



Flowcharts & Storyboards

EME6613-19Spring oW61

Prepared for Mr. Wills Brown and the UCF SGA

Group 5

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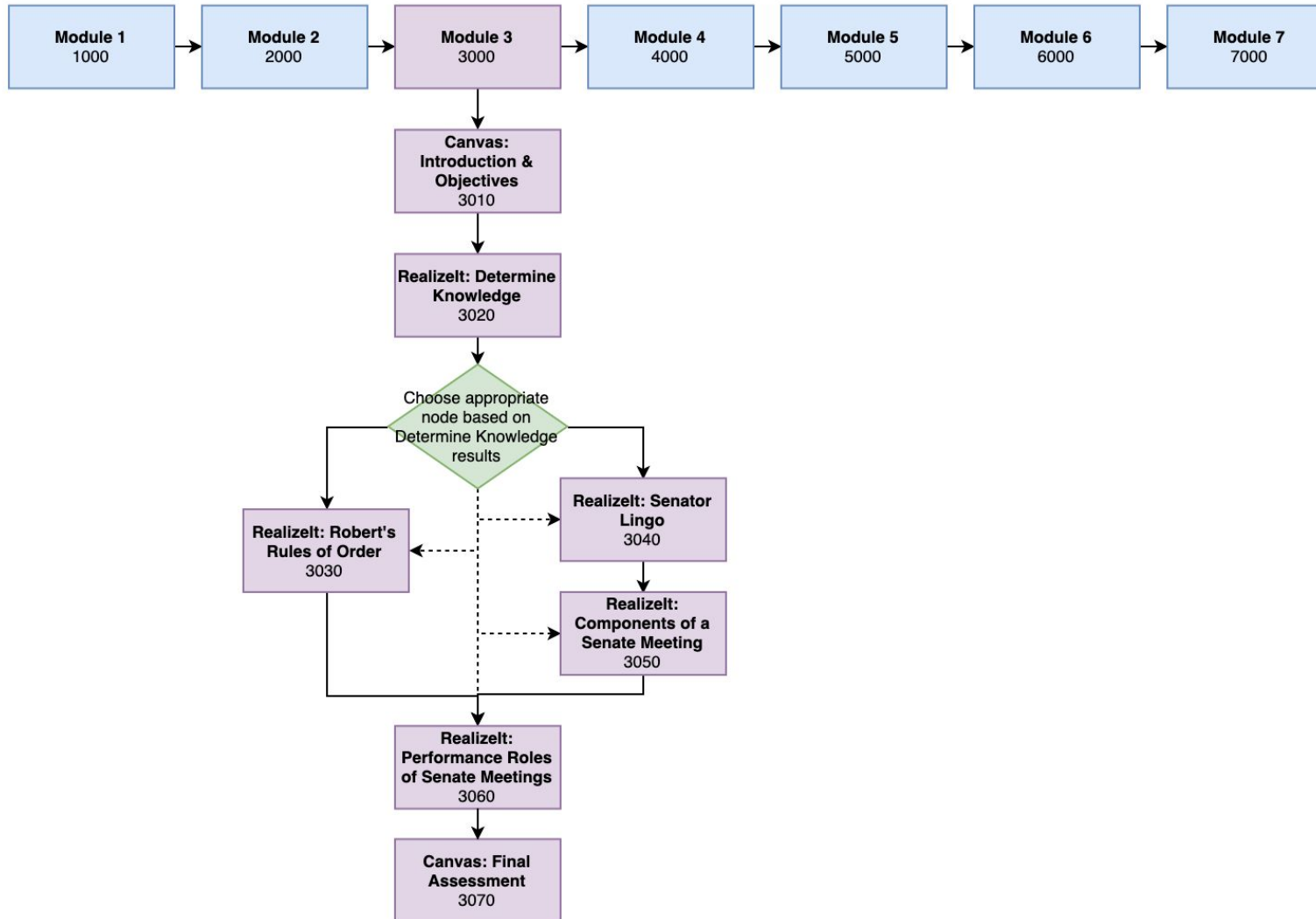
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Flowchart

Figure 1 details the flowchart for the Senate Onboarding Course, with a focus on Module 3: Participate in a Senate Meeting.

Figure 1. Flowchart of Senate Onboarding Course: Module 3



Storyboards

The storyboards in this document correlate to the Module 3 boxes from the flowchart in **Figure 1**. Additional storyboards may be provided for videos not yet created for the course. A combination of storyboard templates for Canvas and RealizeIt were used to accommodate the mixture of delivery methods used for this course. Storyboards include all textual, visual and instructional elements that will be located on the screen for the learner. Rubrics, job aids, and additional course materials are located in the **Appendices**.

