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Senate Bill 2011.0006 Enacted by Default

Student Government Association BBC, Florida International University

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

(iii) Governing Councils (Title VI)

Chapter 301 Authority of the Executive Branch

301.01 The Executive Branch shall be the administrative component of the Student Government Association.

301.02 The Executive Branch shall be responsible for the enforcement and execution of the Student Body Statutes.

301.03 The Executive Branch shall be responsible for the planning and execution of programs, projects and services provided to the students through the Student Government Association.

Chapter 302 Executive Officers

302.01 All executive powers shall be vested in the President and assisted by the Vice President and Comptroller.

302.02 The President shall:

- (i) Maintain a minimum of fifteen (15) hours per week.
- (ii) Administer and ensure that all provisions of the SGA Constitution and SGC-BBC Statutes are faithfully executed.
- (iii) Appoint or create positions not provided for in the Constitution or SGC-BBC Statutes. All appointments shall still require Senate approval as prescribed in Article III Section 5 of the Constitution.
 - (1) Remove any officer whom he/she has appointed to a position in the Executive Branch.

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

- (2) Preside over the SGC-BBC Executive meetings and make all necessary arrangements for those meetings, including setting the agenda and conducting the business of the meeting in accordance with the current edition of Robert's Rules of Order and all provisions of the SGA Constitution and SGC-BBC Statutes.
- (3) Have the power to veto or sign acts of the Senate.
 - a) Such exercise of power must be completed within five (5) business days of presentation to the President.
 - i) In the event of a veto, the President must submit a formal and written memo to the Speaker of the Senate explaining the reasoning behind the veto.
 - b) If the President waives his/her right to sign after five (5) business days, this will result in an automatic passage of legislation.
- (4) Make recommendations for legislation to the Student Senate.
- (5) Address the Senate at the beginning of each Semester and at other times upon invitation by the Senate.
- (6) Represent the interest of the students on campus to the administration and faculty.
- (7) Instruct and require reports from Cabinet members and approve all policies made from them.
- (8) Prepare the budget of the Executive Branch with the assistance of the Comptroller.
- (9) Require the written interpretation of the SGC-BBC Supreme Court of any

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

provision of the Constitution, Statutes or any law of the Student Body or Senate Act.

- (10) The President shall have any other duties as expressed in the Constitution and/or by an act of legislation by the legislative branch.

302.03 The Vice President shall:

- (i) Maintain a minimum of ten (10) hours per week at the office.
- (ii) Assume the duties of the President in his or her absence or upon his or her request.
- (iii) Serve as President of the Senate.
 - (1) Oversee the duties and responsibilities of committee chairs in accordance with the Speaker of the Senate.
 - (2) Be responsible for serving as an intermediary officer between the Legislative and the Executive branches.
- (iv) Aid the President in coordinating the efforts of the Cabinet and shall serve as presiding officer for the formulation and completion of Cabinet projects.
- (v) Chair meetings of the President's Council, serving as an intermediary officer between the SGC-BBC President and Governing Council Presidents.
- (vi) The Vice President shall have any other duties as expressed in the Constitution and/or by an act of legislation by the legislative branch.

302.04 The Comptroller shall:

- (i) Maintain a minimum of ten (10) hours per week at the office.

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

- (ii) Serve as Chief Financial Officer for SGC-BBC and SGC-BBC funded entities.
- (iii) Administer and ensure that all laws as expressed in Article III of the University-Wide Finance Code are faithfully executed and enforced.
- (iv) Host a Treasurer’s workshop, at the beginning of each Semester, providing information and support to all SGC-BBC funded organizations outlining SGC-BBC finance rules and obligations.
- (v) Shall have the power to request meetings with executive officers of A&S funded departments, organizations and other affiliated SGC-BBC funded entities to submit monthly expenditures statements for review.
- (vi) Address questions and/or concerns, and upcoming funding opportunities alongside the finance committee.
- (vii) Review all A&S expenditures prior to being submitted to the SGA Accounting Office.
- (viii) The Comptroller has forty-eight (48) hours to approve or reject any expenditure, after forty-eight (48) hours the expenditure may be considered without approval of the Comptroller.
- (ix) Rejected expenditures must have the approval and signature of the SGC-BBC President.
- (x) Prepare and defend the budget of SGC-BBC.
- (xi) The Comptroller shall have any other duties as expressed in the Constitution and/or by an act of legislation by the legislative branch.

302.05 There shall be a Chief of Staff; though formally not an Executive Officer of the Executive Branch, the Chief of Staff shall aid the President and Vice President in the

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

supervising of members within the Executive Office and Cabinet.

302.06 The Chief of Staff shall:

- (i) Maintain a minimum of ten (10) hours per week in the office.
- (ii) Supervise the execution of office policies set forth by the Executive committee.
- (iii) Shall conduct a screening process to determine the most qualified candidate(s) upon the receipt of applications for a vacant position in the Student Government Executive Branch.
- (iv) Ensure that members fulfill required office hours.
- (v) Prepare and verify timecards for SGC-BBC council members.
- (vi) Aid the SGC-BBC Clerk when necessary on SGC-BBC travel.
- (vii) Complete tasks as assigned by the President and/or Vice President.
- (viii) Maintain records and ensure members complete their bi-weekly reports.
- (ix) Oversee timecard and payment policies for the Executive Branch.
- (x) Work with the Speaker of the Senate and the Chief Justice to facilitate inter-branch cooperation and communication.
- (xi) Shall chair cabinet and executive officer meetings at the discretion of the President.

Chapter 303 Executive Office of the President

303.01 Executive Offices shall be formed to enable the President and Vice President to execute their constitutional powers and assist in the coordination of fulfilling the Executive

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

Branch's programs, projects and agenda.

303.02 Executive Offices shall derive its authority from the President and will have no authority to act or exercise power unless specifically granted by the President or Vice President.

303.03 The President may organize Executive Offices as he/she deems necessary and proper; therefore, the composition of the Executive Cabinet is at the discretion of the President and Vice President, yet it shall include but is not limited to:

- (i) Executive Assistant
- (ii) Press Secretary
- (iii) Intern Coordinator
- (iv) Special Events Coordinator
- (v) Elections Commissioner
- (vi) Director of Lectures

303.04 If an Executive Office position is created, the President must notify the Senate in writing of its creation and its duties.

303.05 Executive Assistant shall:

- (i) Maintain a minimum of five (5) hours per week in the office.
- (ii) Aid the Executive Committee members with clerical duties and internal communication material.
- (iii) Serve as the record keeper of minutes and agendas for SGC-BBC meetings.

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

- (iv) Aid the President and Vice President with their respective schedules.
- (v) Carry-out tasks assigned at the discretion of the Executive Officers and Chief of Staff.
- (vi) Shall assist the Press Secretary and Recording Secretary of the Senate in maintaining the SGC-BBC website.

303.06 Press Secretary shall:

- (i) Maintain a minimum of five (5) hours per week in office.
- (ii) Be responsible for notifying the student body and FIU community of SGC-BBC activities and programs.
- (iii) Conduct all candidate searches for any open position, ensuring proper and timely notification of open positions to the student body.
- (iv) Be responsible for ensuring that the SGC-BBC website remains updated.
- (v) Be responsible for collecting all minutes and agendas from all SGC-BBC meetings.
- (vi) Serve as liaison to Student Media (i.e., the Beacon, *FIUSM.com*, Radiate, etc.) in relating SGC-BBC information.

303.07 Intern Coordinator shall:

- (i) Maintain a minimum of five (5) hours per week in office.
- (ii) Be responsible for the recruitment of membership into the SGC-BBC Internship Program.

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

- (iii) Oversee the Internship Program (i.e. office hours, duties and selection)
- (iv) Establish ties with the SGC-MMC Intern Director in developing the Intern Retreat.
- (v) Ensure that the Interns receive leadership training including but not limited to the Executive Protégé Internship (EPI).
- (vi) Report to the Executive Committee about the status of the Internship program.

303.08 Special Events Coordinator shall:

- (i) Maintain a minimum of five (5) hours per week in office.
- (ii) Coordinate events including, but not limited to, those arranged by Cabinet members, Executive Office Directors, Senators and the Executive Committee.
- (iii) Represent the SGC-BBC on any event-planning committees, as sanctioned by the SGC-BBC President & Vice President.
- (iv) Oversee the SGC-BBC Events Calendar.
- (v) Plan the Town Hall Meeting at least once per Semester.
- (vi) Plan the High Achiever's Award.
- (vii) Aid in the planning of 'Day on the Bay' in conjunction with the Office of Environmental Affairs.
- (viii) Aid the Vice President in planning and executing "First Gen" fundraiser.
- (ix) Plan SGA signature events including but not limited to; "SGA Kick-off", "SGA Week", "SGA Wrap Up event".

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

- (ix) Plan and execute further events as specified in the SGC-BBC Statutes and as sanctioned by the SGC-BBC President & Vice President.

303.09 Elections Commissioner shall:

- (i) Maintain a minimum of five (5) hours per week in office.
- (ii) Oversee SGC-BBC elections.
 - (1) Chair the Meet the Candidates' forums and debates.
- (iii) Be responsible for faithfully upholding and enforcing the Election Codes as outlined in Title VII of the SGC-BBC Statutes.
- (iv) Oversee the Student Elections Board, which shall be in charge of SGC-BBC general and special elections.
- (v) Work with the Office of Legislative Affairs to manage year-round voter registration drives.
- (vi) Serve as a general member in the Office of Legislative Affairs.

309.10 Director of Lectures shall:

- (i) Maintain a minimum of five (5) office hours per week in office.
- (ii) Recommend an Assistant Director to the SGC-BBC President with notification the Senate.
- (iii) Make recommendations for the creation of additional officers within this office.
- (iv) Set meeting times at a minimum of twice a month.
- (v) Report bi-weekly to the Senate or full Student Government Council on the

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

activities of the office.

- (vi) Have recorded minutes and agendas to be turned in to the Press Secretary and SGC-BBC Clerk for documentation.
- (vii) Perform other related functions as directed by the SGC-BBC President.
- (viii) Make recommendations to the Student Senate in passing legislation on pertaining issues to the office.

Chapter 304 The Cabinet

304.01 The Cabinet shall serve as the means through which the President and Vice President can execute their constitutional powers and carry out their administration's programs, projects and agenda. The purpose of the Cabinet and its divisions is to provide information and assistance to the President and Vice President in a particular area or field of expertise and to advise the President on any subject he/she may require relating to the duties of each member's respective office.

304.02 The Cabinet shall derive its authority from the President and will have no authority to act or exercise power unless specifically granted by the President or Vice President or as enacted by the Student Senate.

304.03 Legislation that is enacted by the Student Senate that pertains to a certain Cabinet members is binding, provided that the President signed the legislation into law or receives a legislative override.

304.04 The President may organize Cabinet members, as he/she deems necessary and proper within the limits imposed upon him/her by these Statutes.

304.05 Cabinet members are advisory in capacity and may not issue any binding resolution or act. Head officials must make proper recommendations to the Student Senate in enacting

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

resolutions and any form of Senate bills on behalf of their offices.

304.06 The Cabinet members of the President shall be comprised of:

- (i) Office of Academic Affairs (Chapter 305)
- (ii) Office of Environmental Affairs (Chapter 306)
- (iii) Office of Community Relations & Outreach (Chapter 307)
- (iv) Office of Legislative Affairs (Chapter 308)
- (v) Office of Student Services (Chapter 309)
- (vi) Office of Lectures Bureau (Chapter 310)

304.07 If a new office is created, the President must notify the Senate in writing of its creation and its duties.

304.08 Head officials of these offices shall be referred to as ‘Directors’ and shall have Assistant Directors and must follow the guidelines of their duties as expressed in these Statutes.

