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Abdool Aziz

University of South Florida, Student Government Senate, aaziz2@usf.edu

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Title
4
The Legislative Branch

Chapter

400

Legislative Branch Composition and Authority

- 400.1** The composition and authority of the Legislative Branch shall be as contained in the Student Body Constitution.
- 400.2** The Legislative Branch shall have the authority by a 2/3rd majority vote of the Senate to review, investigate, and subpoena any student employee of Student Government and its associated entities.
- 400.2.1** Failure of said employee or member to act in accordance with said Legislative Branch investigation or subpoena shall result in disciplinary action which may include, but is not limited to, any combination of financial sanctions of their respective entity or articles of impeachment.¹

¹ SB [P] 49-005, Adds from 400.2 through 400.2.1

Chapter

401

General Requirements

- 401.1** This Chapter shall consist of the general requirements of the Senate.
- 401.2** Senators shall be in compliance with the standards for being a member of the Legislative Branch as stated in Article III Section III of the Constitution of the Student Body of the University of South Florida. Any deviation from the standards set forth in the Student Body Constitution shall result in immediate expulsion of any member of the Student Government Senate.
- 401.3** All Senators are required to serve on at least one standing committee. Voting rights to be outlined in the Senate Rules of Procedure.
- 401.4** All Senators are required to audit at least one A&S funded event during both the Fall and Spring semester.²
- 401.5** Standing Committees of the Senate shall be outlined in the Senate Rules of Procedure.
- 401.6** Senators are expected to attend all Senate Meetings and Standing Committee Meetings for which they are voting members.³
- 401.6.1** Attendance at these meetings shall be monitored by means of the Senate Point System which is further outlined within the Senate Rules of Procedure
- 401.6.2** Additional and alternative⁴ attendance requirements may be outlined in the Student Government Senate Rules of Procedure.
- 401.6.3** Any senator removed from the Senate for being pointed out may not be eligible to run for or hold a Senate seat for one calendar year after being pointed out.
- 401.7** The Senate President shall submit all bills to the Student Body President within five (5) business days after those bills have been passed by the Senate.
- 401.8** If the Senate President fails to submit a bill within the five (5) business⁵ days after the bill has been passed by the Senate, the Senate President Pro Tempore will present the bill to the Student Body President within another five (5) business days. The Senate President Pro Tempore will then inform the Senate as a whole of the violation of this Statute by the Senate President at the next Senate meeting during his or her report.

² SB [S] 55-016 add the requirement to audit events

³ SB [S] 52-003, modifies 402.5 and subsequent clauses

⁴ SB [S] 49-016, Modifies 402.6.2

⁵ SB [S] 53-005, modifies this clause and subsequent clauses

401.9 The Senate President shall present all vetoed bills that have been overridden by the Senate to SGATO and the Student Body President within five (5) business days after those vetoes have been overridden by the Senate.

Chapter

402

Officers of the Senate

402.1 The officers of the Student Government Senate shall be as follows:⁶

- 402.1.1** The Senate President
- 402.1.2** The Senate President Pro Tempore (hereafter referred to as Senate Pro Tempore)
- 402.1.3** The Senate Committee on Rules
- 402.1.4** The Senate Committee on Appropriations and Audits⁷
- 402.1.5** The Senate Committee on Judiciary and Ethics
- 402.1.6** The Senate Committee on Special Funding
- 402.1.7** The Senate Committee on University, Community, and Government Affairs