List of Storyboards

Canvas Storyboards

- Introduction and Objectives Storyboard
- Final Assessment Storyboard


RealizeIt Storyboards

- Robert's Rules of Order Storyboard
- Senator Lingo Storyboard
- Components of a Senate Meeting Storyboard
- Performance Roles in Senate Meetings Storyboard

Video Storyboards

- Motion Hand Gestures Video Storyboard
- Performance Roles Video Storyboard
- Question & Debate Storyboard
- Special Sessions Storyboard

Introduction and Objectives Storyboard

<p>Project Title: Senate Onboarding Course Page: 1 of 1 Lesson Title: Introduction and Objectives</p>	<p>Date: 04/12/19 File Name: 3.0 Introduction and Objectives Frame #: 3010</p>	<p>[Unit Title] Module 3 Introduction and Objectives</p>
<p>Links</p> <ul style="list-style-type: none"> ● Links from Screen: Previous module ● Links to Screen: 3020 	<p>Screen Description: The Canvas page includes text and video to introduce the learner to Module 3.</p>	<p>[Heading] Introduction</p>
<p>Module 3 Introduction and Objectives</p> <p>Introduction</p> <p>One of the largest components of being a Senator at UCF is attending Senate meetings. SGA Senate meetings model the same Senate meetings of the U.S. government. Think of a Senate meeting. How would a successful Senator participate in a Senate meeting? Can you see yourself confidently participating in a Senate meeting at this point in time? If you've already participated in a Senate meeting, do you believe there are ways to improve your current participation in Senate meetings?</p> <p>Due to the large number of moving parts of a Senate meeting, comprehending and participating in a Senate meeting can be one of the most difficult parts of being a UCF Senator. This module will focus on all aspects that you'll encounter as a Senator during a Senate meeting.</p> <p>Watch the following video for a brief overview of Senate meetings by current Senator Diane Lieu.</p>  <p>Objectives</p> <p>At the end of this module, you will be able to:</p> <ul style="list-style-type: none"> ● Apply Robert's Rules of Order ● Describe commonly used acronyms ● Interpret a Senate meeting agenda ● Identify forums ● Distinguish various announcements from SGA members ● Identify different types of legislation ● Participate in a questioning and debate ● Distinguish special sessions 		<p>[Body] One of the largest components of being a Senator at UCF is attending Senate meetings. SGA Senate meetings model the same Senate meetings of the U.S. government. Think of a Senate meeting. How would a successful Senator participate in a Senate meeting? Can you see yourself confidently participating in a Senate meeting at this point in time? If you've already participated in a Senate meeting, do you believe there are ways to improve your current participation in Senate meetings?</p> <p>Due to the large number of moving parts of a Senate meeting, comprehending and participating in a Senate meeting can be one of the most difficult parts of being a UCF Senator. This module will focus on all aspects that you'll encounter as a Senator during a Senate meeting.</p> <p>Watch the following video for a brief overview of Senate meetings by current Senator Diane Lieu.</p>
<p>Background: Webcourses default background Color Schemes: Webcourses default color scheme Text Attributes:</p> <ul style="list-style-type: none"> ● Webcourses default text ● Unit Title - Page Title ● Heading - Heading 2 	<p>Audio: N/A Video: Senate Onboarding Module (https://www.youtube.com/watch?v=IUP89Qi-sCo) Animated Gifs: N/A Graphic Stills: N/A</p>	<p>[Heading] Objectives</p> <p>[Body] At the end of this module, you will be able to:</p> <ul style="list-style-type: none"> ● Apply Robert's Rules of Order ● Describe commonly used acronyms ● Interpret a Senate meeting agenda ● Identify forums ● Distinguish various announcements from SGA members ● Identify different types of legislation ● Participate in a questioning and debate ● Distinguish special sessions
<p>Developer's Notes: A video is embedded to give learners a brief introduction to Senate meetings and prepare them for the rest of the module. A transcript of this video is located in Appendix A.</p>		

Robert's Rules of Order Storyboard

SECTION INTRO: An Intro to Robert's Rules of Order

HEADING: History and Purpose

The "Robert" in Robert's Rules of Order is named after a Union general during the end of the Civil War. Robert was made civil governor of a region in the South during the reconstruction. Considering most meetings of governors in the South often came to fists, Robert wanted to instill some degree of order by using rules for a meeting. Does anyone see the connection? Hence, Robert's Rules of Order were born. There have been about seven edition updates since, and through your hard paid activity and service fees, we have several copies of the most up to date edition of Robert's Rules.

