



The University of West Florida Student Government Association

Chapter 313 Online Senate Procedures

Legislation: 20-21 Bill X

Author(s): Senate Pro Tempore Grant

First Reading:	Second Reading:
Yes:	Yes:
No:	No:
Abstain:	Abstain:

Ms. Sydney Grant
Senate Pro Tempore

Be it known that Student Government 20-21 Bill X is hereby signed on _____.

Pass

Veto

Date

Mr. Ruben Gardner

Chapter 313 Online Senate Procedures

- 313.01 Attendance is mandatory unless you have an excused absence. If you will not be able to attend Senate, members of the Senate must email both Vice President and Senate Pro Tempore your reasoning so they can let you know if it will be excused or unexcused.
- 313.02 Beginning and final roll call shall be conducted by Senate Pro Tempore of Senate Secretary, who will be calling out names individually, if the person is present they are to respond with "*present*".
- 313.03 If members of the Senate arrive late, the members of the Senate shall wait until the approval of the Senate Pro Tempore to come in.
- 313.04 Members of the Senate shall have their camera on with an appropriate background.
- 313.05 Members of the Senate shall dress deemed appropriate by the Senate Pro Tempore for the senate.
- 313.06 Members of the Senate will receive a link via email, 24hrs in advance, to join the online Senate session through online application.
- 313.07 Attendance must be taken at the beginning and end of Senate to ensure quorum is met.
- 313.08 If at any time Members of the Senate need to be excused from the online session, they shall type "*point of privilege*" in the chat or through email. They will then wait until you are acknowledged by the Vice President.
- 313.09 The Vice President shall call on the member of senate and at that time they are to address that they are requesting a point of privilege. Upon their arrival back into the session, they will need to type in the chat, "arrived" at *insert time*. If they are not able to join Senate as soon as they are to join the session they must type in the chat, their position, their name, and their time of arrival.
- 313.10 The voting procedures will be defined by the Roberts Rules of Order.
- 313.11 Vice President shall proceed to call on members in the order they appear in the chat.
- 313.12 During the online Senate session, all mics will be muted, excluding the Vice President and the Senate Pro Tempore. A members' mic shall only be unmuted once you are addressed by the Vice President. In order to obtain the floor members must type in the chat the reason they are seeking to obtain the floor and then wait until they are called on by the Vice President .