402.2 When a Senate Bill creates a new Senate Officer it shall include an amendment to update Section 403.1.

402.3 All Officers of the Senate may be subjected to a vote of confidence as outlined in the Senate Rules of Procedure.

402.4 The terms of all officers shall coincide with his or her term as a Senator.

402.5 All officers of the Senate shall be Senators in good standing.

402.6 The Duties of the Senate President shall be:

- 402.6.1** Those duties enumerated in the Constitution.
- 402.6.2** To Represent the Senate before the administration.
- 402.6.3** To oversee the administration of the Senate accounts.
- 402.6.4** To prepare the agenda for all Senate meetings.
- 402.6.5** To oversee the day-to-day operations of the Senate.
- 402.6.6** To call special sessions of the Senate when deemed necessary provided notification is given to the Senate forty-eight (48) hours before the start of the Special Session.
- 402.6.7** Authorize, in conjunction with the Student Body President, all reoccurring contracts and agreements totaling less than \$50,000 a year. The Senate President must inform the Chief Financial Officer, ASBO, SGATO, and the Chair of the Senate Committee on Appropriations and Audits of any such expenditure within forty-eight (48) hours of the action.
- 402.6.8** Inform the Student Body President, the Chief Financial Officer, ASBO, and SGATO of all reoccurring contracts and agreements totaling more than \$50,000 a year approved by a majority vote of the Senate forty-eight hours prior to the action. If the expenditure request requires action to be taken in less than forty-eight (48)

⁶ SB [P] 49-005 Changes Committee titles and adds Community and Governmental Affairs

⁷ SB [S] 52-021, changes committee titles

hours, the Senate President shall be required to inform the parties immediately upon taking action.⁸

402.6.9 To appoint any positions deemed necessary according to the Senate Rules of Procedure.

402.6.10 Those duties enumerated in the Senate Rules of Procedure.

402.6.11 To call an ad-hoc committee to review the election process within two weeks of the certified results of the general elections.⁹

402.7 The Duties of the Senate Pro Tempore shall be:

402.7.1 To fulfill the duties of the Senate President should the Senate President become unable to perform his or her duties.

402.7.2 To aid the Senate President in his or her duties.

402.7.3 To represent the Student Senate before the Faculty Senate.

402.7.4 To update and publish the Student Government Constitution, Student Government Statutes, and Student Government Rules of Procedure each time there is a valid change made to these documents.

402.7.5 To maintain the legislative area of the SG Website.

402.7.6 To maintain a list of all Senate members and their contact information.

402.7.7 Those duties enumerated in the Senate Rules of Procedure.

402.8 The Duties of the Committee Chairs shall be:

402.8.1 To manage all activities within their respective committees.

402.8.2 To maintain attendance records within their respective committees.

402.8.3 To maintain a record of positive points within their respective committees.

402.8.4 Those duties outlined for Committee Chairs in the Senate Rules of Procedure.

⁸ SB [S] 50-029, adds duties to the Senate President

⁹ SB 50-018, adds this section

Chapter

403

Order of Succession

403.1 Should the Senate President be unable to fulfill his or her duties, the order of succession shall be:¹⁰

403.1.1 The Senate President Pro Tempore

403.1.2 The Senate Committee on Rules

403.1.3 The Senate Committee on Appropriations and Audits¹¹

403.1.4 The Senate Committee on Judiciary and Ethics

403.2 Should the Senate President be removed from office or resign, the Senate President Pro Tempore shall assume the office of Senate President.

403.3 Upon the succession of the Senate President Pro Tempore to the office of Senate President, a vote of confidence shall take place at the next general meeting of the Senate, in accordance with the Senate Rules of Procedure.

403.4 Should the office of Senate President Pro Tempore be vacant at the same time that the office of Senate President is vacant, the position of Senate President shall be filled by an election at the next general meeting of Senate to be chaired by the next available officer in the order of succession stated above who shall serve as chair until such an election has occurred.

¹⁰ SB [P] 49-005, Changes Senate order of succession

¹¹ SB [S] 52-021, Changes Senate order of succession

Chapter

404

Election of Senate Officers

- 404.1** All Senate Officers for a new legislative term shall be elected in accordance with the Senate Rules of Procedure.
- 404.2** The Senate President for the current legislative term shall call a meeting for the purpose of electing officers for the next legislative term no sooner than two weeks after the general election and no later than the last meeting of the current term.
- 404.3** The Senators elected for the next term will meet only to be administered their oath of office and to vote on officers for their legislative term. They shall have speaking rights and voting privileges in the meeting to elect the Senate Officers for their term.
- 404.4** The first order of business following the swearing of the Senators shall be the election of the Senate President for the next legislative term, after which all other officers for the next legislative term shall be elected in order of ranking in accordance with Title 4.
- 403.4.1** All elected officers shall be elected Senators for the new term in which they will serve.
- 403.4.2** The officers elected for the next term must have completed at least one academic semester.¹²
- 403.4.3** The officers elected for the next term must be able to serve during the Summer, Fall, and Spring semesters continuously on the USF Tampa campus.¹³
- 403.4.4** The officers elected for the next term are not eligible for remuneration until the beginning of the next legislative term and shall not assume any official capacity until the start of the new legislative term.

