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## UCGA Committee Standard Operating Procedures (approved 06-19-13)

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# Standard Operating Procedure

## University, Community & Government Affairs

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### **1. Constitutional Conformity**

- 1.1 The Rules of Procedure for the Committee on University, Community & Government Affairs shall not conflict with the Student Government Constitution.
- 1.2 The Rules of Procedure of the Committee on University, Community & Government Affairs shall not conflict with the Student Government Statutes. They may, however, further define any section of statutes that deals with the operation of the Committee on University, Community & Government Affairs.

### **2. Meetings of the Committee on University Affairs**

- 2.1 The Committee on University, Community & Government Affairs Chair shall determine the time, day, place, and frequency of the regular Committee meeting.

- 2.2 The Committee Chair may call a special meeting of the Committee, if necessary, provided that all Senators are given a minimum of twenty-four (24) hours' notice of the special meeting.
- 2.3 Quorum
  - 2.3.1 Quorum will be defined as half plus one of all active Committee members for regularly called meetings of the Committee.
  - 2.3.2 Quorum for general/regular meetings of the Committee shall not count excused absences into their count for quorum.
- 2.4 Meetings of the Committee on University, Community & Government Affairs shall be governed by Robert's Rules of Order with the level of adherence to be determined by the Chair.
- 2.5 At any time during a regular meeting of the Committee on University, Community & Government Affairs, the Standard Operating Procedures may be suspended until the adjournment of the meeting.

### **3. Attendance**

- 3.1 Committee members are expected to attend all meetings of the Committee on University, Community & Government Affairs.
- 3.2 The Vice-Chair shall assist the Chair in normal operating procedures of the committee. The Vice-Chair holds all of the same responsibilities and privileges as the Chair when acting in that capacity.
- 3.3 Senators will be assessed points for failure to attend the required meetings in accordance with Senate Rules of Procedure when the point system is active.
  - 3.3.1 Any Senator with a class conflict shall be excused until fifteen (15) minutes after the class has ended.
  - 3.3.2 Senators may be excused from a committee meeting at the discretion of the committee chair.

### **4. Agenda**

- 4.1 The Committee Chair shall determine the agenda for each regular Committee meeting no later than twenty-four (24) hours before the Committee meeting.
  - 4.1.1 Agendas for regular Committee Meetings may be amended on the floor during the Additions, Deletions, and/or Clarifications to the Orders of the Day.
  - 4.1.2 Open Forum will be entertained before the undertaking of Business by the Committee.

## **5. Committee on University, Community & Government Affairs Duties**

- 5.1 The duties of the Committee on University, Community & Government Affairs are incorporated with the Senate Rules of Procedure.
- 5.2 Committee members shall perform the duties and assignments delegated to them by the Committee Chair.
- 5.3 Minutes shall be recorded and archived to the policies of the Student Government and the State of Florida. Minutes may be recorded by audio device and transcribed, or typed directly.
- 5.4 Committee members shall provide a short report of their progress on assigned duties each week either through the committee meetings or in print to the Committee on University, Community & Government Affairs Vice-Chair.

## **6. Committee on University, Community & Government Affairs Chair**

- 6.1 The duties of the Committee on University, Community & Government Affairs shall include but not be limited to the following:
  - 6.1.1 Chairmanship of all Committee meetings as well as all associated hearings.
  - 6.1.2 Oversight of all Committee paperwork.

- 6.1.3 Representation of the Committee before Senate and the Senate Executive Committee.
- 6.1.4 Preparation and submission of a comprehensive report of the Committee to the Senate at the end of each semester.
- 6.1.5 Submission of all reports in writing required by Statutes or ROPs to the appropriate individuals and/or entities.
- 6.1.6 Delegation of duties, projects, and liaison assignments to committee members as necessary.

## **7. Committee on University, Community & Government Affairs Vice-Chair**

- 7.1 The duties of the Committee on University, Community & Government Affairs Vice-Chair shall include but not be limited to the following:
  - 7.1.1 Chairmanship of Committee on University, Community & Government Affairs meetings in the absence of the Chair.
  - 7.1.2 Assistance to the Committee Chair in the completion of his/her duties.
  - 7.1.3 The use of a SG digital voice recorder to record minutes is preferred, but minutes may also be transcribed directly by hand or on a computer.
  - 7.1.4 Oversight of the submission and review of committee members' weekly reports.