304.09 Additional officers within these offices shall be recommended to the SGC-BBC President for approval and forwarded to the Senate for notification; no Senate vote is required for these officers.

Chapter 305 Office of Academic Affairs

305.01 The Office of Academic Affairs (O.A.A.) is responsible for providing the Executive Officers with information on program options and academic issues affecting the Student Body.

305.02 The O.A.A. shall:

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

- (i) Advise the SGC-BBC President on the activities and proceedings of the Faculty Senate and relevant academic committees of Florida International University.
- (ii) Review faculty evaluations and make recommendations to appropriate Administrators based on the results of student surveys and University mandated evaluations.
- (iii) Monitor the quality of services at the Learning Center and University Library, ensuring that adequate materials and services are provided based on student opinions and surveys.
- (iv) Serve on any university committee pertaining to tuition and academic services and programs, unless deemed unnecessary by the SGC-BBC President.
- (v) Serve as liaison to the Registrar's Office (Enrollment Center) in the coordination of Campus Open Houses.
- (vi) Organize petitions for students in addressing class issues, such as offerings of additional classes and/or removal of deemed unnecessary classes on campus.
- (vii) Host a 'Majors Reception' in coordination with Undergraduate Studies and University academic departments at least once (1) a Semester, providing students with information about FIU majors, minors and certificate programs.
- (viii) Responsible for coordinating and hosting the High Achievers Award and promote to the Student Body the various scholarships that are available.
 - (1) The O.A.A shall also have a section on the SGC-BBC website dedicated to informing students of scholarships available to them.

305.03 The Director of Academic Affairs shall:

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

- (i) Maintain a minimum of five (5) office hours per week.
- (ii) Recommend an Assistant Director and notify the SGC-BBC President and Senate.
- (iii) Make recommendations for the creation of additional officers within this office.
- (iv) Set meeting times at a minimum of twice a month.
- (v) Coordinate with the Department of Code & Conflict and serve on academic hearings.
- (vi) Be responsible for ensuring that the duties of the O.A.A. are completed successfully.
- (vii) Be responsible for attracting students to serve on the O.A.A.
- (viii) Report bi-weekly to the Senate or full Student Government Council on the activities of the office.
- (ix) Have recorded minutes and agendas to be turned in to the Press Secretary and SGC-BBC Clerk for documentation.
- (x) Perform other related functions as directed by the SGC-BBC President.
- (xi) Make recommendations to the Student Senate in passing legislation on academic issues.

305.04 The O.A.A. is open to all students and shall meet as prescribed in these Statutes at the discretion of the Director.

Chapter 306 Office of Environmental Affairs

306.01 The Office of Environmental Affairs (O.E.A.) also known as Students Against Environmental Injustice (S.A.E.I.) is responsible for providing the Executive Officers

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

with information and program options on environmental issues affecting the Student Body.

306.02 The O.E.A /S.A.E.I. shall:

- (i) Advise the SGC-BBC President on the activities and proceedings of the University Green Committee/President's Climate Committee Taskforce.
- (ii) Overseeing the campus recycling program.
- (iii) Overseeing that the educational environment is not disrupted.
- (iv) Ensuring that SGC-BBC funded entities including departments are following green policies and procedures.
- (v) Setting forth warnings and fines for SGC-BBC funded entities and departments that are found exhibiting conscience or unconscious disregard for the environment on campus.
- (vi) Host the *Day on the Bay* at least once (1) a year, an event dedicated to the cleaning up of the Biscayne Bay area and social gathering.
- (vii) Have additional officers, besides the Director of Environmental Affairs, that aid in the coordination of this Executive Office:
 - (1) The Assistant Director: shall assist the Director in carrying out his/her duties and shall serve as Acting Director in his/her absence.
 - (2) The Advisor: shall act as a counselor or guide for the committee and may attend all meetings. The Advisor shall be selected by the Director of Environmental Affairs in writing, approved by the SGC-BBC President, and forwarded to the Senate for notification.

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

- (3) The Marketer: shall promote, display and voice all of the O.E.A. initiatives, plans and purpose to the FIU community.
- (4) The Enforcers: shall ensure that students, visitors and SGC-BBC funded entities follow laws as recommended by the O.E.A and written as legislation by the Senate. Those that violate these laws will be subject to warnings and/or fines for environmental misconduct.

306.03 The Director of Environmental Affairs shall:

- (i) Maintain a minimum of five (5) office hours per week.
- (ii) Recommend an Assistant Director and notify the SGC-BBC President and Senate.
- (iii) Make recommendations for the creation of additional officers within this office.
- (iv) Set meeting times at a minimum of twice a month.
- (v) Be responsible for ensuring that the duties of the O.E.A. are completed successfully.
- (vi) Be responsible for attracting students to serve on the O.E.A.
- (vii) Report bi-weekly to the Senate and or full Student Government Council on the activities of the office.
- (viii) Have recorded minutes and agendas to be turned into the Press Secretary and SGC-BBC Clerk for documentation.
- (ix) Perform other related functions as directed by the SGC-BBC President.
- (x) Make recommendations to the Student Senate in passing legislation on environmental issues.

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

306.04 The Office of Environmental Affairs is open to all students and shall meet as prescribed in these Statutes at the discretion of the Director.

Chapter 307 Office of Community Relations and Outreach

307.01 The Office of Community Relations and Outreach (O.C.R.O.) is responsible for informing the Executive Officers of relevant community news and events. This office will coordinate outreach programs and facilitate partnerships with members of the neighboring communities that are of mutual benefit to the Biscayne Bay Campus.

307.02 The O.C.R.O. shall:

- (i) Coordinate the community relations and outreach efforts of SGC-BBC.
- (ii) Host annual community leaders' reception, an event that would invite prominent members of the FIU community such as politicians, celebrities, community activists, Board of Trustees and Directors and past and present Administrators of FIU.
- (iii) Coordinate a minimum of one (1) community service project per Semester for the SGC-BBC.
- (iv) Serve as the liaison to University officials.

307.03 The Director of Community Relations and Outreach shall:

- (i) Maintain a minimum of five (5) office hours per week.
- (ii) Recommend an Assistant Director and notify the SGC-BBC President and Senate.
- (iii) Make recommendations for the creation of additional officers within this office.
- (iv) Set meeting times at a minimum of twice a month.

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

- (v) Be responsible for ensuring that the duties of the O.C.R.O. are completed successfully.
- (vi) Be responsible for attracting students to serve on the O.C.R.O.
- (vii) Report bi-weekly to the Senate or full Student Government Council on the activities of the office.
- (viii) Have recorded minutes and agendas to be turned into the Press Secretary and SGC-BBC Clerk for documentation.
- (ix) Perform other related functions as directed by the SGC-BBC President.
- (x) Make recommendations to the Student Senate in passing legislation on pertaining issues to the office.

307.04 The Office of Community Relations and Outreach is open to all students and shall meet as prescribed in these Statutes at the discretion of the Director.

Chapter 308 Office of Legislative Affairs

308.01 The Office of Legislative Affairs (O.L.A.) is responsible for informing the Executive Officers of politically relevant legislative news. This office will coordinate program, events and travel options on political relevant issues affecting the Student Body.

308.02 The O.L.A. shall:

- (i) Serve as the liaison to the FIU Governmental Relations office.
- (ii) Coordinate USSA travel and USSA campaigns and agendas.
- (iii) Coordinate FSA travel and FSA programs and initiatives.

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

- (iv) Work on voter registration projects.
- (v) Host SGA Voter Education Day, an event that educates the students on issues that the O.L.A are addressing and notifying the FIU community of any upcoming elections and local, state and national legislation at a minimum of once (1) a Semester.

308.03 The Director of Legislative Affairs shall:

- (i) Maintain a minimum of five (5) office hours per week.
- (ii) Recommend an Assistant Director and notify the SGC-BBC President and Senate.
- (iii) Make recommendations for the creation of additional officers within this office.
- (iv) Set meeting times at a minimum of twice a month.
- (v) Be responsible for ensuring that the duties of the O.L.A. are completed successfully.
- (vi) Be responsible for attracting students to serve on O.L.A projects.
- (vii) Report bi-weekly to the Senate or full Student Government Council on the activities of the office.
- (viii) Have recorded minutes and agendas to be turned into the Press Secretary and SGC-BBC Clerk for documentation.
- (ix) Perform other related functions as directed by the SGC-BBC President.
- (x) Make recommendations to the Student Senate in passing legislation on pertaining issues to the office.

308.04 The O.L.A. is open to all students and shall meet as prescribed in these Statutes at the

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

discretion of the Director.

Chapter 309 Office of Health & Student Services

309.01 The Office of Health & Student Services (O.H.S.S.) is responsible for communicating the health services and health promotions programs at FIU-BBC. Responsibilities also include informing the Executive Officers about the services provided to students, especially by departments receiving A&S fees. This office will coordinate programs and events and serve as a means of increasing and bettering the services provided to students through working relationships between SGC-BBC and the departments.

309.02 The O.H.S.S. shall:

- (i) Act as liaison between University Health Services and the student population.
- (ii) Recommend new programs or services to meet students' needs.
- (iii) Provide input and feedback about student insurance, student programs and student services.
- (iv) Assist with health campaigns and special events.
- (v) Serve as liaison between FIU-BBC funded A&S departments, university services for students and SGC-BBC.
- (vi) Coordinate opportunities for students to be aware of the programs and services that these departments provide.
- (vii) Conduct periodic surveys throughout the academic year, gathering the opinions of the student body to measure the performance quality of each department and university service.
- (viii) Host SGA 'Got Questions,' an event that invites SGA organizations, departments,

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

university services such as Health & Wellness, Public Safety and student groups to inform the general student body about their programs and services.

309.03 The Director of Health & Student Services shall:

- (i) Maintain a minimum of five (5) office hours per week.
- (ii) Recommend an Assistant Director and notify the SGC-BBC President and Senate.
- (iii) Make recommendations for the creation of additional officers within this office.
- (iv) Set meeting times at a minimum of twice a month.
- (v) Be responsible for ensuring that the duties of the O.H.S.S. are completed successfully.
- (vi) Be responsible for attracting students to serve on O.H.S.S. projects.
- (vii) Report bi-weekly to the Senate or full Student Government Council on the activities of the office.
- (viii) Have recorded minutes and agendas to be turned into the Press Secretary and SGC-BBC Clerk for documentation.
- (ix) Perform other related functions as directed by the SGC-BBC President.
- (x) Make recommendations to the Student Senate in passing legislation on pertaining issues to the office.

309.04 The O.H.S.S. is open to all students and shall meet as prescribed in these Statutes at the discretion of the Director.

Chapter 310 Office of Lectures Bureau

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

310.01 The Lectures Bureau is an office under the President that shall be responsible for coordinating SGC-BBC sponsored and co-sponsored lectures for the FIU community, with the primary concern of serving the students' interest.

310.02 The Lectures Bureau shall:

- (i) Survey the student population in determining topics and/or individuals to bring to the Biscayne Bay Campus.
- (ii) Coordinate a minimum of one lecture per academic Semester.
- (iii) Have any other duties as directed by the SGC-BBC President.

310.03 The Lectures Bureau is open to all students and shall meet as prescribed in these Statutes at the discretion of the Director.

Chapter 311 General Guidelines

311.01 Qualifications for all Undergraduate Student Government Executive Branch members:

- (i) Must maintain no less than a 2.5 cumulative grade point average and a 2.0 term grade point average to be appointed and to maintain their position.
- (ii) Must maintain a minimum of nine (9) undergraduate credit hours.
- (iii) No one person shall hold more than one SGA position at a time.
- (iv) May not be under academic or disciplinary sanctions, as detailed in the Student Code of Conduct, when appointed or anytime during their time in office.

