6-19-2013

UCGA Committee Standard Operating Procedures (approved 06-19-13)

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Standard Operating Procedure

University, Community & Government Affairs

1. Constitutional Conformity

1.1 The Rules of Procedure for the Committee on University, Community & Government Affairs shall not conflict with the Student Government Constitution.

1.2 The Rules of Procedure of the Committee on University, Community & Government Affairs shall not conflict with the Student Government Statutes. They may, however, further define any section of statutes that deals with the operation of the Committee on University, Community & Government Affairs.

2. Meetings of the Committee on University Affairs

2.1 The Committee on University, Community & Government Affairs Chair shall determine the time, day, place, and frequency of the regular Committee meeting.
2.2 The Committee Chair may call a special meeting of the Committee, if necessary, provided that all Senators are given a minimum of twenty-four (24) hours’ notice of the special meeting.

2.3 Quorum

2.3.1 Quorum will be defined as half plus one of all active Committee members for regularly called meetings of the Committee.

2.3.2 Quorum for general/regular meetings of the Committee shall not count excused absences into their count for quorum.

2.4 Meetings of the Committee on University, Community & Government Affairs shall be governed by Robert’s Rules of Order with the level of adherence to be determined by the Chair.

2.5 At any time during a regular meeting of the Committee on University, Community & Government Affairs, the Standard Operating Procedures may be suspended until the adjournment of the meeting.

3. Attendance

3.1 Committee members are expected to attend all meetings of the Committee on University, Community & Government Affairs.

3.2 The Vice-Chair shall assist the Chair in normal operating procedures of the committee. The Vice-Chair holds all of the same responsibilities and privileges as the Chair when acting in that capacity.

3.3 Senators will be assessed points for failure to attend the required meetings in accordance with Senate Rules of Procedure when the point system is active.

3.3.1 Any Senator with a class conflict shall be excused until fifteen (15) minutes after the class has ended.

3.3.2 Senators may be excused from a committee meeting at the discretion of the committee chair.

4. Agenda
4.1 The Committee Chair shall determine the agenda for each regular Committee meeting no later than twenty-four (24) hours before the Committee meeting.

4.1.1 Agendas for regular Committee Meetings may be amended on the floor during the Additions, Deletions, and/or Clarifications to the Orders of the Day.

4.1.2 Open Forum will be entertained before the undertaking of Business by the Committee.

5. **Committee on University, Community & Government Affairs Duties**

5.1 The duties of the Committee on University, Community & Government Affairs are incorporated with the Senate Rules of Procedure.

5.2 Committee members shall perform the duties and assignments delegated to them by the Committee Chair.

5.3 Minutes shall be recorded and archived to the policies of the Student Government and the State of Florida. Minutes may be recorded by audio device and transcribed, or typed directly.

5.4 Committee members shall provide a short report of their progress on assigned duties each week either through the committee meetings or in print to the Committee on University, Community & Government Affairs Vice-Chair.

6. **Committee on University, Community & Government Affairs Chair**

6.1 The duties of the Committee on University, Community & Government Affairs shall include but not be limited to the following:

6.1.1 Chairmanship of all Committee meetings as well as all associated hearings.

6.1.2 Oversight of all Committee paperwork.
6.1.3 Representation of the Committee before Senate and the Senate Executive Committee.

6.1.4 Preparation and submission of a comprehensive report of the Committee to the Senate at the end of each semester.

6.1.5 Submission of all reports in writing required by Statutes or ROPs to the appropriate individuals and/or entities.

6.1.6 Delegation of duties, projects, and liaison assignments to committee members as necessary.

7. **Committee on University, Community & Government Affairs Vice-Chair**

7.1 The duties of the Committee on University, Community & Government Affairs Vice-Chair shall include but not be limited to the following:

7.1.1 Chairmanship of Committee on University, Community & Government Affairs meetings in the absence of the Chair.

7.1.2 Assistance to the Committee Chair in the completion of his/her duties.

7.1.3 The use of a SG digital voice recorder to record minutes is preferred, but minutes may also be transcribed directly by hand or on a computer.

7.1.4 Oversight of the submission and review of committee members’ weekly reports.