Robert's Rules was written with two things in mind that have been unchanging: (1) that the majority rules and (2) the minority still gets a chance to speak their piece. These concepts of majoritarian rule with minority considerations come from Jefferson's Rules written for Congress during the early stages of American politics that set the ground rules for the way the House of Representatives debate. Our Student Senate borrows heavily from legislative traditions and the text of Robert's Rules itself.

SECTION LEARNING: Important Terms

- **Point of Privilege:** Pertains to noise, personal comfort, etc.
 - May interrupt only if necessary!
- **Parliamentary Inquiry:** Inquire as to the correct motion - to accomplish a desired result, or raise a point of order
- **Point of Information:** Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."
- **Orders of the Day (Agenda):** A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)
- **Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
- **Main Motion:** Brings new business (the next item on the agenda) before the assembly
- **Divide the Question:** Divides a motion into two or more separate motions
 - Separate motions must be able to stand on their own
- **Consider by Paragraph:** Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble can not be considered until debate on the body of the paper has ceased.
- **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
- **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor

- **Commit /Refer/Recommit to Committee:** State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).
- **Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time
- **Limit Debate:** Closing debate at a certain time, or limiting to a certain period of time
- **Postpone to a Certain Time:** State the time the motion or agenda item will be resumed
- **Object to Consideration:** Objection must be stated before discussion or another motion is stated
- **Lay on the Table:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending
- **Take from the Table:** Resumes consideration of item previously "laid on the table" - state the motion to take from the table
- **Reconsider:** Can be made only by one on the prevailing side who has changed position or view
- **Postpone Indefinitely:** Kills the question/resolution for this session
 - Exception: the motion to reconsider can be made this session
- **Previous Question:** Closes debate if successful - may be moved to "Close Debate" if preferred
- **Informal Consideration:** Move that the assembly go into "Committee of the Whole" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
- **Appeal Decision of the Chair:** Appeal for the assembly to decide - must be made before other business is resumed
 - NOT debatable if relates to decorum, violation of rules or order of business
- **Suspend the Rules:** Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified

HEADING: References

- The Rules. (n.d.). Retrieved from <https://robertsrules.org/motionsguide.php>

SECTION LEARNING: Motions

In order to make things happen in a meeting, people “move” to take action. The person making the motion is called the movant. When someone wants to take action and move to do something, he or she says, “I move to...” Do not say, “I motion that we...” You do not “motion” for anything. You “move.” Motion is a noun, whereas move is a verb.

With some motions, an accompanying hand gesture is required. Watch the video below to learn about the hand gestures you’ll need to know as a Senator.

START VIDEO

SOURCE:	View Motion Hand Gestures Video Storyboard
ALT TEXT:	Motion Hand Gestures
TRANSCRIPT:	

END VIDEO**SECTION EXAMPLE:** Proper Speech for Motions

When making a motion, it's just as important to use the proper verbiage to accompany the proper hand gesture. Review the chart for some of the most common motions you'll hear during a Senate Meeting.

Type of Motion	How to Speak
Approval of the Minutes	"Please take a look over the minutes from last meeting and make any changes at this time."
Approval of the Agenda	"Please take a look over the agenda for today's meeting and make any changes at this time."
Call to Order	"I hereby call this meeting to order."
Motion to Limit/Extend Debate	"I move that we limit debate to five minutes."

There are many other types of motions you may need to know during a typical Senate meeting. View the Robert's Rules Job Aid [*see Appendix B*] for a full list of motions. You can use this document at any time during your term as a Senator.

SECTION QUESTIONS: Review

In this lesson, we reviewed Robert's Rules of Order, an important list of rules to follow during your time as a Senator.










START MATCHING QUESTION

QUESTION TEXT: (Required)	Match the following statements with the correct Rule.
-------------------------------------	---

HINT TEXT: (Optional)	
SOLUTION TEXT: (Optional)	
FIXED OPTION SETS (At least two required)	MATCHING ITEM (Required)
“Please take a look over the minutes from last meeting and make any changes at this time.”	Approval of the Minutes
“I hereby call this meeting to order.”	Call to Order
“Please take a look over the agenda for today’s meeting and make any changes at this time.”	Approval of the Agenda
“I move that we limit debate to five minutes.”	Motion to Limit/Extend Debate