311.02 Qualifications for all Graduate Student Government Executive Branch members:

- (i) Must maintain a 3.0 cumulative grade point average and 2.5 term grade point

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

average to be appointed and to maintain their position.

- (ii) Must maintain a minimum of six (6) graduate credit hours.
- (iii) No one person shall hold more than one SGA position at a time.
- (iv) May not be under academic or disciplinary sanctions as detailed in the Student Code of Conduct when appointed or anytime during their time in office.

311.03 Office Hours are required and will be logged in the SGC-BBC office on a time card between the hours of 8:00am and 5:00pm (Monday through Friday).

311.04 The SGC-BBC Clerk will be custodian of all records.

311.05 Members who complete hours outside of the office, as allowed by the Constitution, must fill out the required Out of Office form and provide substantial documentation to the Chief of Staff.

- (i) Work completed out of office shall include, but is not be limited to meetings with University Administrators, Deans, faculty, etc., on behalf of SGA.

311.06 No SGC-BBC meetings shall be counted towards office hours.

311.07 Officials will be paid the maximum amount of hours allowed according to the Constitution or as established in A&S budget deliberations on a Semester basis only.

311.08 The SGC-BBC Executive Committee shall meet at a time and place as decided by the members who make up the Executive Committee.

- (i) There shall be a minimum of one meeting per month conducted with the full SGC- BBC council.

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

**FLORIDA INTERNATIONAL UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION-BISCAYNE BAY CAMPUS
TITLE IV: LEGISLATIVE BRANCH**

Chapter 400 Legislative Branch

400.01 The Legislative power of the Student Government Councils shall be vested in the Student Senate hereinafter referred to as the Senate.

400.02 We, the Legislative Branch, enact laws reviewed by the Judicial Branch and carried out by the Executive Branch.

Chapter 401 Powers of the Legislative Branch

401.01 Enact and diligently carryout all legislation necessary and proper for the general welfare of the Student Body.

(i) Provide for the compilation and publication of legislation.

401.02 Enact constitutional statutes to be known as the Student Government Statutes with a 2/3 vote of the Senate.

401.03 Determine its own rules, and procedures with 2/3 vote of the senate; provided that quorum is met.

401.04 Approve and allocate all Activity and Service Expenditures; subject to the provisions of the chapter 1009.24 (10b) of the Florida Statutes.

401.05 Audit student organizations and entities directly funded by SGA through A&S Fee funds.

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

401.06 Senate will advise, and approve of both appointments and recommendations of the SGC-BBC President, especially university campus specific committees. This will be done by a majority of the senate, providing that quorum suffices.

401.07 The Senate shall be able to summon members as well as records of the Executive Branch of the SGC-BBC, Governing Councils and College Councils for hearings on the information or Officials.

- (i) The hearings will be held during Senate meetings and be used to investigate the actions of the Official.
- (ii) In order to summon an Official or records, a Senator must petition the Senate in a motion to summon a particular individual, group of individuals or records that are part of the Executive Branch. A simple majority vote of the Senate is required for the motion to pass.
- (iii) The Speaker must then notify the individuals or record holder of the summons and inform them that their presence or submission of information is mandated at the next Senate meeting.
- (iv) In cases of summons of records, the designated record keeper of the summoned document must provide the records to the Senate within five (5) business days of the notification.
- (v) Failure to comply with a summon amounts to nonfeasance of duties.

401.08 The Senate has the power to impeach all SGC-BBC officials elected or appointed for misfeasance, malfeasance and/or nonfeasance of duties, or action contrary to or in violation of the constitution, the statutes and the university wide statutes of Florida International University.

- (i) Any Senator may motion for impeachment of any SGC Official, after which the

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

Senate will enter into debate on the motion.

- (1) During debate, the Senator or Committee motioning for impeachment may present evidence to support their reasons for instigating impeachment.
- (ii) Following debate on the motion of impeachment, impeachment shall be instigated by a 1/3 vote of the SGC-BBC Senate.
- (iii) Following the instigation of impeachment of the SGC Official, the SGC-BBC Internal Affairs Committee shall be ordered to compile a report of the Official in question's Official actions. This Committee report shall be submitted to the SGC Official being investigated five (5) business days prior to the trial. This report shall be presented to the Senate as evidence during the impeachment trial. The Official in question has the right to rebut any evidence presented against them, provide witnesses to present testimony on their behalf, and direct questions at the Chair presiding over the trial to rebut witness testimony.
 - 1) Should any member of the Internal Affairs Committee be the subject of this investigation, they shall recuse themselves from the Committee until the investigation has been concluded.
- (iv) The trial shall take place two (2) weeks after the formal impeachment.
- (v) The SGC-BBC Chief Justice shall preside over the impeachment.
 - (1) Should the Chief Justice from one SGC be impeached, the Chief Justice from the other SGC shall preside. Should both Chief Justices be impeached, the Senate shall choose a member of either Supreme Court to preside over the trial.
 - (2) Should the office of Chief Justice be vacant, the Chief Justice of the other SGC shall preside over the proceedings.

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

- (iv) Immediately following the impeachment trial, the Senate shall vote on whether to remove the impeached SGC Official on charges of misfeasance, malfeasance, or nonfeasance as presented in the original motion of impeachment.
 - (1) A two- thirds (2/3) vote of the entire Senate membership shall remove the impeached Official from office. If the Senate fails to remove the impeached SGC Official, the Official in question may continue the duties of his or her office.
 - (2) If the Senate removes an SGC-BBC Official after the impeachment trial, said individual shall be ineligible to hold office in any capacity within the Student Government Association for one (1) academic year from the date of removal.

401.09 The Senate shall establish means for active participation in the formulation of policies for the student body.

401.10 Overturn a presidential veto by a 2/3 vote of not less than quorum of that respected SGC-BBC Senate.

401.11 The Senate shall be able to make emolument recommendations at the beginning of the annual budget process, after receiving an Emoluments Proposal from the President.

- (i) All recommendations must be approved by a two-thirds (2/3) majority vote of the Senate.

401.12 The senate shall have the power to create any committee necessary for the operation of the Senate and appoint and remove any committee chair by a majority vote. No member of the Senate may chair more than one committee nor hold office in any other branch of Student Government.

- (i) All Senators shall serve in at least one (1) committee.

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

- (1) The Speaker of the Senate and Speaker Pro Tempore shall be exempt from the above requirement.

401.13 Expand the jurisdiction of the Supreme Court, expand the number of Justices of the Supreme Court, and create lower courts for the Judicial Branch; the number of Justices on any court shall be an odd number.

- (i) Lower court Justices and clerks shall not be considered SGA officials for the purposes of emolument.

Chapter 402 Senate Sessions

402.01 Summer sessions of Senate shall begin on the first day of summer classes and shall end at the end of the summer Semester.

402.02 Summer sessions shall have the entitlement as well as the same authority and powers as fall and spring Semesters.

402.03 Fall sessions of Senate shall begin on the first day of fall classes and shall end at the end of the fall Semester.

402.04 Spring sessions of Senate shall begin on the first day of spring classes and shall end at the end of the spring Semester.

402.05 Senate sessions shall not be called into session during holidays, breaks or when the University is closed.

402.06 Each SGC-BBC shall convene as prescribed by Sunshine State Laws.

402.07 A special session can be called on by the Speaker or Speaker Pro Tempore with a 48 hour notice given to the Senators, and as long as there is sufficient quorum.

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

Chapter 403 Apportionment of the Senate

403.01 The Senate shall be composed of twenty one (21) Senators; Eleven (11) Senators will represent different Colleges/ Schools within the Biscayne Bay campus. The other ten will be known as Divisional Senators and will represent each of the divisions within the Biscayne Bay campus.

- (i) Colleges/School Senators:
 - (1) Arts and Sciences (3)
 - (2) Business Administration (1)
 - (3) Education (1)
 - (4) Honors College (1)
 - (5) Hospitality and Tourism Management (2)
 - (6) Journalism and Mass Communication (2)
 - (7) Nursing & Health Sciences (1)
- (ii) Divisional Senators:
 - (1) Graduate Student (1)
 - (2) Lower Division (4)
 - (3) Housing (1)
 - (4) Broward Pines center (1)

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

(5) Senators at Large (3)

Chapter 404 Officers of the Senate

404.01 The Vice President shall serve as President of the Senate in an ex-officio manner. As President of the Senate, he or she will chair the Senate, until a Speaker of the Senate is elected by a majority of the Senate members in office.

404.02 The President of the Senate shall only vote in the case of a tie. Once a Speaker of Senate is selected; the Vice President shall serve as liaison between the executive and legislative branch.

404.03 Speaker of the Senate

- (i) The Speaker of the Senate, hereinafter referred to as the “Speaker”, shall chair all Senate meetings, and be the chief administrative office of the Senate.
- (ii) The Speaker shall be a Senator, and shall be elected as Speaker by a simple majority of the Senate.
 - (1) The Speaker shall serve from the beginning of Summer to the last day of Spring Semester.
- (iii) The SGC-BBC Vice President shall be ineligible to serve as the Speaker.
- (iv) The Speaker shall report on the Senate’s business to the SGC-BBC Executive Committee.
- (v) The Speaker shall be the voice of the Senate and shall represent the Senate in all Official matters, including, but not limited to, University functions.
- (vi) The Speaker shall serve as a member of the University Wide Council, University Wide Budget Committee, and BBC Campus Budget Committee.
- (vii) The Speaker of the Senate shall have the power to call additional meetings as

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

necessary with forty-eight (48) hours' notice. As long as quorum is met, attendance in these cases is mandatory.

- (viii) The Speaker shall retain his/her voting powers.

404.04 Speaker Pro Tempore

- (i) The Speaker Pro Tempore shall assist the Speaker in his/her duties and shall assume the role of the Speaker in the event of the Speaker's absence or dismissal.
- (ii) The Speaker Pro-Tempore shall be a Senator, and shall be elected as Speaker Pro Tempore by a simple majority of the Senate.
 - (1) The Speaker shall serve from the beginning of Summer to the last day of Spring Semester.
- (iii) The SGC-BBC Vice President shall be ineligible to serve as the Speaker Pro Tempore.
- (iv) In the absence of the Speaker, the Speaker Pro Tempore shall chair all Senate meetings and shall report all Senate business to the Executive Committee.
- (v) In the absence of the Speaker, the Speaker Pro Tempore shall be the voice of the Senate and shall represent the Senate in all Official matters, including, but not limited to, University functions.
- (vi) The Speaker Pro Tempore shall serve as a member of the University Wide Council.
- (vii) The Speaker Pro Tempore shall serve as the liaison between the SGC-BBC Senate and the SGC-MMC Senate and shall report to the SGC-BBC Senate on new legislation and initiatives being put forth by the SGC-MMC Senate on a bi-

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

weekly basis.

(viii) The Speaker Pro Tempore shall retain his/her voting powers.

404.05 Committee Chairpersons

(i) All Committee Chairpersons shall serve as the chief administrative officers of their respective Committees.

(ii) A Chairperson may be removed from their chairmanship by a majority vote of the Senate, or by Judicial Order.

(iii) Committee Chairpersons shall be expected to present a report to the Senate following each meeting. In their absence a Vice Chairperson or any other member should present the report.

(iv) No Senator shall chair more than one (1) Committee.

(v) The SGC-BBC Vice President, Speaker, and Speaker Pro Tempore shall be ineligible to serve as the Chairperson of any committee.

(vi) Finance Committee Chairperson.

(1) The Finance Committee Chairperson shall be the third in line in Senate Leadership.

(vii) Rules, Legislation, and Judiciary Committee Chairperson.

1) The Rules, Legislation and Judiciary Committee Chairperson shall be the fourth in line in Senate Leadership.

(viii) Operational Review Committee Chairperson.

1) The Operational Review Committee Chairperson shall be the fifth in line

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

in Senate Leadership.

