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UCGA SOP 2014-2015

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University of South Florida Student Government Senate

Standard Operating Procedures

Committee on University, Community, & Government Affairs (UCGA)

2014-2015

1 Constitutional Conformity and Authority

- 1.1** The Standard Operating Procedures for the Committee on University, Community, & Government Affairs shall not conflict with:
 - 1.1.1** Local, State, and/or Federal Law
 - 1.1.2** Student Government governing documents, including, but not limited to:
 - 1.1.2.1** Student Government Constitution
 - 1.1.2.2** Student Government Statutes
 - 1.1.2.3** Student Government Senate Rules of Procedure
 - 1.1.2.4** They may, however, further define any section of statutes that deals with the operation of the Committee on University, Community, & Government Affairs
- 1.2** The Committee on University, Community, & Government Affairs cannot discriminate on the basis of race, creed, religion, sex, age, sexual orientation, national origin, marital status, parental status, disability, personal wealth, or any combination thereof.
- 1.3** The Authority of this document shall be vested within the governing documents of the Student Government and the Committee on University, Community, & Government Affairs.

- 1.3.1 These procedures must be ratified by the Committee on University, Community, & Government, by a supermajority (2/3rds) vote, prior to its implementation.
 - 1.3.2 In accordance with the Senate Rules of Procedure, this document must be ratified by a subsequent majority vote of the Senate Executive Committee (SenEx).
- 1.4 Amendments to the Standard Operating Procedure of the Committee on University, Community, & Government Affairs may be made by a supermajority (2/3rds) vote of the present Committee members at a regular meeting of the Committee.

2 Meetings of the Committee on University, Community, & Government 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.
 - 2.2.1 Any changes from the planned starting time or location of the Committee on University, Community, & Government Affairs meeting must be made twenty-four (24) hours prior to the meeting time.
- 2.3 Quorum
 - 2.3.1 Quorum will be defined as a majority (50% + 1) of all active Committee members for all meetings of the Committee.
 - 2.3.2 Quorum for all 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 via a supermajority (2/3rds) vote of the present active Committee members.

3 Committee Membership

- 3.1 The Committee on University, Community, & Government Affairs shall consist of:
 - 3.1.1 A Committee Chair, elected by the Senate General Assembly
 - 3.1.2 A Committee Vice-Chair, elected by the Committee
 - 3.1.3 Senators appointed to the Senate Committee on University, Community, & Government Affairs
- 3.2 Committee members are expected to attend all meetings of the Committee on University, Community, & Government Affairs.

3.3 All voting members of the Senate Committee on University, Community, & Government Affairs must be elected Student Government Senators, or their designated Alternate Senator in accordance with Student Government Statutes.

3.4 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.

3.4.1 Any Senator with a class conflict shall be excused until fifteen (15) minutes after the class has ended.

3.4.2 Senators may be excused from a committee meeting at the discretion of the committee chair.

4 Agendas

4.1 The Committee Chair shall determine and distribute 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.

5 Minutes

5.1 The Senate Transcriber shall be present to transcribe verbatim minutes of the entire meeting, beginning with the Call to Order and ending with Adjournment.

5.1.1 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.

5.1.2 In the event that the Senate Transcriber is not present at the meeting, then a digital audio recording shall be taken and provided to the Senate Transcriber for transcription.

5.2 Committee Minutes must be voted upon and accepted at a Committee meeting in order to be officiated. Upon their acceptance, the minutes may then be delivered to the designated person to be posted on the Committee page.

6 Duties of the Committee on University, Community, & Government Affairs

6.1 The duties of the Committee on University, Community, & Government Affairs are incorporated with the Senate Rules of Procedure.

6.2 Committee members shall perform the duties and assignments delegated to them by the Committee Chair.

6.2.1 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 Chair and Vice-Chair.

6.2.1.1 If the Vice Chair position is vacant, the report shall be sent to the Chair.

6.3 Committee on University, Community, & Government Affairs Chair

6.3.1 The duties of the Committee on University, Community, & Government Affairs Chair shall include, but not be limited to, the following:

- 6.3.1.1** Chairmanship of all Committee meetings as well as all associated hearings.
- 6.3.1.2** Oversight of all Committee paperwork.
- 6.3.1.3** Representation of the Committee before the Senate and the Senate Executive Committee (SenEx).
- 6.3.1.4** Preparation and submission of a comprehensive report of the Committee to the Senate at the end of each semester.
- 6.3.1.5** Submission of all reports in writing required by Statutes or ROPs to the appropriate individuals and/or entities.
- 6.3.1.6** Delegation of duties, projects, and liaison assignments to committee members, as necessary.

6.4 Committee on University, Community, & Government Affairs Vice-Chair

6.4.1 The duties of the Committee on University, Community, & Government Affairs Vice-Chair shall include, but not be limited to, the following:

- 6.4.1.1** 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.
- 6.4.1.2** Chairmanship of Committee on University, Community, & Government Affairs meetings in the absence of the Chair.
- 6.4.1.3** Assistance to the Committee Chair in the completion of his/her duties.
- 6.4.1.4** Oversight of the submission and review of committee members' weekly reports.
- 6.4.1.5** Representation of the Committee before the Senate and the Senate Executive Committee (SenEx).
- 6.4.1.6** Any other Committee related tasks delegated by the Committee Chair.