END MATCHING QUESTION

Motion Hand Gestures Video Storyboard

<p>Project Title: Senate Onboarding Course Page: 1 of 1 Lesson Title: Robert's Rules of Order Date: 04/13/19 File Name: Module3.Video1.mp4</p>		<p>Script: Frame 1 - Title Introduction to Robert's Rules</p> <p>Frame 2 - Talking Head In this video, we'll go over the four hand gestures you'll need to know to participate in a Senate meeting.</p> <p>Frame 3 - Closed Fist The closed fist is used to approve the minutes and agenda, begin debate, ask for a vote, extend time, postpone legislation, make an amendment, challenge a ruling, reconsider a vote, take a break, and end the meeting. Here's how to use it: - I move to approve the minutes. - I move to approve the agenda. - I move to debate on ... - I move to vote on ... - I move to extend time by 5 minutes. - I move to postpone indefinitely. - I move to see my amendment. - I move to reconsider the vote on ... - I move to recess for 10 minutes. - I move to adjourn pending final roll call.</p> <p>Frame 4 - Open Hand The open hand is used to be acknowledged and join the session after initial roll call. It is also used to participate in questioning and to provide comments and arguments in debate. For example, while using this hand gesture, you could ask "How were the students attending this conference selected?" You could also say, "I am in support of this resolution."</p> <p>Frame 5 - OK Hand The OK hand with the index finger and thumb forming an open circle is used for points of information. If the Senate President says, "Point of information," you could use this hand gesture and say, "There are approximately 69,000 students enrolled at UCF."</p> <p>Frame 6 - Pinched Hand The pinched hand is similar to the OK hand but instead flattens the index finger and thumb together. It is used for points of inquiry. If the Senate President says, "Point of inquiry," you could use this hand gesture and say, "Point of inquiry." (to be continued on next page)</p>
<p>Links</p> <ul style="list-style-type: none"> • Links from Screen: N/A • Links to Screen: N/A 	<p>Screen Description: This video will feature live footage of a talking head, examples of the hand gestures, an example of the correct hand gesture usage, and a non-example of hand gesture usage. The corresponding audio for each frame is included in the right column.</p>	
<div style="display: flex; flex-wrap: wrap; justify-content: space-around;"> <div style="text-align: center; width: 30%;">  <p>Frame #1</p> </div> <div style="text-align: center; width: 30%;">  <p>Frame #2</p> </div> <div style="text-align: center; width: 30%;">  <p>Frame #3</p> </div> <div style="text-align: center; width: 30%;">  <p>Frame #4</p> </div> <div style="text-align: center; width: 30%;">  <p>Frame #5</p> </div> <div style="text-align: center; width: 30%;">  <p>Frame #6</p> </div> <div style="text-align: center; width: 30%;">  <p>Frame #7</p> </div> <div style="text-align: center; width: 30%;">  <p>Frame #8</p> </div> <div style="text-align: center; width: 30%;">  <p>Frame #9</p> </div> </div>		
<p>Text Attributes:</p> <ul style="list-style-type: none"> • Text titles: Arial Round, 48 pts 	<p>Audio: Embedded in video Video: Size 1920x1080, format mp4 (h.264)</p>	
<p>Developer's Notes: Fade in at beginning and end with basic cuts in between footage for the remainder of the video.</p>		

inquiry,” you could use this hand gesture to ask, “Are we in questioning or debate?”

Frame 7 - Senator in Senate Meeting

[paused video]

Here are some ways examples of incorrect and correct usage of Robert’s Rules of Order.

- I move to vote on Bill 51-27.

[Senate President] - We’re still in questioning.

Frame 8 - Senator in Senate Meeting

[Senate President] - Chair Olsen.

- May I direct a question to a non-committee member?

- You may.

Frame 9 - Talking Head

It’s important to know these hand gestures when attending a Senate meeting. Memorizing these few gestures will help you become a successful Senator.

Senator Lingo Storyboard

SECTION INTRO: Commonly Used Acronyms

During your time as a senator at UCF, you'll encounter a number of acronyms that may be unfamiliar to you. These acronyms will be heard frequently during Senate meetings, and you'll see them listed in each Senate agenda. In order to fully participate in a Senate meeting, you'll need to know these acronyms.

Acronym	Full Phrase
SGA	Student Government Association
SGLC	Student Government Leadership Council
FAO	Financial Allocation for Organizations
CRT	Conference, Registration, & Travel
ORS	Operations Review & Sanctions
A&SF	Activity and Service Fee
ILA	Internal Legislative Assistant
ELA	External Legislative Assistant
DPT	Deputy Pro Tempore
LJR	Legislative, Judicial, & Rules
EA	Elections & Appointments
GAP	Governmental Affairs and Policies
SBA	Student Body Advocacy

SECTION HEADING: Important Senate Groups, within the Legislative Branch, their primary roles, and the commonly used associated acronym.