- (ix) Internal Affairs Committee Chairperson.
 - 1) The Internal Affairs Committee Chairperson shall be the sixth in line in Senate Leadership.
- (x) Student Advocacy Committee Chairperson.
 - 1) The Student Advocacy Committee Chairperson shall be the seventh in line in Senate Leadership.

Chapter 405 Terms of Office & Vacancies

405.01 Elected Senators shall be elected by plurality votes for a term of one (1) year, starting the first day of the Summer A Semester and ending the last day of the Spring Semester.

405.02 In the case of absences, removal or a vacancy of a Senator, the Senate may appoint a substitute to serve until the next special election is called or a special session in Senate is called by the Speaker of the Senate or 2/3rd of the Senate membership; but subject to the qualifications and terms enumerated in Chapter 406 of these Statutes.

Chapter 406 Requirements

406.01 Qualifications for the Student Senate are as follows:

- (i) The individual must be a student of Florida International University and attending no less than fifty percent (50%) of his/her classes at the Biscayne Bay Campus.
- (ii) Senators of specific schools, colleges or class levels must be accepted students of that school, college or class level.
- (iii) The individual may run for only one position in Student Government Association,

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

during any general or special election.

- (iv) May not be under any academic or disciplinary sanctions as detailed in the Student Code of Conduct to run for or hold office.
- (v) Must maintain no less than a 2.5 cumulative undergraduate grade point average and a 2.0 term grade point average to run for and hold their position on their SGC-BBC.
- (vi) The individual must maintain a minimum of nine (9) undergraduate credit hours.
- (vii) Senators in their Semester of graduation are exempt from the nine (9) undergraduate credit hour requirements, but must maintain a minimum of three (3) credit hours.
- (viii) The Housing Senators must reside in their respected University on-campus housing in order to be eligible to run for and hold that office.
- (ix) Graduate students shall be eligible to run for Housing, Graduate and Broward Pines seats only.
 - (1) Graduate students:
 - a) May not be under any academic or disciplinary sanctions as detailed in the Student Code of Conduct to run for and hold office.
 - b) Must maintain a 3.0 cumulative graduate grade point average and 2.5 term grade point average to run for and hold their position on their SGC-BBC.
 - c) Must maintain a minimum of six (6) graduate credit hours.
 - d) In their Semester of graduation, are exempt from the six (6)

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

graduate credit hour requirements, but must maintain at least three (3) credit hours.

406.02 Senators must meet qualifications prior to running and holding office.

Chapter 407 Duties

407.01 The Senate has the duty to attend weekly Senate Meetings that are held every Monday at 3:30 p.m., unless it conflicts with Chapter 402 of these Statutes. The Senate has to meet quorum in the Student Government Association General Meetings in order for the meeting to proceed.

- (i) During the Summer Semester, the Speaker can decide to hold meetings bi-weekly if there is no business to discuss.

407.02 Arts and Sciences Senator(s):

- (i) Communicate with advisors and faculty of Arts and Sciences persistently through each year and inform students of academic requirements and changes.
- (ii) Make it a priority to publicize requirements for admission into Arts and Sciences program.
- (iii) Organize tutorial sessions for Arts and Science majors.
- (iv) Encourage involvement in clubs.
- (v) Inform students of internships and scholarships.

407.3 Business Administration Senator:

- (i) Highlight the core curriculum for Business Administration majors.
- (ii) Organize and attend forums that will benefit the College of Business

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

Administration.

- (iii) Inform students of academic requirements for admission into the College of Business Administration.
- (iv) Inform students of internships and scholarships within the College of Business Administration.
- (v) Inform students of any changes relating to the College of Business Administration.

407.4 Education Senator:

- (i) Highlight the core curriculum for Education majors.
- (ii) Inform students of academic requirements for admission.
- (iii) Inform students of internships and scholarships.

407.5 Honors College Senator:

- (i) Research student achievements and acknowledge academic excellence.
- (ii) Encourage recruitment of high achieving students into the FIU Honors Program.
- (iii) Inform students of internships and scholarships.

407.6 Hospitality and Tourism Management Senator(s):

- (i) Assist with maintaining the involvement in scholarship granting festivals such as South Beach Festival.
- (ii) Inform students of internships and scholarships.

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

- (iii) Inform students of academic requirements for admission.

407.7 Journalism and Mass Communication Senator(s):

- (i) Create pamphlets with updated information on schools, for example, inform students on the elimination of the Television major.
- (ii) Inform students of internships and scholarships.
- (iii) Inform students of academic requirements for admission.

407.8 Graduate Student Senator:

- (i) Create informational brochures on higher level educational programs, such as the new medical school.
- (ii) Research and lobby for scholarship availability to Graduate students.

407.9 Lower Division Senator(s):

- (i) Highlight Undergraduate Core Curriculum Requirements for all Undergraduate students.
- (ii) Create individual brochures, identifying lower division requirements for each major.

407.10 Housing Senator:

- (i) Communicate with the Housing Council on all housing affiliated issues, while financially assisting in the upgrading of damaged facilities to the best of the Senates financial capability.

407.11 Broward Pines Center Senator:

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

- (i) Represent the Broward Pines Center in the Senate.
- (ii) Serve in the affiliation between the Senate and the Broward Pines Center in decision making.
- (iii) Inform the council of issues of pertinence to the Pembroke Pines Center

407.12 Senator(s) at Large:

- (i) Communicate with the student body via surveys, brochures, meetings and organized events to better meet students' needs.
- (ii) Periodically meet with Dean and Associate Deans of FIU's schools for constant updates and adjustments of programs twice a Semester.
- (iii) Assist Senators and duties mentioned in 407.3- 407.13.

407.13 Nursing and Health Sciences Senator:

- (i) Inform the student body of the benefits the Nursing and Health Department has to offer.
- (ii) Organize and market the year round Health and Wellness events and holidays.
- (iii) Highlight the core curriculum for Nursing and Health Sciences majors.
- (iv) Inform students of internships and scholarships.
- (v) Inform students of academic requirements for admission.

407.14 All Senators are expected to complete a minimum of seven (7) office hours per week.

- (i) A minimum of five (5) hours are to be completed in the office.

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

- (ii) Special arrangements can be made to accommodate special circumstances
 - (1) The Speaker shall approve all exceptions to these rules

Chapter 408 Senate Committees

408.01 Standing Committees

- (i) The Standing Committees of the SGC-BBC Senate shall be: Finance Committee, Rules, Legislation and Judiciary Committee, Student Advocacy Committee, Operational Review Committee, and Internal Affairs Committee. It shall be the duty of these committees to present items for discussion and present solutions to the SGC-BBC Senate. These committees are to be chaired by SGC-BBC Senators.

408.02 Committee Requirements

- (i) All SGC-BBC Senators must serve on at least one Standing Committee.
- (ii) Each committee will be responsible for the selection of a Vice Chairperson who is voted upon by the individual members of each committee during its first meeting.
- (iii) Committees shall meet at least twice a month to conduct business. Attendance and minutes shall be recorded by a member of the committee chosen at the start of the Semester.
 - (1) Committees shall be able to hold hearings on specific topics. These hearings shall count towards the committee meeting requirement.
- (iv) Committee size, excluding the Finance Committee shall be determined by the SGC-BBC Speaker.
- (v) Any official decisions and/or projects, initiatives and measures made by a

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

Committee must be brought before the Senate for approval.

408.03 Finance Committee

(i) Purpose and Responsibilities

- (1) The purpose of the Finance Committee (FC) is to allocate the Finance Committee Appropriations Budget and the Graduate Student Appropriation Budget.
- (2) It is the responsibility of the Finance Committee to review and make recommendations to the Senate for the expenditure of all reserve and unallocated funds of the SGC-BBC budget, as well as the Finance Committee Appropriations budget, and the Graduate Student Appropriation Budget, including any line item transfers in the completed budget.

(ii) Structure

- (1) The Finance Committee shall be composed of a chairperson and five (5) members as outlined in the University Wide Finance Code.
- (2) Any matter being presented to the Senate by the Finance Committee must have two (2) sponsoring Senators.
 - a) All appropriations must first be approved by the Finance Committee. This is to be done with a majority vote of Committee membership, given quorum.
 - b) Once the Finance Committee approves any appropriation of over \$400, the proposal is then brought before the Senate. The appropriation is to be approved with a majority vote of the Senate.

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

- c) If not approved by the Finance Committee, the proposed appropriation shall be reported to the Senate at the next regularly scheduled meeting.
- d) If a Senator wishes the appropriation to be reconsidered by the Finance Committee, he/she must gain a majority vote of the SGC-BBC Senate. This is to be done with a 'Motion to Reconsider Proposed Appropriation'.
- e) If the Finance Committee does not approve an appropriation after reviewing it for the second time, they must provide a summary paragraph to describe why the appropriation was not approved and the Senate may overturn the Committee's decision with a two-thirds (2/3) vote.

408.04 Rules, Legislation and Judiciary Committee

(i) Purpose and Responsibilities

- (1) The purpose of the Rules, Legislation and Judiciary Committee (RLJ or Rules Committee) is to keep and maintain the Senate Rules of Procedure, ensure the proper passage of legislation in the Senate, and serve as a liaison between the Legislative and Judicial Branches.
- (2) The Rules Committee is charged with the responsibility of preparing and submitting the protocols, formats and rules to allow for efficient working of the Senate and its committees.
- (3) The Rules Committee shall prepare and maintain the Senate Rules of Procedure and submit them for approval by the Senate.
 - a) These Rules of Procedure shall be amended by the same procedure as the Student Government Statutes, but shall not be subject to

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

Presidential veto.

- b) The Senate Rules of Procedure shall serve to detail internal procedures and policies of the Senate and shall not conflict with the Student Government Association Constitution and Statutes.
 - c) Each session, the Rules Committee shall review the Senate Rules of Procedure, and submit recommendations, if necessary for the improvement of the document.
 - d) All amendments to the Senate Rules of Procedure must be presented to the Rules, Legislation, & Judiciary Committee for its approval by a simple majority.
 - i) After legislation is referred to the committee, once approved, it shall be presented to the Senate.
 - ii) The procedural legislation may be approved with a majority vote of the Senate.
 - iii) Shall a proposal be rejected by the Committee, and a Senator wish that the legislation be reconsidered by the Rules Committee, he/she must gain a majority vote of the SGC-BBC Senate. This is to be done with a 'Motion to Reconsider Proposed Procedural Legislation'.
 - iv) If the Rules Committee does not approve a piece of legislation after reviewing it for the second time, the Senate may overturn the committee's decision with a two-thirds (2/3) vote of its members.
- (4) The committee shall have the responsibility of reviewing legislation to ensure the legality, proper format, spelling, grammar, references and

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

syntax, when submitted to the Committee prior to the legislation reaching the Senate floor.

- (5) The committee will verify that all legislation is signed by the President.
- (6) Once legislation becomes law, it is the responsibility of the Rules Committee to update the SGC-BBC Statutes.
- (7) Upon the request of a simple majority of the Senate, the Rules Committee can prepare and provide a report for applicants to the Supreme Court.
- (8) The Committee, by request of a simple majority of the Senate, can also review the performance of the Chief Justice and Associate Justices, to then submit a positive or negative report to the Senate.
 - a) If the committee submits a negative report, the report can be considered grounds for instigation of impeachment against a member of the Judiciary, in accordance with the SGA Constitution.
- 9) The Rules Committee will work in coordination with the Supreme Court to suggest updates and amendments to the Student Government Association Constitution and Statutes.
- (10) All judicial hearing reports may be reviewed by this committee, ensuring the legislative oversight over the Chief Justice and Associate Justices.
- (11) The RLJ shall be responsible of representing the Senate before the Judicial Branch in cases where there is a grievance against the Senate.