¹² SB [S] 55-016 adds the one academic semester requirement

¹³ SB [S] 55-016 clarifies you must be able to serve continuously

Chapter

405

Meetings of the Senate and Standing Committees¹⁴

405.1 Meetings of the Senate

- 405.1.1 Meetings of the Senate shall be defined as a meeting of all elected Senators called by the Senate President to conduct business.
- 405.1.2 Any and all instances of the word “Senate” or “Special Sessions of the Senate” in this Title shall refer to meetings of the Senate.
- 405.1.3 The Senate President shall determine the time, day, place, and frequency of the meetings of the Senate.
- 405.1.4 The Senate shall meet during the Summer A, B, and C, Fall, and Spring semesters to conduct business.
- 405.1.5 The Senate shall not meet during the first week of classes of the Fall, Spring, and Summer A semester.
- 405.1.6 The Senate shall not meet during the last week of classes of the Fall, Spring, Summer A, Summer B, and Summer C semester.
- 405.1.7 The time period after the adjournment of the last meeting of the Senate of each respective semester and the first meeting of the next applicable Senate semester shall be referred to as the Senate being out of session.

405.2 Summer Sessions

- 405.2.1 Senate must meet no less than two meetings per month and each meeting shall take place no more than three weeks from the previous meeting.¹⁵
- 405.2.2 All Senators who wish to be excused for the entire Summer Session must submit their reason to the Senate Executive Committee for approval before the commencement of the first Senate meeting of the Summer Session. Acceptable reasons for excusal from the entire Summer Session shall be outlined in the Senate Rules of Procedure.
- 405.2.3 Senators who are excused for the entire Summer Session shall regain their seats when Senate reconvenes in the Fall.
- 405.2.4 The seats of excused Senators may be filled by a representative in accordance with statutes governing the placement of Alternate Senators.
- 405.2.5 Senators who do not submit an excuse to the Senate Executive Committee are expected to attend the Senate meetings.

405.3 Meetings of Standing Committees

- 405.3.1 Standing Committees shall be defined as a meeting of Senators called by the Chair of the Standing Committee to conduct the business relevant to the respective committee.

¹⁴ SB [S] 55-016 clarifies Senate and Standing committee meetings as well as Summer meetings

¹⁵ SB 48-006, To clarify the timeframe that Senate meetings are held during the summer semester.

- 405.3.2** The Chair of a Standing Committee shall determine the time, day, and place of the meeting.
- 405.3.3** Senators who sit on standing committees are appointed by the Pro Tempore.
- 405.3.4** Standing Committees shall meet during the Summer A, B, and C, Fall, and Spring semesters to conduct business.
- 405.3.5** Standing Committees shall not meet during the first week of classes of the Fall, Spring, and Summer A semester.
- 405.3.6** Standing Committees shall not meet during the last week of classes of the Fall, Spring, Summer A and Summer B semester.
- 405.3.7** Standing Committees shall not meet when the Senate is out of session.