1. **Student Government Association (SGA)** The overall governing organization for the university modeled after the US government. The SGA's three branch (Executive, Legislative, and Judicial) goal is to represent the entire student body and connect their voice to the decisions made in all levels of the university's decision making.
2. **Student Government Leadership Council (SGLC)** Committee responsible for encouraging student participation in the university's Student Government Association.
3. **Financial Allocation for Organizations (FAO)** Committee responsible to manage any fiscal matters presented to the Senate and its future budget.
4. **Conference, Registration, and Travel (CRT)** Committee responsible for debating, amending and passing measures that pertain to the conference and travel account.
5. **Operations Review and Sanctions (ORS)** Committee responsible for tracking and auditing any funding the Student Senate allocate in order to ensure funding is spent properly. ORS is responsible for implementing sanctions on any university organization found to be mishandling funds.
6. **Activity and Service Fee (A&SF)** Credit hour fee collected by the university and managed by the Activity and Service Fee Business Office and provide support for RSOs.
7. **Internal Legislative Assistant (ILA)** Member of the Senate Executive Committee with voting and debating privileges and shall count towards quorum only if the Senate President is not present
8. **External Legislative Assistant (ELA)** Member of the Senate Executive Committee with voting and debating privileges and shall count towards quorum only if the Senate President is not present
9. **Deputy Pro Tempore (DPT)** Member of the Senate Executive Committee with voting and debating privileges and if the Senate President Pro Tempore is not present.
10. **Legislative, Judicial, & Rules (LJR)** Committee responsible for deciding on issues presented to the SGA Senate not covered by the jurisdiction of other standing committees.
11. **Elections & Appointments (E&A)** Committee responsible for measures pertaining to elections and the Elections Statutes, appointments to the office, and any amendments brought up to a bill.
12. **Governmental Affairs and Policies (GAP)** Committee responsible for researching state legislature and informing measures pertaining to the student body recommendation of state legislature.
13. **Student Body Advocacy (SBA)** Committee responsible for representing and informing the measures affecting the student body.

HEADING: Resources

Download the Senator Lingo Job Aid [*see Appendix C*] to refer back to these acronyms whenever you need them.

SECTION REVIEW: Review**START ENTER-ANSWER QUESTION**

QUESTION TEXT: (Required)	What does the acronym SGA stand for?
HINT TEXT: (Optional)	
SOLUTION TEXT: (Optional)	
ANSWERS (At least one required)	ANSWER TYPE (String/Number)
Student Government Association	String

END ENTER-ANSWER QUESTION**START ENTER-ANSWER QUESTION**

QUESTION TEXT: (Required)	What does the acronym SGLC stand for?
HINT TEXT: (Optional)	
SOLUTION TEXT: (Optional)	
ANSWERS (At least one required)	ANSWER TYPE (String/Number)

Student Government Leadership Council	String
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END ENTER-ANSWER QUESTION

START ENTER-ANSWER QUESTION

QUESTION TEXT: (Required)	What does the acronym FAO stand for?
HINT TEXT: (Optional)	
SOLUTION TEXT: (Optional)	
ANSWERS (At least one required)	ANSWER TYPE (String/Number)
Financial Allocation for Organizations	String

END ENTER-ANSWER QUESTION

START ENTER-ANSWER QUESTION

QUESTION TEXT: (Required)	What does the acronym CRT stand for?
HINT TEXT: (Optional)	
SOLUTION TEXT: (Optional)	
ANSWERS (At least one required)	ANSWER TYPE (String/Number)
Conference,	String

Registration & Travel	
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END ENTER-ANSWER QUESTION

START ENTER-ANSWER QUESTION

QUESTION TEXT: (Required)	What does the acronym ORS stand for?
HINT TEXT: (Optional)	
SOLUTION TEXT: (Optional)	
ANSWERS (At least one required)	ANSWER TYPE (String/Number)
Operations Review & Sanctions	String

END ENTER-ANSWER QUESTION

START ENTER-ANSWER QUESTION

QUESTION TEXT: (Required)	What does the acronym A&SF stand for?
HINT TEXT: (Optional)	
SOLUTION TEXT: (Optional)	
ANSWERS (At least one required)	ANSWER TYPE (String/Number)
Activity & Service Fee	String

END ENTER-ANSWER QUESTION

START ENTER-ANSWER QUESTION

QUESTION TEXT: (Required)	What does the acronym ILA stand for?
HINT TEXT: (Optional)	
SOLUTION TEXT: (Optional)	
ANSWERS (At least one required)	ANSWER TYPE (String/Number)
Internal Legislative Assistant	String