(ii) Structure

- (1) The Rules, Legislation, & Judiciary Committee shall be composed of a Committee Chairperson and a number of Senators as determined by the

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

Speaker.

408.05 Operational Review Committee

(i) Purpose and Responsibilities

- (1) The purpose of the Operational Review Committee (ORC) shall be to audit student organizations and entities that are directly funded by the Student Government Association through the student Activities and Services (A&S) fees to ensure that they are being used properly in accordance to the Student Government Finance Policy.
- (2) This committee holds the power and responsibility to investigate all organizations and/or entities, including the SGA that are questioned and/or challenged by Student Government officials as well as the entire FIU student body concerning the use or misuse of A&S monies.
- (3) This committee shall have the power to write legislation about an already investigated organization or entity in regards to how the entity used or misused A & S monies. It will then be used as a guide or piece of evidence for the budget hearings at the end of the spring Semester.
- (4) The ORC shall also have the power to check the Finance Committee when allocating A&S fees improperly in accordance with the SGA Finance Policy as well as any other necessary document.
 - a) This shall include, receiving and reviewing bi-weekly reports from the Finance Committee, in addition to working with the Comptroller on the legalities of every request for A&S funds submitted to the Finance Committee.
 - b) This committee shall also handle all post event, post travel forms and all other documents necessary when requesting and obtaining

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

information about an entity appropriated money by the Finance Committee. The documents along with a recommendation by the Committee on whether to increase, decrease or keep funding at the same level, will then be presented to the entire Senate in an Expenditure Analysis Report, as a form of review and guide for appropriating future A & S monies to the same entity.

(ii) Structure

- (1) The Operational Review Committee shall be composed of a Committee Chairperson and a number of Senators as determined by the Speaker.

408.06 Internal Affairs Committee

(i) Purpose and Responsibilities

- (1) The purpose of the Internal Affairs Committee (IAC) is to ensure Senator compliance with all requirements as well as ensuring compliance by SGC-BBC officials with the Ethics Code.
- (2) The IAC shall have the responsibility of maintaining the Ethics Code. All amendments to the Ethics Code must be first approved by this Committee.
- a) After legislation is referred to the committee, once approved, it shall be presented to the Senate by two members of the committee.
- b) Shall a proposal be rejected by the Committee, and a Senator wish that the legislation be reconsidered by the Internal Affairs Committee, he/she must gain a majority vote of the SGC-BBC Senate. This is to be done with a 'Motion to Reconsider Proposed Internal Affairs Legislation'.
- c) If the Internal Affairs Committee does not approve a piece of

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

legislation after reviewing it for the second time, the Senate may overturn the committee's decision with a two-thirds (2/3) vote of its members.

- (3) The committee will keep an active check on minutes, and ensure that legislation records are kept, minutes are maintained and maintain records of compliance with the Statutes.
- (4) The committee will work with all of the members of the Executive branch to ensure that the Chief of Staff keeps track of office requirements for each member of the Executive Branch.
- (5) The committee will provide oversight over Executive Branch compliance with the Statutes and assure that the Executive Branch is fulfilling its duties.
- (6) The committee will create compliance reports on individuals whose fulfillment of duties may be questioned by the committee or Senate as a whole.
- (7) The committee Chairperson will act as representative of the Senate in all impeachment trials.
 - a) In the case that the Chairperson of the committee is being impeached, the Vice Chairperson of the Committee shall act as representative.
- (8) The committee will be responsible for investigations pertaining to impeachment proceedings.
- (9) The committee will be responsible for submitting grievances against officials in cases of direct violations of the statutory requirements of the

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

official's position.

(ii) Structure

- (1) The Internal Affairs Committee shall be composed of a Committee Chairperson and a number of Senators as determined by the Speaker.

408.07 Student Advocacy Committee

(i) Purpose and Responsibilities

- (1) The purpose of the Student Advocacy Committee is based upon the ideal of maximizing representation of the student body. This committee shall investigate student concerns and make recommendations as deemed appropriate.
- (2) To ensure prompt responses to student issues, this committee stands dedicated to working diligently with all Senators on legislation directly impacting student advocacy.
- (3) To gather information on Senator's meetings with Deans, this committee shall collect the two reports required of each Senator per Semester from the Clerk of the Student Government Association.
- (4) The Student Advocacy Committee shall be responsible for filing a report at the end of each Semester outlining students concerns that were found from survey data and meetings with Deans.
- (5) This committee shall maintain record of current contact information for each of the Executive Board members of each Governing Council so as to be readily available to any Student Government Association member as well as to any student when necessary.

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

- (6) This committee will be responsible for direct communication with each of the Governing Councils of the Student Government Association. This includes but is not limited to contact via email and attendance at each meeting held by each Governing Council.
- (7) Each member of this committee shall be assigned accordingly to a Governing Council(s) for the purpose of regulating contact.
- (8) The Student Advocacy Committee will maintain contact with the Student Government Association Cabinet by specifically meeting with Cabinet members whose purpose directly correlates with student concerns and by requesting weekly Council meeting minutes from the Student Government Association Clerk.

(ii) Structure

- (1) The Student Advocacy Committee shall be composed of a Committee Chairperson and a number of Senators as determined by the Speaker.

Chapter 409 Limit & Prohibitions

409.01 The Senate shall not enact a Bill or Resolution that conflicts with or violates any Federal laws, State laws, Local laws or ordinance. The SGC-BBC Judicial Branch shall negate and remove, if presented for Judicial Review, any existing SGA law that conflicts with this provision.

409.02 No SGC-BBC Senate can enact a Bill or Resolution that affects the SGC-MMC, unless a proper consent is given by both SGC Speakers of the Senate and will not be carried out unless voted by the University Wide Council, which shall require a 2/3rd vote of not less than quorum.

409.03 The Senate shall convene as prescribed by the Sunshine State Laws.

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

Chapter 410 Senate Procedures

410.1 Legislature Introduction

- (i) Any bills, resolutions, appropriations and amendments presented to the Senate for the purpose of a vote must first have two (2) Senators as sponsors in order to be brought before the Senate as new business.
- (ii) All legislation must be submitted to the Rules, Legislation, and Judiciary Committee prior to the Senate meeting during which the legislation will be considered.
- (iii) Each bill, resolution and appropriation shall be require two readings which shall take place at two (2) different meetings, at which there is quorum, in order to be eligible for a vote by the Senate.
 - (1) The Senate may vote to override the second reading with a two-thirds (2/3) vote in order to proceed with legislation during the same meeting.
- (iv) Any such issue to be voted on must be classified as an appropriation, resolution, or bill, and drafted on the appropriate forms to allow for proper archival record.

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

**FLORIDA INTERNATIONAL UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION-BISCAYNE BAY CAMPUS
TITLE VII: THE ELECTIONS CODE**

Chapter 700 Authority

700.01 The elections rules for all general and special elections, including referendum elections and Constitutional amendment questions, are set forth in this document.

700.02 The Elections Code policies for campaigning on campus may not violate the Code of Student Conduct, University Posting Policy, or the posting policies for specific facilities.

700.03 The provisions set forth by this Elections Code shall apply to SGC-BBC.

Chapter 701 Student Elections Board

701.01 Purpose

- (i) The Student Elections Board shall be in charge of all general and special elections and are thereby established for that purpose on the Biscayne Bay Campus.

701.02 Requirements

- (i) The Student Elections Board of the Biscayne Bay Campus will be subject to the requirements specified in the SGA Elections Code and to all other applicable provisions in the SGC-BBC Constitution and Statutes.
- (ii) All members of the Student Elections Board shall maintain a 2.5 cumulative Grade Point Average to apply for and hold office and not be under any academic or disciplinary sanctions by the University.

701.03 Composition

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

- (i) The SGC-BBC shall be governed by the provisions set forth in this Elections Code.
- (ii) The Student Elections Board shall consist of seven (7) members, one (1) of whom shall be the Elections Board Commissioner. The remaining individual board members will be selected to oversee online campaigning, elections marketing, monitoring candidate campaigning on voting days, and campaign financing.
 - (1) The Elections Board Commissioner shall serve as the Chairperson of the Board and shall faithfully execute those duties and responsibilities designated by law.
 - (2) The Elections Board Commissioner shall maintain seven (7) weekly office hours, five (5) of which must be in the SGA Office itself. All hours must be logged and accounted for in accordance with set standards.
 - (3) The Elections Board Commissioner shall attend all cabinet meetings of their corresponding SGC in order to discuss business and keep the SGC apprised of changes to and/or difficulties with the elections process.
 - (4) The Elections Board Commissioner shall present a report to their corresponding SGC Legislative and Executive Branch following each Student Elections Board meeting. In his/her absence, a Student Elections Board member should present a report.
 - (5) The Elections Board Commissioner shall present a comprehensive report on the elections process to the Senate of their corresponding SGC no more than two (2) weeks after a general election.
 - (6) The members of the Student Elections Board shall select an internal Vice Commissioner who shall assist the Elections Board Commissioner in his/her duties, should he/she be unable to fulfill them.
 - (7) To avoid a conflict of interest, each Elections Board member may only

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

hold the Elections Board position and no other SGA position.

701.04 Selection

- (i) The initial selection of the Elections Board Commissioner and Student Elections Board members shall be by appointment by the SGC President following an open application process and must be confirmed by a simple majority vote of the SGC Senate, at a meeting where there is quorum.
 - (1) The Elections Board Commissioner and the remainder of the Student Elections Board members shall be nominated no later than the end of the Summer A Semester as designated by the University calendar, and shall serve until the last day of the Spring Semester.
 - a) Any members filling vacancies will also hold office until the last day of the Spring Semester, regardless of when the member was appointed.

701.05 Neutrality

- (i) All members of the Student Elections Board shall not be actively identified with any candidate or campaign for an elective position in SGA, nor shall they act in any partisan manner while they are serving as members of the Board. In addition, no members of the Board may hold or be a candidate for an elected or appointed position within the SGC during the time of service on the Board.
 - (1) In the event that a complaint is brought before the Board and the accused is an active member of the same student organization as a member of the Board, the Board member must recuse him or herself for the consideration of the complaint.

701.06 Vacancies

- (i) A vacancy in the positions of Elections Board Commissioner and/or Student

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

Elections Board must be filled through appointment by the SGC President following an open application process and must be confirmed by a simple majority vote of the SGC Senate, at a meeting where there is quorum.

- (1) In case of a vacancy in the position of Elections Board Commissioner, the Vice Commissioner shall act as interim Elections Board Commissioner until a new Commissioner is nominated and confirmed.

701.07 Poll Workers

- (i) The Student Elections Board shall be able to appoint poll workers to help manage the polling stations and aid in the administration of elections.
 - (1) Poll workers shall not be considered SGA officials.
 - (2) Poll workers must not be affiliated with any candidate and/or party, and cannot be a candidate for office.

Chapter 702 General Regulations

702.01 Definitions

- (i) General Elections
 - (1) The annual elections held in the Spring Semester in order to elect SGC Officers and Senators as prescribed by the Constitution.
- (ii) Special Elections
 - (1) Elections held at midyear or any other time besides the General Elections for the purpose of filling vacancy on the Council, recalling SGC officials, or to vote on a referendum. A special election must be called by either a two-thirds (2/3) of the SGC Senate, if the matter is of campus concern only; a majority of the University Wide Council, if the matter is of University wide concern; or by five (5%) percent of the Student Body of

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

FIU signing a petition submitted to the SGC President and/or Elections Commissioner.

(iii) Runoff Elections

- (1) Elections held one (1) week following the General Elections or the Special Election in the event of a tie in a particular race. Dates for any run-off will be predetermined and included in the Elections Packets.

(iv) Campaigning

- (1) The marketing of a person, idea, or group through promotional material, be it on paper or online, that encourages students to vote for that person, idea, or group. This shall not include the announcement of a candidacy or campaign through promotional materials, online resources, and events that seek to fundraise for that candidacy or campaign.

