

Faculty Senate

Process and



Taylor K. Rose
Parliamentarian

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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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