END ENTER-ANSWER QUESTION**START ENTER-ANSWER QUESTION**

QUESTION TEXT: (Required)	What does the acronym ELA stand for?
HINT TEXT: (Optional)	
SOLUTION TEXT: (Optional)	
ANSWERS (At least one required)	ANSWER TYPE (String/Number)
External Legislative Assistant	String

END ENTER-ANSWER QUESTION**START ENTER-ANSWER QUESTION**

QUESTION TEXT: (Required)	What does the acronym DPT stand for?
HINT TEXT: (Optional)	
SOLUTION TEXT: (Optional)	
ANSWERS (At least one required)	ANSWER TYPE (String/Number)
Deputy Pro Tempore	String

END ENTER-ANSWER QUESTION

START ENTER-ANSWER QUESTION

QUESTION TEXT: (Required)	What does the acronym LJR stand for?
HINT TEXT: (Optional)	
SOLUTION TEXT: (Optional)	
ANSWERS (At least one required)	ANSWER TYPE (String/Number)
Legislative, Judicial & Rules	String

END ENTER-ANSWER QUESTION

START ENTER-ANSWER QUESTION

QUESTION TEXT: (Required)	What does the acronym E&A stand for?
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HINT TEXT: (Optional)	
SOLUTION TEXT: (Optional)	
ANSWERS (At least one required)	ANSWER TYPE (String/Number)
Elections & Appointments	String

END ENTER-ANSWER QUESTION

START ENTER-ANSWER QUESTION

QUESTION TEXT: (Required)	What does the acronym GAP stand for?
HINT TEXT: (Optional)	
SOLUTION TEXT: (Optional)	
ANSWERS (At least one required)	ANSWER TYPE (String/Number)
Governmental Affairs and Policies	String

END ENTER-ANSWER QUESTION

START ENTER-ANSWER QUESTION

QUESTION TEXT: (Required)	What does the acronym SGA stand for?
HINT TEXT:	

(Optional)	
SOLUTION TEXT: (Optional)	
ANSWERS (At least one required)	ANSWER TYPE (String/Number)
Student Body Advocacy	String

END ENTER-ANSWER QUESTION

SOURCE:	Screenshot of Word document
ALT TEXT:	Sample agenda

END IMAGE**SECTION LEARNING:** Announcements & Reports

The Senate meetings are called to order by the Chair, typically the Senate President. Following the Call to Order, the Student Body Senate observes the Pledge of Allegiance and, if available, the National Anthem. Then the Legislative, Judicial & Rules (LJR) Chair completes the Roll Call and Verification of Quorum. Quorum is defined as more than fifty-percent (50%) of the membership of currently filled seats, with members who are eligible to vote. If quorum is met, the meeting proceeds. If quorum is not met, the Student Body Senate can not conduct business. Approval of the Minutes is to confirm that the previous meeting's minutes accurately reflect the measures seen by the Senate. And the Approval of the Agenda locks in the measures to be seen within the current meeting.

START IMAGE

IMAGE:	<p>4.04 THE AGENDA</p> <p>A. The agenda shall govern the daily order of the Student Body Senate and shall be as follows</p> <ol style="list-style-type: none"> 1. Call to Order 2. Pledge of Allegiance 3. National Anthem 4. Roll Call & Verification of Quorum 5. Approval of the Minutes and Agenda 6. Open Forum [Non Student Body Senators may address the Student Body Senate on any pertinent issues affecting the Student Body] 7. Announcements from the Student Body President 8. Announcements from the Student Body Vice President 9. Comptroller's Report 10. Cabinet Forum 11. Announcements from the Chief Justice 12. Announcements from the Supervisor of Elections 13. Announcements from the A&SF Chair 14. Announcements from the Senate President 15. Senate President Pro Tempore Report [Five (5) minute time limit]
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SOURCE:	Senate Rule Four: Business of the Senate https://drive.google.com/file/d/1twvSHcOzEHpP3qUnbnGZMvReJOfqh5P/view?usp=sharing
ALT TEXT:	Senate Rule Four: Business of the Senate. Section 4.04A, 1 through 15.