(v) Referendum

- (1) The submission of a proposed measure or actual statute to a direct popular vote of the Student Body.

(vi) Fundraising

- (1) The act of announcing a candidacy and/or campaign, and asking for funds or donations or goods for the candidate or campaign, through promotional material, be it on paper or online, and/or events that do not call for students to vote for that candidate and/or campaign.

702.02 Candidates Packet

- (i) The Student Elections Board is responsible for preparing Candidate Packets for distribution, which will include this Elections Code, a petition for candidacy form, elections calendar, SGA Constitution and Statutes, Code of Student Conduct, Posting Policy, Expense Forms, and any other relevant information. The Board

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

will ensure that the packets are distributed to candidates who have registered to run with proper contact information and mailing address.

702.03 Candidates Meeting

- (i) The Student Elections Board will be responsible for hosting at least two (2) mandatory Candidates Meetings for all General Elections for the purpose of reviewing the Elections Code and fielding any questions from candidates and campaigns. These meetings shall be held following the deadline for registration and prior to the beginning of the official Campaigning Period. All candidates are responsible for all information presented at that meeting.

702.04 Certification of Candidates

- (i) The Student Elections Board is responsible for investigating the Constitutional qualifications of all candidates to include academic and matriculation requirements and any minimum period of participation, for the purpose of certifying candidates prior to an election.

702.05 Preparation of Ballot

- (i) The Elections Board Commissioner shall be responsible for the preparation of the ballot, which shall be approved and finalized by a majority approval of the Student Elections Board no later than two (2) weeks prior to the actual date of the first day of the elections. All qualified candidates will be listed on the ballot in alphabetical order by last name. The ballot shall clearly indicate which office the candidates are seeking.

702.06 Candidate Debates

- (i) It shall be the responsibility of the Student Elections Board to coordinate and sponsor a candidates debate for those running for President and Vice President as well as for At- Large Senators, impartially and without reservation. This debate shall take place no later than three (3) business days prior to the first day of the

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

elections. The debate shall be in moderator form and all candidates will be made aware of the debate's location, time, and date at the candidates meeting. The moderator will be selected by the Student Elections Board.

- (1) The moderator must have no association with or partisanship between any of the candidates participating on the debate.
 - (2) Members of the Student Elections Board may nominate any student to be moderator.
 - (3) The moderator selection must be voted upon and approved by a simple majority of the Student Elections Board.
- (ii) The debate will be monitored by Student Government Association Advisor.

702.07 Polling Locations

- (i) The Student Elections Board shall make all necessary arrangements for at least one (1) polling location at the Biscayne Bay Campus between the hours of 9:00AM and 7:00PM. These arrangements shall include providing for supplies, staffing a secure environment and any other items required for the proper, efficient, and legal completion of the Elections.
- (1) There will be a minimum of two (2) people working each election polling site at all times.
- (ii) The location of the polls shall be announced at least one (1) week prior to the first day of Elections through posters and at least one (1) University-Wide email.
- (iii) In the event that the online voting system fails, at least two (2) additional physical polling locations must be added in each campus and promoted through a University-Wide email within twelve (12) hours of the system failure.

702.08 Training

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

- (i) The Elections Board Commissioner shall be responsible for instructing all election officials, Board members, and poll workers of the proper election procedures.

702.09 Tabulation of Results

- (i) The Student Elections Board, along with a designee of the Division of Student Affairs, shall be responsible for supervising the tabulation and certifying the results of any campus wide election or referendum.

702.10 Charges and complaints

- (i) It shall be the responsibility of the Student Elections Board to hear and act upon complaints and charges of violations of the Elections Code in a speedy and public manner.

702.11 Public Records

- (i) The Student Elections Board shall be responsible for publishing the official list of candidates online in the SGA website no later than seven (7) days before the first day of elections.
- (ii) The Student Elections Board is responsible for posting all of a candidate's relevant information on the SGA website, including a candidate's Platform, Resume, and Expense Reports no later than seven (7) days before the first day of elections. In addition, the Board will be required to ensure that every candidate's flyer includes a link to the elections website.

702.12 Yearly Review

- (i) The Elections Board Commissioner's actions and record must be reviewed by the Senate's Internal Affairs Committee no later than two (2) months prior to the date of the elections to ensure that he/she is living up to the responsibilities outlined in Article IX of the SGA Constitution.

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

- (1) In the case that the Commissioner is failing to meet the responsibilities and/or requirements of the office, he/she must be promptly removed.
 - a) Should the Elections Board Commissioner be removed as a result of this review, a new Commissioner shall be appointed within one (1) week after the removal of the previous Commissioner. The Supreme Court shall verify that the nominee meets the requirements for the office.

702.13 Posting Policy

- (i) All posting regulations must be followed in accordance with the University Posting Policy.

(1) Banner Regulations

- a) General Banner Regulations:
 - i) Only officially registered candidates are allowed to hang banners or erect a-signs and yard-signs on campus during the elections period.
 - ii) Banners must only advertise the candidate and his/her platform.
 - iii) Banners may not be placed in classrooms, on building roofs, or over campus roads or sidewalks in such a manner as to impede the passage of automobile, cart, foot, or bicycle traffic.
 - iv) Banners may not promote the consumption of alcohol or other substance abuse.
 - v) Banners may not demean or humiliate another candidate, student organization, university department, or other

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

persons.

- vi) Banner may not depict or express sexual or discriminatory messages or portrayals of individuals or groups based on race, religion, nationality, sex, sexual orientation, physical condition, disability, or mental state.
 - vii) All banners must be removed within twenty-four (24) hours after the last day of voting by the respective candidate.
 - viii) Banners not removed within the specified time will be discarded and a fine and a removal fee will be charged to the candidate.
 - ix) Commercial advertising or sponsorship involving commercial off-campus vendors which is inconsistent with University policy or contracts is prohibited.
 - x) Each party or candidate is responsible for preventing damage to University property such as telephone systems, trees and shrubs. Any cost due to damage will be incurred by the candidate and/or party.
 - xi) Election advertising needs to be approved by a majority vote of the Elections Board.
- b) Banners must meet the following specifications.
- i) Be no more than four (4') feet by five (5') feet in size for the interior of buildings or four (4') feet by eight (8') feet for the exterior of buildings.
 - ii) Be constructed of heavy cloth, heavy vinyl, or plastic, properly sewn and vented.

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

- iii) Use rope or cloth tape fasteners of sufficient strength to hold the banner. No staples, wire, nails, or screws may be used to connect banners to trees or buildings.
- iv) Waterproof paint must be used for its resistance to inclement weather.
- v) Overhead banners made with cloth must be supported and properly secured along the top and bottom.
- vi) Banners requiring installation by a University official will result in an installation/removal fee to be paid by the candidate.

(2) Posting Guidelines

a) Poster/Flyer specifications

- i) One (1) flyer is allowed per board (wall affixed) or per side (triangle-boards).
- ii) Only tacks must be used in order to affix all flyers or posters. Any type of staples, adhesives, glue, or tape is prohibited.
- iii) Flyers may only advertise a candidate, party, or platform.
- iv) Flyers must be posted on designated open bulletin boards only. Flyers may not be placed on the exterior or interior of buildings, trees, walls, sidewalks, vehicles, windows, stairwells, stairs, display cases/racks, vending machines, doors, classrooms, departmental and unauthorized bulletin board, railings, elevators, bathrooms, or art/sculptures.
- v) Flyers may not advertise or promote alcohol consumption

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

or drinking contests.

- vi) Flyers may not demean or humiliate another candidate, party, person, group student organization, or University department.
- vii) Flyers may not depict or express sexual or discriminatory messages or portrayals of individuals or groups based on race, religion, nationality, sex, sexual orientation, physical condition, disability, or mental state.

(3) Easel Sign Regulations

- a) Only officially registered candidates are allowed to post easel signs on campus during the elections period.
- b) Easel signs must only advertise the candidate and his/her platform.
- c) Easel signs may not promote the consumption of alcohol or drinking contests.
- d) Easel signs may not demean or humiliate another candidate, student organization, university department, or other persons.
- e) Easel signs may not depict or express sexual or discriminatory messages or portrayals of individuals or groups based on race, religion, nationality, sex, sexual orientation, physical condition, disability, or mental state.
- f) All easel signs must be removed within twenty-four (24) hours after the last day of voting by the party or candidate placing signs.
- g) Easel signs not removed within the specified time will be discarded and a fine and removal fee will be charged to the posting candidate

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

and/or party.

- h) Commercial advertising or sponsorship involving commercial off-campus vendors which is inconsistent with University policy or contracts is prohibited.
 - i) Each party or candidate is responsible for preventing damage to University property such as telephone systems, trees, and shrubs. Any cost due to damage will be incurred by the candidate or party.
- (4) Solicitation Guidelines
- a) Solicitation
 - i) This policy refers to any flyers, papers, or promotional materials disbursed to another individual for the purpose of advertisement or promotion of one’s group, department, or university sponsored function/event. The phrase “promotional material” will be used as a general term to refer to all solicitation material.
 - ii) For the purpose of this document, disbursement means any form of passing or handing out information, flyers, cards, pamphlets, collaterals, promotional materials, etc. to another person or group for any purpose.
 - b) Solicitation Locations
 - i) The disbursement of promotional material must be done in a location and fashion which does not impede the passage of automobile, cars, pedestrian, or bicycle traffic. The disbursement of promotional material must not interfere with or obstruct the orderly processes of the University or

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

its academic mission.

- ii) Any solicitation in the residence halls must have approval from the Director of Housing.
- iii) Solicitation inside of the classroom or on vehicles is strictly prohibited.

c) **Solicitation Regulations**

- i) Promotional material can only be handed to another person. Placing flyers on campus grounds or on property on campus (i.e. vehicles, walls, and classrooms) is prohibited.
- ii) Promotional material may only advertise candidates or platforms.
- iii) Promotional material may not be placed in classrooms, on building roofs, or over campus roads or sidewalks in such a manner to impede the passage automobile, cart, foot, or bicycle traffic.
- iv) Promotional material may not promote alcohol consumption or other substances.
- v) Promotional material may not demean or humiliate another candidate, student organization, university department, or other persons.
- vi) Promotional material may not depict or express sexual or discriminatory messages or portrayals of individuals or groups based on race, religion, nationality, sex, sexual orientation, physical condition, disability, or mental state.

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

702.14 Dates for Elections

- (i) Campaign week shall begin the week following Spring Break.
- (ii) The candidates' debate shall take place no later than one (1) business day prior the date of the elections.
- (iii) Elections shall take place up to two (2) weeks following Spring Break.
- (iv) Run-off elections will be held exactly seven (7) days after the first day of elections.
- (v) The Student Elections Board shall be responsible for sending an email to the entire Student Body announcing any election seven (7) days before the first day of voting.

702.15 Elections Documents

- (i) All candidates must fill out and submit the following documents:
 - (1) Candidate Platform
 - (2) Authorization to Check Eligibility
 - (3) Declaration of Intent
 - (4) Agreement to Follow Elections Guidelines
 - (5) Final Campaign Expense Form
 - (6) Donations Report

702.16 Violations

- (i) If a candidate and/or party are in violation of this Elections Code, the Elections Board with a majority vote shall be able to approve one (1) of the following

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

penalties to said candidate and/or party:

- (1) Private censure reserved for only unusually minor cases.
- (2) Public censure, as publicized by the Elections Board Commissioner.
- (3) Restriction of the candidate and/or party and its volunteers from campaigning for a fixed period of time, in such a manner as the Elections Board determines appropriate.
 - a) The following acts may result in a restriction of campaigning:
 - i) Campaigning and/or fundraising prior to the designated starting dates.
 - ii) Multiple violations of the Posting Policy, as deemed by the Student Elections Board.
- (4) Reduction of expenditure limits within reason.
- (5) Disqualification.
 - a) The following acts may result in disqualification after a guilty verdict in an official and public hearing by the Student Elections Board:
 - i) Not attending the mandatory scheduled candidates meeting.
 - ii) Exceeding allotted amounts for spending and contributions and/or falsifying expense statement.
 - iii) Attempting to qualify for candidacy under an assumed name.
 - iv) Attempted or successful fraud in the voting process.

