

## **TITLE XII: STUDENT GOVERNMENT IN THE SUNSHINE ACT**

### **Chapter 1200 Student Government Agent Requirements**

All Student Government Agents are responsible for adhering to the requirements of “Title XII: Student Government in the Sunshine Act,” the policies and procedures of the University of Central Florida, and all other requirements of the Sunshine Act and Public Records Act, as specified by law.

### **Chapter 1201 Student Government Meetings**

- 1201.1 Student Government meetings are public meetings that must be held in compliance with the provisions of the Sunshine Law and Florida Statutes.
- 1201.2 Notice of all Student Government meetings must be posted in a public place in the Student Government Association office, or in the closest place possible to where the meeting shall be conducted, at least 24 hours in advance of such meetings.
  - A. The time, place, and agenda of such meetings shall be incorporated into meeting notices. If no agenda is available, subject matter summations may be used.
  - B. All meeting notices must be signed by a Student Government Agent who is authorized to call for the meeting. A copy of the meeting notice shall be kept by the Agent for record-keeping purposes.
  - C. All meeting notices must be time-stamped prior to being posted in order to be considered valid.
  - D. Copies of meeting notices shall be furnished to any individual upon request.
- 1201.3 All Student Government meetings must be called to order within 30 minutes of the time stated on the meeting notice.
- 1201.4 Minutes are to be promptly recorded at all Student Government meetings, which shall be public record and open to public inspection. Additionally, copies of all public meeting minutes will be published on the Student Government website.

### **Chapter 1202 Public Records**

- 1202.1 All individuals requesting to inspect or obtain copies of public records from Student Government shall be permitted to do so as specified in the Public Records Act in Florida Statutes.
- 1202.2 A statement must be placed in a conspicuous location on the Student Government website and all e-mails sent from Student Government e-mail accounts notifying the recipient(s) that Student Government Association communications may be subject to public records laws.

**Chapter 1203 Voting Requirements**

All Student Government Agents must adhere to all applicable voting and abstention requirements specified in Florida Statutes.

**Chapter 1204 Electronic Log of Legislation**

All bills, resolutions, special acts, constitutional amendments, and referenda forwarded in whole to the Office of the Student Body President for publication on the SGA website after being finalized, and signed by all necessary parties.

**Chapter 1205 Roll Call Votes**

Record of all roll call votes shall be published on the Student Government Association website and shall include the names and vote for all casted responses.

**Chapter 1206 Electronic Voting Records**

1206.1 Electronic voting systems may be utilized to cast and record votes during Student Government Association meetings. Voting records must contain the names and titles of the SGA agents casting a vote and what their vote is. These records shall be posted to the Student Government Association website within four (4) business days of voting.

**Chapter 1207 Sunshine Act Education**

1207.1 The Attorney General shall be responsible for educating Student Government Agents on all provisions and changes to the Sunshine Act and Public Records Act as they relate to Student Government Agents.

**HISTORY:**

BILL 37-63 (4/21/05) BILL 37-67 (06/28/05) BILL 39-37 (02/22/07) BILL 41-114 (08/19/09) BILL 51-35 (5/16/19)