Faculty Senate

Process and

Ana Spiguel
Parliamentarian

August 22, 2019
The Faculty Senate

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.
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