

# **Faculty Senate**

## **Process and**



**Ana Spiguel**  
**Parliamentarian**

August 22, 2019

## **Governing documents:**

**University of Florida Constitution**

**Faculty Senate Bylaws**

**Florida Law: (*right of access*)**

**Sunshine Law**

**Public Records Law**

# **Senate Bylaw (SB) 4: Organization and Procedure of the Senate**

**Agenda – (C)**

**Conduct of Business – (G)(2)**

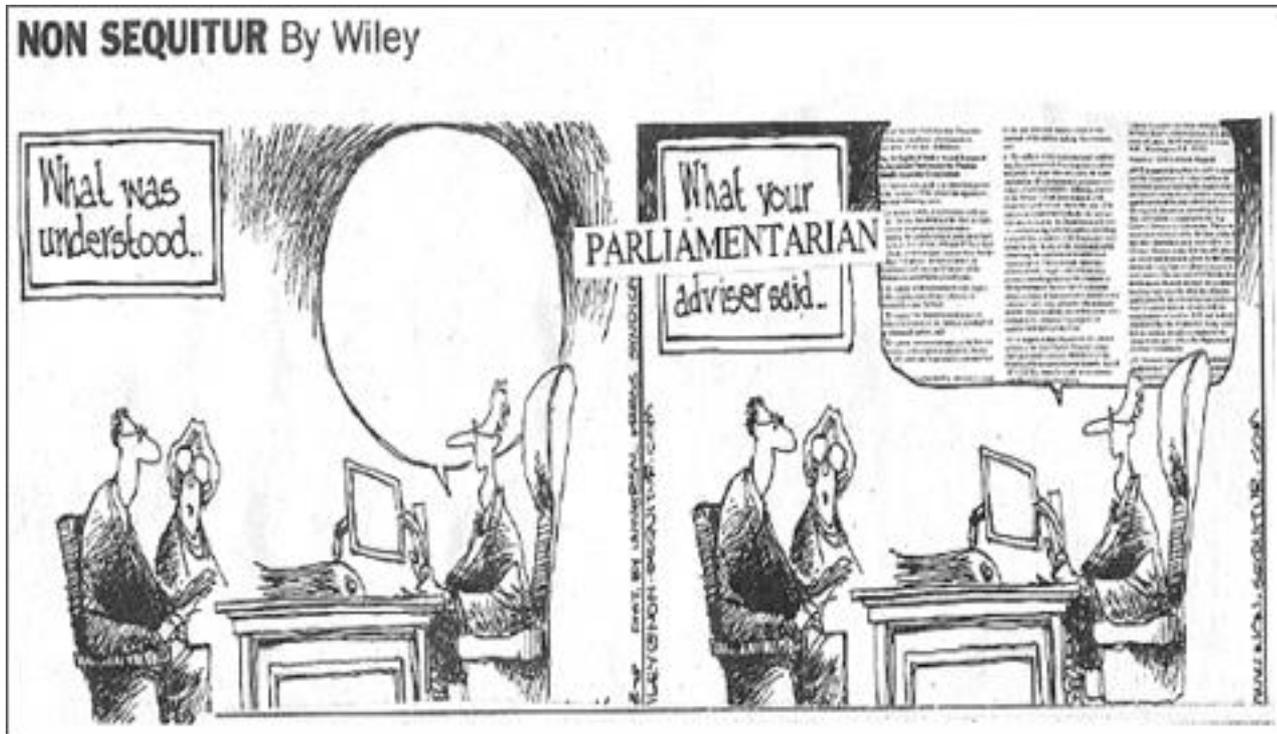
**Voting – (G)(3)**

**Quorum: consists of members  
present.**

**Proxies are not recognized.**

**No abstentions allowed.**

## Robert's Rules of Order



## **Motions:**

**Formal proposal for action**

**First must be called on by Chair (floor)**

**Requires a second**

**Precedes discussions**

**Clear, concise and affirmative (any  
justifications happen at discussion)**

# **Sunshine Law**

- ***Open to the public***
- ***Notice***
- ***Minutes (recorded and open for inspection)***

**If a board or commission is  
governed by the Sunshine Law:  
Discussion may only occur at  
noticed meetings!**

# Public Records Law

- **Definition**



- **Requests**

If a public records request is received, please refer it to University Relations at [pr-request@ufl.edu](mailto:pr-request@ufl.edu).

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