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

- v) Campaigning in the Graham Center pit or Wolfe Center Panther Square during voting hours.
- vi) Campaigning within fifty (50) feet of voting stations.
- vii) Destruction of personal, private, or University property.
- viii) Mechanical amplification within five hundred (500) feet of voting stations.
- ix) Spray painting or writing on surface of FIU or private property.
- x) Use or threat of physical violence against candidates or workers.
- xi) Verbal or physical abuse to elections officials, including FIU faculty and administration.
- xii) Use of SGA staff and/or services for graphic campaigning, including Campus Life Publications staff.
- xiii) Sending out text messages or e-mails that falsely disparage another candidate's character.
- xiv) Having been impeached and removed from a Student Government Office less than one (1) academic year prior to the date of the elections.

702.17 The Elections Board shall:

- (i) Not regulate color schemes chosen by candidates.
- (ii) Be able to regulate social media and other online outlets chosen by candidates.

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

- (iii) Regulate candidate events.

Chapter 703 Procedures

703.01 Application Period

- (i) The application period for the General Election shall open in the first day of February and last for the entire month. The application period for Special Elections shall open four (4) weeks before the date of the Special Elections and last for two (2) weeks.
 - (1) If after the application period, there are seats for which there are no applicants, or for which no applicants qualify, the Student Elections Board shall open a rolling application period until two (2) weeks prior to the elections. Candidates who apply and qualify during this period shall be exempt from the mandatory candidates meeting requirement, but shall be provided with all information and training by the Elections Board through other means.
 - a) All applicants who qualify and submit their application under these specific conditions during this rolling application period shall be accepted.

703.02 Scheduling

- (i) Besides the General Election, whose dates are prescribed by the Constitution, Special Elections will be scheduled four (4) weeks after the opening of the application period, referendum allowance, or presentation of petition, but may not be held any sooner than one (1) month after a previous election. No elections of any kind shall be held any later than the two (2) weeks prior to the start of finals week.

703.03 Postponement

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

- (i) The Elections Board Commissioner, with a majority approval of the Student Elections Board, may request that the UWC and Vice President of Student Affairs consent to postpone or change the date of a scheduled election as they believe necessary in the case of a natural disaster, threats of natural disaster, or other such threats to the safety and security of FIU students.
 - (1) Any postponements must be communicated to the entire Student Body through a University Wide email within forty-eight (48) hours of the decision being taken and the email will include the new elections date and time.

703.04 Senate Vacancies

- (i) In the case of absences or vacancy of a Senator, the Senate may appoint a substitute to serve until the next Special Election or special session of the Senate.
 - (1) Once there is a vacancy, if there is a period longer than one (1) month before the next Special or General Election, a two (2) week application period will begin for substitutes.
 - a) Substitute candidates must meet the requirements of Article IV, Section 4 of the SGA Constitution.
 - b) The substitute candidates shall be appointed at the Senate meeting following the closing of the application period at which there is a quorum.
 - c) If a vacancy occurs less than one (1) month prior to a scheduled Special or General Election, that vacancy will be included in that upcoming election and no substitutes shall be appointed.
 - i) Candidates for said vacancy will be able to bypass the application deadlines for the already scheduled election, but must submit their applications no later than one (1) week

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

before the scheduled election.

- (2) The appointment of substitutes may be bypassed by a majority vote of the Senate, in favor of a Special Election or special session of the Senate.
 - a) A two (2) week application process will be held before both Special Elections and special sessions.
 - i) If after the two (2) week application process, there is only one (1) applicant, a special session of the Senate is automatically called for the consideration of the candidate. If there is more than one (1) applicant, a Special Election will be held.
 - ii) If in a special session, the candidate fails to be approved by the Senate, then a rolling application process will be opened, whereby the next applicant will be considered at the next regular meeting of the Senate at which there is a quorum.
 - iii) If after the two (2) week application process there are no applicants, then a rolling application process will be opened, whereby the next applicant will be considered at the next regular meeting of the Senate at which there is a quorum.
 - (ii) Special Elections will take place two (2) weeks after the application period ends.
 - (1) If one-third (1/3) of the Senate is vacant, a Special Election is automatically called and must be held no later than one (1) month after the last vacancy occurred.
 - (2) The special session is defined as an irregular meeting of the Senate, called with a minimum of forty-eight (48) hours' notice, during which the Senate

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

will vote on candidates to fill vacancies.

- (3) The special session may be called by the Speaker of the Senate or by two-thirds (2/3) vote of the Senate membership.
 - a) Special sessions can be held within a regular meeting of the Senate, if included in the meeting agenda.

703.05 Recalls and Referenda

- (i) Any student has the right to recall a General or Special Election, as stated in the Constitution.
 - (1) Petitions for a recall must be submitted no later than two (2) weeks after the election was held.
- (ii) After a petition for a referendum is submitted, such referendum must be held at the next scheduled General or Special Election.

703.06 Candidates

- (i) Any individual who wishes to qualify as a candidate for Student Government Council offices and elected positions must comply with the provisions of this Elections Code.
- (ii) In determining eligibility to run for and hold office in SGA, the cumulative Grade Point Average will be computed from courses attempted at FIU from the date of current acceptance. All candidates must have a minimum 2.5 cumulative grade point average and a 2.0 term grade point average from the most recent preceding Semester to which elections are being held. Transfer students and graduate students who have not completed any courses at FIU will have their Grade Point Average computed from the transcripts used to gain acceptance to FIU.
 - (1) Only officially admitted students will be allowed to run for and hold

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

office.

- (iii) Senators seeking office for a particular school/college must be accepted into the school/college they wish to represent or present a signed letter of eligibility from the appropriate Dean with his/her Petition of Candidacy.
- (iv) All candidates may qualify to run for office under the name by which they are registered at FIU or a variation of that name, subject to Student Elections Board approval. A nickname may appear in quotation marks with the approved name of the candidate.
 - (1) No person shall appear on the ballot under an assumed name.
- (v) It shall be the responsibility of the candidate to determine that all information regarding his/her eligibility to run and hold office is correct prior to qualifying for candidacy. This should include any information from the Registrar's Office, and any other University records and petition documents.
- (vi) Each candidate must sign a waiver allowing the SGA to ascertain that each elected person continues to fulfill eligibility requirements for such office during his/her term.
- (vii) A candidate must file all registration documents with the Elections Board Commissioner on or before the deadline date and time designated by the Student Elections Board.
- (viii) In order to withdraw a registration document, written documentation must be provided at least two (2) weeks prior to the actual date of the election to ensure that the candidate's name does not appear on the ballot.
- (ix) Individuals running for President and Vice President shall pair up and be on one (1) ballot. A presidential candidate can only have one (1) Vice President on his/her ballot. In the same respect, a candidate for Vice President can only be on

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

one (1) presidential ticket.

- (1) Both candidates must meet all qualifications and register together in order for the ticket to retain eligibility.
- (x) Any student may be a candidate for only one (1) position at a time during any given election.
- (xi) Once a student has filed an application for a certain office, he or she may not change to any other office unless the original application is withdrawn and the application period is still open.
 - (1) If, after the closing of the application period, a candidate for Student Body President or Vice President has not qualified, has been disqualified, or has withdrawn, then the remaining candidate may submit the name of a replacement candidate to the Elections Board Commissioner, and this replacement candidate must be qualified by the Elections Board Commissioner by 5:00 P.M. one (1) week before the General Election. The remaining candidate will also have the discretion to refile as either President or Vice President upon selecting their replacement candidate.
 - (2) If the replacement candidate has not qualified, has been disqualified, or has withdrawn, then the remaining candidate's ticket and candidacy shall be disqualified.
- (xii) The Student Elections Board may declare any candidate ineligible to run for and hold office with a simple majority vote of the Board's membership if a substantive error is found in the candidate's qualifications, and this error is found to be the direct responsibility of the candidate.
- (xiii) The Elections Board Commissioner shall ensure that copies of all applications of all candidates are submitted to the Office of the Registrar, via a University designee, who shall certify to the Student Elections Board the names of those candidates who meet all academic and matriculation requirements for their chosen

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

office as listed in the SGA Constitution and the SGA Statutes.

- (1) The Elections Commissioner shall then strike from the list of candidates the names of those persons who have failed to qualify for their intended office.
- (xiv) The Elections Commissioner shall investigate any other additional requirements for each office derived from the SGA Constitution and the SGA Statutes. In reference to any requirements dealing with minimum period of participation, proof of either appointment and/or election must be provided in the form of a Council Bill, election results, and/or payroll certification.
- (xv) Both the names and applications of registered candidates, as well as final candidate rolls to include disqualified candidates shall be public record, inclusive of reasons for disqualification. Only matters of academic privacy shall be off record.
 - (1) The Elections Commissioner will notify all registered candidates of their status in writing and with a copy of any certified documents.
- (xvi) Any candidate who has not been certified or whose petition has been disallowed may ask for a review by the Student Elections Board where a majority vote of the Board will confirm or overturn the previous status. This will allow for review of simply technical allowances.
 - (1) In no way may this review ignore the defined requirements by the SGA Constitution, SGA Statutes, and Elections Code.

703.07 Voting Procedures

- (i) Each student desiring to vote shall present to the poll workers his/her current valid student identification card.
- (ii) Registered students will also be given the opportunity to vote online by accessing

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

the appropriate election website.

- (iii) In order to vote, students must enter their student identification number in the computer in order to access the electronic ballot.
- (iv) Students' identification cards will be electronically scanned before proceeding to vote.
- (v) Students shall be eligible to vote only for candidates representing the campus where they are currently enrolled in a majority of their classes.

(1) Fully online students may vote at the campus at which their college is housed.

a) The following colleges shall be considered as based in the Modesto A. Maidique Campus:

- i) College of Architecture and the Arts
- ii) College of Arts and Sciences
- iii) College of Business Administration
- iv) College of Education
- v) College of Engineering and Computing
- vi) College of Law
- vii) Herbert Wertheim College of Medicine
- viii) College of Nursing and Health Sciences
- ix) Robert Stempel College of Public Health and Social Work

b) The following colleges shall be considered as based in the

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

Biscayne Bay Campus:

- i) School of Hospitality and Tourism Management
 - ii) School of Journalism and Mass Communication
- (2) Fully online lower division students may vote only once for candidates representing their choice of campus.
- (vi) Students with equal course loads on different campuses may vote only once for candidates representing their choice of campus.
 - (vii) All eligible students waiting to vote at the time the polls close shall be permitted to vote after having been given an access marker of some sort.
 - (viii) No voting records or ballots shall be destroyed until the time for contesting an election has expired, all complaints are resolved until the time for contesting an election has expired, and the elections are certified by the Student Elections Board.
 - (ix) Campaigning by candidates or on their behalf by others will not be permitted within a fifty (50) feet radius of a polling location.
 - (x) Each student is eligible to vote for the positions of SGC President, Vice President and all Senators At-Large for their corresponding campus' SGC, only if he/she is eligible to vote. Each student may also vote for position(s) in each of the following SGC Senate categories: Lower Division, a specific school/college, Honors College Senators, Housing Senators, and University Graduate School Senators, in accordance with the students' enrollment status in each of these categories.
 - (xi) In the event that the online voting system fails, a University Wide e-mail must be sent out immediately notifying students of the paper ballot voting procedures. The voting period must then be extended for an additional twenty-four (24) voting

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

hours starting at the time that the e-mail is sent.