END IMAGE

- **Open Forum** - Any Non-Senator may address the Senate on any pertinent issues affecting the Student Body.
- **Announcements from the Student Body President** - The Student Body President provides updates from Board of Trustees meetings, makes appointments for positions within SGA, among other items they deem pertinent to the Senate.
- **Announcements from the Student Body Vice President** - The Student Body Vice President may address the Senate on any pertinent issues affecting the Student Body.
- **Comptroller's Report** - The Comptroller provides the current account balance for the Conference, Registration, and Travel fund and the Senate Working fund (more commonly referred to as the Financial Allocation for Organization fund).
- **Cabinet Forum** - Any member from the Executive Branch (excluding President and Vice President) may address the Senate on any pertinent issues affecting the Student Body.
- **Announcements from the Chief Justice** - The Chief Justice will voice opinions and rulings affecting the Senate.
- **Announcements from the Supervisor of Elections** - The Student Body President provides updates on election promotion initiatives, voter turnout, and election details and results.
- **Announcements from the A&SF Chair** - The A&SF Chair provides updates on the A&SF budget.
- **Announcements from the Senate President** - The Senate President shares logistical information for the Senate including, but not limited to: retreat dates and locations, additional training requirements, banquet dates.
- **Senate President Pro Tempore Report** - The Senate President Pro Tempore provides updates regarding upcoming legislation and information to help Senators maintain compliance.
 - Half absences are also determined at the start of the Senate President Pro Tempore's report.

SECTION LEARNING: Fiscal Committees & Legislation

Fiscal Committees and Legislation relates to funding activities. This portion of the agenda begins with committee caucus time, followed by committee reports, and concludes with legislation.

START IMAGE

<p>IMAGE:</p>	<p>16. Fiscal Committee Caucus Time [Approximated and announced by the Committee Chair and enforced by the Chair/Senate President]</p> <p>17. Fiscal Committee Reports</p> <ul style="list-style-type: none"> a. Conference Registration and Travel (CRT) Committee b. Financial Allocations for Organizations (FAO) Committee c. Operations Review and Sanctions (ORS) Committee d. Fiscal Ad Hoc Committees <p>18. Fiscal Legislation</p> <ul style="list-style-type: none"> a. Notice of Internal Legislation on First Reading <ul style="list-style-type: none"> i. Constitutional Amendments ii. Bills iii. Resolutions iv. Special Acts b. Notice of Internal Legislation on Third Reading <ul style="list-style-type: none"> i. Constitutional Amendments ii. Bills iii. Resolutions iv. Special Acts c. Notice of Internal Legislation on Second Reading: <ul style="list-style-type: none"> i. Constitutional Amendments ii. Bills iii. Resolutions iv. Special Acts
<p>SOURCE:</p>	<p>Senate Rule Four: Business of the Senate</p> <p>https://drive.google.com/file/d/1twmSHcOzEHpP3qUnbnGZMvReJOfqh5P/view?usp=sharing</p>
<p>ALT TEXT:</p>	<p>Senate Rule Four: Business of the Senate. Section 4.04A, 16 through 18.</p>

END IMAGE

Committee caucus time is held if legislation needs to be revisited by the committee to meet timeline requirements. Committee reports are given by the committee chairs and will include high level information for the benefit of the Senate. Legislation is seen on first reading within the committee. Before that, it is announced on the Senate floor to be remanded to the committee. After it is seen in committee, it is seen by the Senate on second reading. Then it is seen on third reading the follow meeting. It is seen twice by the Senate to allow for any needed revisions.

This structure is also replicated for Internal Committees and Legislation.

Fiscal Bills are measures funding Registered Student Organizations (RSOs).

SECTION LEARNING: Internal Committees & Legislation

Prior to seeing Internal Committees and Legislation, the Legislative Assistants give their reports:

Internal Legislative Assistant Report - The ILA provides updates on Student Government Leadership Council.

External Legislative Assistant Report - The ELA provides updates on upcoming speakers and college meetings.

START IMAGE

IMAGE:	<ul style="list-style-type: none"> 19. Internal Legislative Assistant Report [Five (5) minute time limit] 20. External Legislative Assistant Report [Five (5) minute time limit] 21. Internal Committee Caucus Time [Approximated and announced by the Committee Chair and enforced by the Chair/Senate President] 22. Internal Committee Reports <ul style="list-style-type: none"> a. Elections and Appointments (E&A) Committee b. Legislative, Judicial, and Rules (LJR) Committee c. Student Body Advocacy (SBA) Committee d. Governmental Affairs and Policies (GAP) Committee e. Internal Ad Hoc Committees 23. Confirmations 24. Internal Legislation <ul style="list-style-type: none"> a. Notice of Internal Legislation on First Reading <ul style="list-style-type: none"> i. Constitutional Amendments ii. Bills iii. Resolutions iv. Special Acts b. Notice of Internal Legislation on Third Reading <ul style="list-style-type: none"> i. Constitutional Amendments ii. Bills iii. Resolutions iv. Special Acts c. Notice of Internal Legislation on Second Reading: <ul style="list-style-type: none"> i. Constitutional Amendments ii. Bills iii. Resolutions i. Special Acts
SOURCE:	<p>Senate Rule Four: Business of the Senate</p> <p>https://drive.google.com/file/d/1twNSHcOzEHpP3qUnbnGZMvReJOfqh5P/view?usp=sharing</p>
ALT TEXT:	<p>Senate Rule Four: Business of the Senate. Section 4.04A, 19 through 24.</p>

END IMAGE

Constitutional Amendments are measures amending The University of Central Florida Student Body Constitution. **Internal Bills** are measures amending the Student Body Statutes, and measures proposing a law not contradictory to the The University of Central Florida Student Body Constitution. **Resolutions** are measures pertaining to Senate Rule, and measures expressing the sentiment of the Student Body Senate. **Special Acts** are measures operating only upon a particular person or private concern, and measures pertaining to creating new statutes that do not amend, nor delete current statutes and their meanings.

