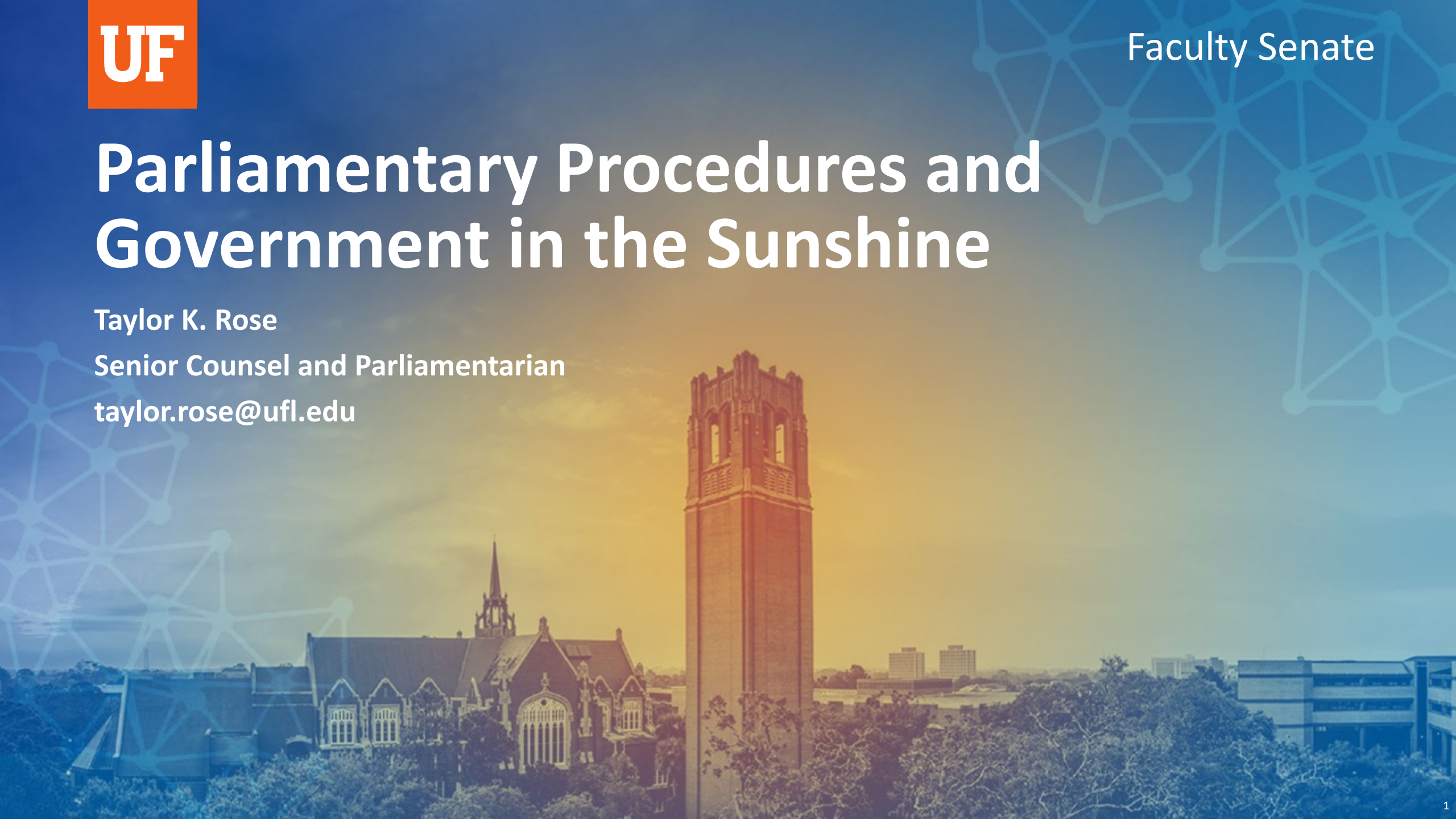


Parliamentary Procedures and Government in the Sunshine

Taylor K. Rose

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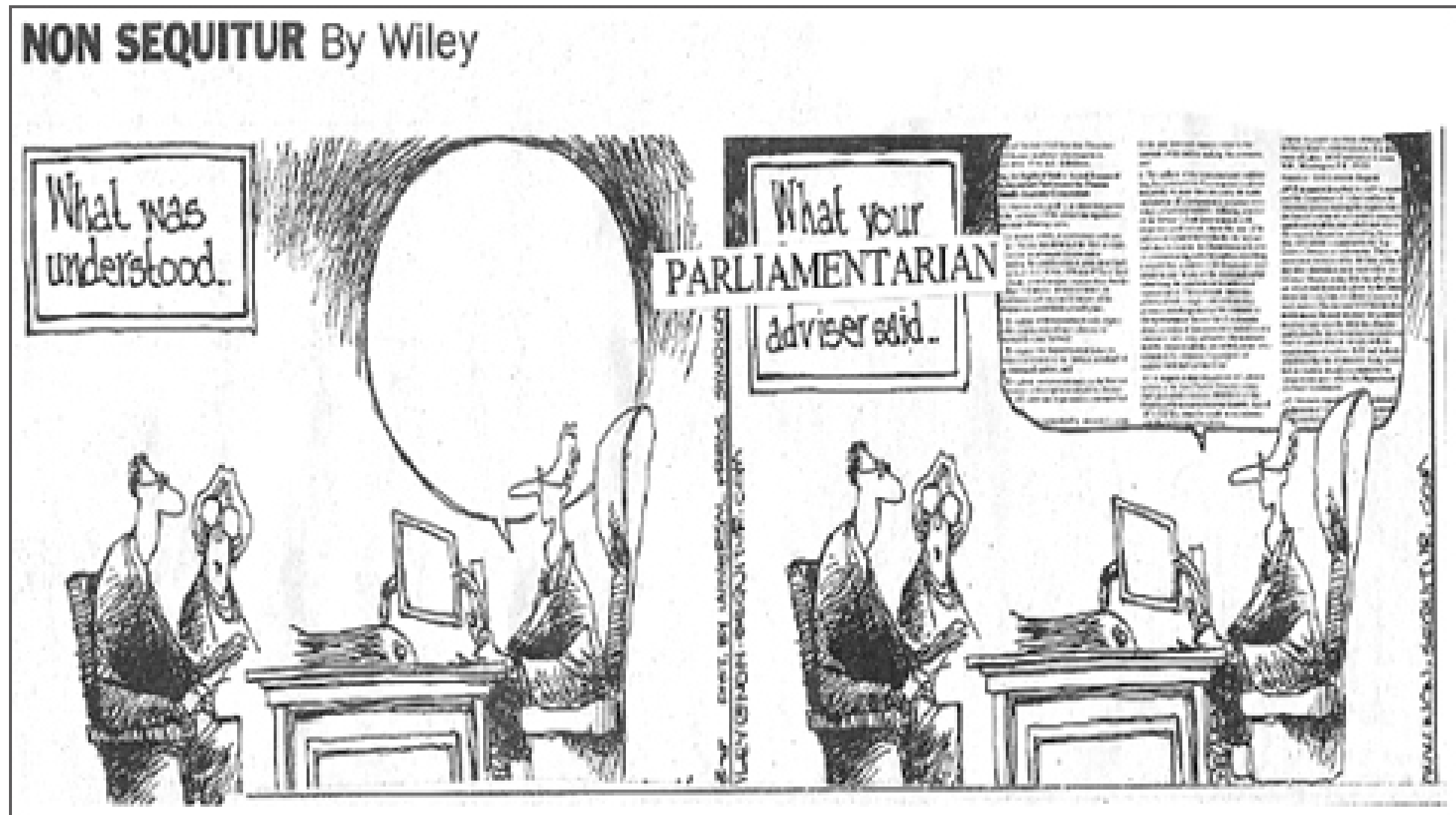
Governing Documents

- University of Florida Constitution
- Faculty Senate Bylaws
- Florida Law:
 - Public Records Law (F.S. Chapter 119) ;
 - Government in the Sunshine (F.S. Chapter 286);
 - Florida Constitution (Article I, Section 24)

Conducting Senate Business

- Decisions are made by majority vote of the members present and voting
- Quorum = those elected members present (designated seating for in-person meetings)
- No proxy votes are recognized

Robert's Rules of Order



Motions — a formal proposal for action requiring a group decision by vote

- To bring a motion, an elected member must first be recognized by the Chair
- Requires a second
- If seconded, moves to an open discussion
- Action should be clear, concise, and affirmative
- Outcome recorded as the official decision of the senate in the meeting minutes

Government In The Sunshine

Florida's Sunshine Law





- Section 286.011, Florida Statutes, "Sunshine Law":
 - Provides a **right of access** to governmental proceedings of **public boards** and commissions at the state and local levels.
 - Applies to any gathering of **two or more members** of the same board to discuss a matter that will foreseeably come before that board for action.
 - Key: The open meetings law only applies to **decision-making boards**. It does not apply to mere information gathering or fact-finding bodies.
- 3 Basic Requirements:
 - 1) Meetings of public boards or commissions must be **open to the public**;
 - 2) Must provide **reasonable notice** of the meetings; and
 - 3) **Meeting minutes** must be taken and made available to the public.

Florida's Sunshine Law




Public Records Center

Public Records Menu

-  Home
-  FAQs
-  Submit a Request
-  My Request Center

FAQs

See All FAQs 

How can I obtain student records?

What is a public record?

What is the cost?

How long does it take to fulfill a public records request?

How can I get additional assistance?



Submit a Records Request

Submit a public records request to the University of Florida



My Records Center

Track the status of requests, manage account information, and download your records by logging into your account.



View FAQs

Search for an answer to a specific question
Browse frequently asked questions

Please note, public record requests made to the University are subject to disclosure under the Florida Public Records Act.

UF Public Records <http://publicrecords.ufl.edu/>
Contact: John Hines, Records Custodian (FS 119.12) Email: pr-request@ufl.edu

Requests for Public Records

Public Records Portal: <http://publicrecords.ufl.edu/>.

Public Records Mailbox: pr-request@ufl.edu

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