

# **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” 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 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 The following statement must be placed in a conspicuous location on the Student Government website and all e-mails sent from Student Government e-mail accounts: “Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic

mail to this entity. Instead, contact this office by phone or in writing.”

**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 shall be given a short descriptive phrase, 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**

All roll call votes on the final reading of a bill, resolution, special act, or constitutional amendment in the Student Senate must be subsequently published on the Student Government website; this shall include the names and vote of all voting Senators (i.e., “Yes [names of Senators voting for the measure], No [names of Senators voting against the measure], Abstain [names of Senators abstaining from voting]”). The LJR Chair must forward the list of roll call votes to the Office of the Student Body President for its publication.

**Chapter 1206 Sunshine Act Education**

The Attorney General shall be responsible for educating Student Government Agents on all provisions and changes to the Sunshine Act and Public Records Act, through measures including but not limited to, creating and updating a manual describing these provisions 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)