(xii) **Tabulation Discrepancy**

- (1) If the number of ballots cast differs from the number of voters registered as having voted on the voting lists, the Student Elections Board shall investigate the discrepancy and determine appropriate action in a speedy and public manner.
- (2) If the number of voters cast in any sections of the elections exceed the number of persons logged in to vote by two and one half (2.5%) percent or more, those sections of the election shall be declared invalid only if the discrepancy would affect the outcome.

(xiii) **Procedures for Appeals and Contesting Elections**

- (1) Any University student, including members of the Student Elections Board, shall have the right to contest an election or bring a complaint before the Student Elections Board alleging a violation of the Election Code, as well as the eligibility of candidates.
 - a) The complaint must be made in writing to the Commissioner of elections no later than forty-eight (48) hours after the election and shall include:
 - i) The name(s) of the individual(s) against whom the complaint is being brought up against.
 - ii) The specific section(s) of the Elections Code which are alleged to have been violated.
 - iii) The specific nature of the alleged violation(s).
 - iv) The name(s) and signature(s) of the person(s) bringing

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

forth the complaint.

- (2) Upon receipt of a complaint, the Student Elections Board shall make a determination as to whether a hearing is necessary, based upon whether there has been probable cause shown that a violation has occurred.
 - a) Both the complainant and defendants must receive written notice of the time and location from the Elections Board Commissioner no less than twenty-four (24) hours before a hearing is conducted.
- (3) The complainants may withdraw the complaint prior to the Student Elections Board taking final action; however, the Student Elections Board may proceed with its investigation of the complaints.
- (4) The Student Elections Board, upon finding a candidate guilty of committing an election violation, will decide the just penalty for the violation.
 - a) Penalties for the violations will be in the form of reprimands and/or disqualifications.
- (5) Any appeals of the penalty decisions made by the Student Elections Board must be referred to the Supreme Court.
- (6) When voting has concluded, the Elections Board and the Supreme Court will convene to review any outstanding complaints or appeals.
- (7) All pending grievances regarding elections must be resolved prior to the results of the General/Special Election being announced.

Chapter 704 Campaign Finances

704.01 Individual candidates shall file a Campaign Expense Form and a Donations Report, which must be completed, signed, and submitted to the Elections Board Commissioner no later than 6:00PM on the last day of the election. Expenses must be reported at actual cost

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

paid by candidate. Receipts must be provided with the Campaign Expense Form.

704.02 Estimated Expense Forms are to be submitted before campaigning, and are to be verified at the end of the electoral process. Any major change in expenses estimation is to be reported to the Elections Commissioner before voting commences.

704.03 Allowed Campaign Expenses

- (i) President & Vice President: \$2,500.00
- (ii) At Large: \$500.00
- (iii) Lower Division: \$500.00
- (iv) All other Senators: \$300.00
- (v) Parties: \$3,000.00

704.04 Donations shall be defined as goods or services rendered to a candidate's campaign by a business, corporation, individual, party and/or organization free of charge, and/or monetary funds donated to the campaign by an individual. At no point will monetary donations by parties, businesses, organizations, and corporations be allowed.

- (i) All donations must be reported in the Donation Report.
 - (1) All paperwork regarding donations must be included in the Donation Report.
- (ii) Attached to the report of donations must be invoices of the donated items and/or services, receipts, and contact information by which the committee can verify the donations.
- (iii) The Donation Report shall include the name, signature, and amount of donation for the case of individual monetary contributions.
- (iv) Donations made by a party should be reported by both the candidate(s) and the

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

party.

- (1) In the case when more than one (1) candidate benefits from a donation, the party will report the donation for its total cost, while candidates shall divide the total cost equally amongst themselves, and then report the donation for that partial cost.

704.05 Donation Limitations

- (i) Donation limits shall be half of the allotted campaign expenses for each category. Party donation limits shall be the full \$3,000.

704.06 No SGA, Student Activities and Services Fees, or campus organizations' funds may be used for candidates' campaigns.

704.07 Any personal expenses, not exceeding the maximum expenditure amount, may be used as additional funds beyond the donations expenditure limit.

704.08 Fundraising by individual candidates will be allowed beginning the day immediately after the deadline to submit registration documents to the Elections Board Commissioner, who must be notified of fundraising events with at least one (1) week of anticipation, and can be held until the last day of campaigning.

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

**FLORIDA INTERNATIONAL UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION-BISCAYNE BAY CAMPUS
TITLE VIII: GENERAL STATUTES**

Chapter 800 Constituency Responsibility

800.01 Surveys must be filled out and collected by each Senator and Chairperson, excluding the Comptroller, every fall and spring Semester. The surveys must be composed of at least 25 percent of the total students to which each Senator was elected to serve. The Speaker of the Senate shall also conduct such surveys on the constituents he/she was originally elected to represent.

800.02 Senators, Committee chairs, Cabinet members and Directors will be responsible for the typing and presenting of a fall and spring report to the Council setting their goals for the Semester.

800.03 Cabinet members and Directors, excluding the Comptroller and Chief of Staff, are required to type and turn in a bi-weekly report, containing all goals accomplished and updates on ongoing projects, to their immediate supervisor. Cabinet members to the Chief of Staff and Directors to the President.

800.04 Senators and Committee chairs, excluding the Speaker of the Senate, are required to type and turn in a weekly report, containing all goals accomplished and updates on ongoing projects, to the Speaker of the Senate. The Speaker of the Senate shall report to the Vice President of his/her accomplished goals and updates on projects for the constituents they were originally elected to represent.

800.05 All Senators (excluding Lower Division Senator, Senator At-Large, Housing Senators and) are required to meet with their college's Dean every other month, and a minimum of twice (2) per Semester. Lower Division Senators, and Senators At-Large shall arrange to

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

meet with appropriate University administrator(s) and personnel every other month.

800.06 The Biscayne Bay Campus Housing Senator will be required to attend Executive Committee meetings held by the Bay Vista Hall Council (BVHC) at least once per month. This shall count towards their SGC-BBC attendance requirements unless the absence is excused by the BVHC.

800.07 All officials of the SGC-BBC shall conduct their prescribed office hours during business hours, from 8 A.M. to 5 P.M. Monday through Friday.

- (i) At least half of all office hours shall be conducted during the above prescribed time.
- (ii) All office hours for the Executive Branch, with the exception of the president, vice president, comptroller and chief of staff must be solely completed during business hours.
- (iii) Out of office hours shall be composed of all dean, and administrator meetings. Any event or office duty completed in an official capacity shall also count as an out of office hour.
 - (1) The out of office hours form must be filled with all out of office hours done which are not already documented in the time card. Proper proof documenting the work claimed must be attached to the form and submitted with the weekly time card.

Chapter 801 Meetings and Absences

801.01 Student Government Council (SGC-BBC) meetings shall take place on the last Wednesday of every month at 3:30 P.M. in a location to-be-determined by the President. All SGC-BBC members must schedule around this time. Meeting will last a maximum of two (2) hours.

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

- (i) In the event the university is closed on the last Wednesday, the meeting will take place on the last Wednesday of that month while the University is still open.
- (ii) No SGC-BBC meeting shall count towards office hours.
- (iii) An emergency meeting can take place if deemed necessary by the SGC-BBC President.
 - (1) A forty-eight (48) hour notice must be given before any emergency meeting can be called.
- (iv) Regular and emergency meetings must meet a quorum of voting members.
- (v) If an emergency meeting is called but fails to reach quorum, then the failure to attend such a meeting will not be counted against any member of SGC-BBC. But attendance at such meetings shall be counted in favor of the present SGC-BBC member(s) when determining overall attendance.

801.02 Senate meetings shall take place on Mondays at 3:30 P.M. in a location to-be-determined by the Speaker of the Senate or Speaker Pro Tempore. All Senators must schedule around this time. Meetings will last a maximum of two (2) hours.

- (i) During the Summer Semester, the Speaker can decide to hold meetings bi-weekly if there is no business to discuss.

801.03 For the purpose of scheduling committee meetings, official academic school schedules of Council members shall be taken into consideration. The location of such committee meeting shall be determined by that committee’s respective Chairperson or Vice-Chairperson. The time and place of committee meetings must be submitted to the Vice President no later than two (2) weeks prior to the beginning of the Semester to allow for adequate planning. Meetings will last a maximum of one (1) hour.

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

(i) Finance Committee meetings shall last a maximum of two (2) hours.

801.04 Cabinet meetings shall take place on Wednesdays at 3:30 P.M. in a location to-be-determined by the President. All Cabinet members must schedule around this time. Meetings will last a maximum of two (2) hours.

(i) During the Summer Semester, the President can decide to hold meetings bi-weekly if there is no business to discuss.

801.05 The Student Government Council shall not count absentee ballots for either quorum or voting purposes.

801.06 SGC-BBC members may not miss more than five (5) Council meetings or three (3) consecutive Council meetings without properly submitting a “Leave of Absence” form and turning it in to the Chief Justice. Leave of absence is only valid for the summer term.

801.07 Senators may not miss more than three (3) Senate meetings or two (2) consecutive Senate meetings without properly submitting a “Leave of Absence” form and turning it in to the Chief Justice. Leave of absence is only valid for the summer term.

801.08 Cabinet members may not miss more than four (4) Cabinet meetings or two (2) consecutive meetings without properly submitting a “Leave of Absence” form and turning it in to the Chief Justice. Leave of absence is only valid for the summer term.

801.09 To be counted as present in any meeting, SGC-BBC members must be present for a majority of the meeting (over 50%).

801.10 All meetings shall be run according to the latest edition of Robert’s Rules of Order.

(i) A copy of the agenda for all meetings shall be kept in the SGC-BBC office.

(ii) A copy of the minutes for all meetings shall be kept in the SGC-BBC office.

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

Chapter 802 SGA Council Member Accountability and Deadlines

- 802.01** Any council deadline will be an official benchmark. Violation of which will lead to disciplinary actions and removal of a council member if the violation is repeated.
- 802.02** Deadlines are to be set by SGC-BBC President or Vice President or the Speaker of Senate or Speaker Pro-Tempore in the absence of the Speaker. Upon creation of the deadline, it must be approved by majority Senate vote in order to be put into action and recorded in the meeting minutes.
- 802.03** Any events or tasks that individual council members set as their agenda, will be recorded as an official deadline they will be accounted for. The amount of events and tasks council members will be assigned will be set by SGC-BBC President, Vice President, Speaker and Chief Justice in their respective branches and must be approved by a majority Senate vote.
- 802.04** If a council member fails to abide by established deadline, he/she will be issued a warning at the meeting. The Chief Justice will then add the member's name to the nonfeasance list. If the council member fails to meet the deadline a third time, they will be removed by the Chief Justice or a majority of the Senate vote.
- 802.05** The removed council member will be ineligible to apply to the Student Government Council until the new council elections/appointments occur the following scholastic year.
- 802.06** In case the council member missed the deadline because of leave of absence and was not present when the deadline was issued, he/she will not be held accountable to that deadline. However, if they have taken a leave of absence when having an assigned deadline, they will be responsible to meet it on time.
- 802.07** A council member may be pardoned by the President in case they miss the two deadlines prior to any impeachment process. A pardon must be issued during a council meeting and recorded in meeting minutes.

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SENATE BILL

Florida International University – Student Government Council – Biscayne Bay Campus

802.08 The President will set annual benchmarks/goals in the beginning of fall and spring Semesters, dividing them into appropriate branches.

Chapter 803 Dissolution

803.01 These statutes shall be dissolved upon two-thirds (2/3) ratification of all voting members of the Student Government Council for a new set of SGC-BBC Statutes.

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