Chapter

406

Confirmations

- 406.1** The following individuals shall come before the Senate Committee on Judiciary and Ethics first then proceed to the Senate for Confirmation:¹⁶
- 406.1.1** All Directors for Agencies and Departments who are nominated by the Student Body President.
 - 406.1.2** All Standing Position Appointees chosen by the Student Body President as outlined in Chapter 304.
 - 406.1.3** All Judicial Branch nominees.
- 406.2** All other Executive Branch Appointees shall only come before the Senate Committee on Judiciary and Ethics to be confirmed, unless otherwise specified by a majority vote of the Senate Executive Committee.¹⁷
- 406.3** All Senators shall be provided with a digital or hard copy of the application and resume of all individuals appearing before the Senate Committee on Judiciary and Ethics and Senate for Confirmation by a designated member of the Executive Branch.¹⁸
- 406.3.1** All paperwork provided to Senators about candidates shall have all sensitive information removed prior to submission to Senators.
- 406.4** All Senators shall be provided with a description of the position for which the candidate is being confirmed for.
- 406.5** Any candidate may be excused from appearing before the Senate for the purpose of confirmation by a supermajority vote of the Senate. Should the candidate be excused, the Senate may proceed with the Confirmation in the candidate's absence.
- 406.6** The vote for Confirmations shall take the form of a Roll Call Vote.
- 406.7** Any non-compliance with aforementioned statutes will nullify any vote pertaining to the Confirmation until the above criteria are met.

¹⁶ SB [S] 55-002 Adds Committee on Judiciary and Ethics

¹⁷ SB [S] 55-002 Adds this clause to clarify where non-standing appointees go for confirmation

¹⁸ SB 50-029, Modifies this clause.

Chapter

407

Alternate Senators

407.1 Alternate Senators shall serve during all semesters¹⁹ in place of Senators who are not serving during any of their respective semesters²⁰.

407.1.1 Alternate Senators may be appointed in place of Senators who are not serving during a summer semester if the Senator's absence has been approved by SenEx.²¹

407.1.2 Alternate Senators may be appointed in place of Senators who are not serving during a Fall or Spring semester if the Senator is absent due to the pursuit of academic programs or academic opportunities including, but not limited to, student exchange, Study Abroad, and out-of-state study, or any other reason approved by SenEx.²²

407.2 Alternate Senators must be in compliance with all minimum standards required for any student to run for Student Government.

407.2.1 All undergraduate members of Student Government shall be enrolled for a minimum of six credit hours as degree seeking students and all graduate members shall be enrolled for a minimum of four credit hours as post-baccalaureate students.

407.2.2 The members of Student Government must be students in good academic standing, according to the University Code of Conduct, and may not be under disciplinary probation, suspension or expulsion.²³

407.3 Alternate Senators appointed for Summer Semesters²⁴ must be students enrolled at the University of South Florida for the Fall Semester following the semester in which they are to serve. The only students exempt from this are those graduating during the respective summer.²⁵

407.4 Alternate Senators shall be governed by the Student Government Constitution, Statutes, and Rules of Procedure. Alternate Senators are held accountable in the same fashion as all regularly elected Senators.

407.5 The time served by an Alternate Senator does not apply to their tenure if elected to the Senate in any election cycle.

407.6 Alternate Senators may run for Vice-Chair positions of any Standing or Ad-Hoc committee.

¹⁹ SB 50-012, modifies to state "all semesters"

²⁰ SB 50-012, modifies to state "their respective semester"

²¹ SB 50-112, adds this sub clause

²² SB 50-012, adds this sub clause

²³ SB 53-005, adds these sub clauses

²⁴ SB 50-012, adds "Summer Semesters"

²⁵ SB 50-012, adds this sentence

- 407.7** Alternate Senators shall not be eligible to run to be a Chair of a Standing Committee.
- 407.8** Alternate Senators must be from the same college as the elected Senator they are serving for.
- 407.9** Alternate Senators may be appointed in following fashion:
- 407.9.1** Any Senator absent during a semester²⁶ and whose absence has been approved by SenEx may appoint any person who has met the standards set forth in this chapter.
- 407.6.1.1** Senators wishing to appoint an Alternate Senator must submit the request in writing or via e-mail to the Senate President Pro Tempore.
- 407.6.1.2** Senators wishing to appoint Alternate Senators must do so one week before the third general Senate meeting in the semester in which the Senator will not be serving.²⁷
- 407.10** If any Senator not serving in a semester chooses²⁸ not to exercise their right to appoint an Alternate Senator, the Alternate Senator may be appointed by SenEx.
- 407.11** The appointment of Alternate Senators by SenEx shall be as follows:
- 407.11.1** SenEx shall decide before the third meeting of the relevant semester whether or not to appoint Alternate Senators for those Senators who did not exercise their option to appoint an Alternate Senator. A majority vote of SenEx will make this decision.²⁹
- 407.11.2** SenEx shall review the election results from the most recent election.³⁰
- 407.11.3** SenEx shall rank all candidates who were not elected according to their highest individual vote count per college.
- 407.11.4** SenEx shall offer those candidates with the highest vote count the opportunity to serve as an Alternate Senator in place of a Senator in the same college who is not serving and who has not exercised their right in section 409.6.
- 407.11.5** Those students appointed to be Alternate Senators must have a Senator Application on file before SenEx will review their candidacy.³¹
- 407.8.5.1** Should that candidate decline, SenEx shall offer the next highest ranking candidate the opportunity to serve as Alternate Senator.
- 407.8.5.2** Should a tie occur between two candidates for Alternate Senator, then SenEx shall hold an election process governed by the Senate Rules of Procedure.³²
- 407.11.6** SenEx shall continue this process until all Alternate seats are filled or until the pool of potential Alternate Candidates has been exhausted.

