate by a majority vote.
- 216.3.1** The Senate President shall be required to inform the Chief Financial Officer, the Student Body President, SGATO, and ASBO of any such expenditure within forty-eight hours of the action.
- 216.3.2** The Senate may delegate its final approval responsibilities to the Senate President and Student Body President within established parameters, as it deems appropriate.
- 216.4** All non-monetary Agreements shall require the joint consent of the Senate President and Student Body President. The Senate President shall notify the Senate of all such agreements at the next regularly scheduled meeting.

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<sup>25</sup> SB [S] 52-027 adds this Chapter

- 216.4.1.** The Student Body President and the Senate President shall be required to inform the Attorney General, SGATO, and ASBO.