Parliamentary Procedures and Government in the Sunshine

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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
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 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 or 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 Mailbox:  pr-request@ufl.edu
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