²⁶ SB 50-012, modifies to state “absent during a semester”

²⁷ SB 50-012, modifies this clause

²⁸ SB 50-012, modifies this clause

²⁹ SB 50-012, modifies this clause

³⁰ SB 50-012, modifies this clause

³¹ SB 53-005, adds this clause

³² SB 50-012, adds this clause

407.12 All Alternate Senators shall be appointed before the third general Senate meeting of the relevant semester.³³

407.13 No appointments shall occur after the start of the third general Senate meeting of the relevant semester.³⁴

³³ SB 50-012, modifies this clause

³⁴ SB 50-012, modifies this clause

Chapter

408

Senate Ad-Hoc Committees Act³⁵

- 408.1** The Senate shall have the power and authority to create and conduct fact-finding committees on entities both internal and external to Student Government.
- 408.2** The Senate can establish ad-hoc committees to conduct fact-finding operations for certain issues or concerns as necessary. Any USF student, faculty, or staff member may serve on an ad-hoc committee. Senate ad-hoc committees may only be initiated by either:
- 408.2.1** A majority vote by the Senate in favor of the creation of the committee, which is to be written in the form of a resolution, or
 - 408.2.2** The Senate President, who must inform the Senate of the formation of the committee upon the next regular Senate meeting.
- 408.3** In Senate ad-hoc committees formed by a majority vote of Senate, committee members shall be elected by the Senate upon formation of the ad-hoc committee. The first meeting shall be chaired by the Senate President (or his/her designee) during which a chair and vice chair for the committee shall be elected. Only ad-hoc committee members may vote in the election of a chair. The resolution creating the committee shall set deadlines for the committee.³⁶
- 408.4** In Senate ad-hoc committees formed by the Senate President, he or she shall appoint both the chair and the committee members. The committee members shall set the business and deadlines of the committee.
- 408.4.1** If any appointed member of the committee respectfully declined his/her seat in the committee, the Senate President shall have the ability to appoint an additional member.³⁷
- 408.5** Senate ad-hoc committee meetings shall be open to the public.
- 408.6** The duties of the chair of an ad-hoc committee shall be:
- 408.6.1** To manage all activities within their respective ad-hoc committees.
 - 408.6.2** To give a committee report at the weekly Senate meeting.
 - 408.6.3** To compile a summary of the findings of the committee prior to its dissolution.³⁸
- 408.7** Ad-hoc committees created by the Senate President shall be disbanded upon either:

³⁵ SB [S] 47-099 adds Chapter 409: Senate Ad-Hoc Committees Act

³⁶ SB [S] 54-008 updates this clause.

³⁷ SB [S] 54-008 adds this sub-clause.

³⁸ SB [S] 54-008 adds 408.6.1, 408.6.2, & 408.6.3.

408.7.1 A supermajority vote in the affirmative by the ad-hoc committee, or

408.7.2 At the end of the current Senate term,

408.8 Ad-hoc committees created by a majority vote in the Senate shall be disbanded upon either

408.8.1 A supermajority vote in the affirmative by the ad-hoc committee, or

408.8.2 Upon the deadline set by the Senate upon the adoption of the committee.