SECTION LEARNING: Concluding Senate Meetings

Senate meetings close with Senate Forum, Senate Deliberations, the Advisors’ Report, Miscellaneous Business, Final Roll Call, and Adjournment.

START IMAGE

IMAGE:	<p>25. Senate Forum [Student Body Senators may address the Student Body Senate with any pertinent information they feel the Student Body Senate should know. Discussions of pending legislation shall not be in order at this time. Thirty (30) minute time limit, five (5) minute maximum per speaker.]</p> <p>26. Senate Deliberations [Student Body Senators may bring forth a subject for open discussion and deliberation before the Student Body Senate for a period of up to thirty (30) minutes; there shall be only one Deliberation Session per Senate Meeting.]</p> <p>27. Advisors’ Report</p> <p>28. Miscellaneous Business</p> <p>29. Final Roll Call</p> <p>30. Adjournment</p>
SOURCE:	<p>Senate Rule Four: Business of the Senate</p> <p>https://drive.google.com/file/d/1twnSHcOzEHpP3qUnbnGZMvReJOfqh5P/view?usp=sharing</p>
ALT TEXT:	<p>Senate Rule Four: Business of the Senate. Section 4.04A, 25 through 30.</p>

END IMAGE

- **Senate Forum** - Any Senator may address the Senate with any pertinent information they feel the Senate should know.
- **Senate Deliberations** - Any Senator may bring forth a subject for open discussion and deliberation before the Senate.
- **Advisors’ Report** - The Senate Advisors may share Senator successes and an assessment of the state of Senate.
- **Miscellaneous Business** - During this time, Senators may resign from or be appointed to committees.
- **Final Roll Call** - The Legislative, Judicial & Rules (LJR) Chair completes Final Roll Call.
- **Adjournment** - The Senate meetings are adjourned by the Chair.

HEADING: Additional Information Regarding the Agenda

START IMAGE

IMAGE:	<p>B. The Agenda shall govern the order of consideration of measures and shall be as follows</p> <ol style="list-style-type: none"> 1. Measures shall be categorized and considered in the following sequence <ol style="list-style-type: none"> a. Fiscal Legislation, defined as bills allocating funds from the Senate Working Fund or Registration & Travel accounts to Registered Student Organizations. b. Internal Legislation, defined as legislations not considered Fiscal Legislation. 2. Measures shall be further sorted into the following subcategories and considered in the following sequence <ol style="list-style-type: none"> a. Legislation on First Reading, defined as measures to be newly introduced and be remanded by the Chair. b. Legislation on Third Reading, defined as measures ready for final vote. c. Legislation on Second Reading, defined as measures which have been passed either favorably or unfavorably by the Senate Committee and ready for debate on the Senate Floor. 3. Measures shall be considered in numerical order. <p>C. A recess of ten (10) minutes may be observed two (2) hours after the Call of Order of Senate Meetings at the conclusion of any pending item, or at the discretion of the Chair.</p> <p>D. Agenda Deadline and Publication</p> <ol style="list-style-type: none"> 1. New measures to be included on the Agenda for Senate Meetings shall be filed with the Senate President and Senate Graduate Assistant before midnight of the Senate Meeting, or twenty-four (24) hours before a Special Session. 2. Measures to be included on the Agenda for Senate Meetings which have been previously committed by the Chair shall be reported as having passed favorably or unfavorably by the committee no later than one (1) hour before the Senate Meetings convenes.
SOURCE:	<p>Senate Rule Four: Business of the Senate https://drive.google.com/file/d/1twnSHcOzEHpP3qUnbnGZMvReJOfqh5P/view?usp=sharing</p>
ALT TEXT:	<p>Senate Rule Four: Business of the Senate. Section 4.04B, C, and D.</p>

END IMAGE

SECTION REVIEW: Review

START ORDERING QUESTION

QUESTION TEXT: (Required)	Determine the order of the following events as listed on the agenda.
HINT TEXT: (Optional)	

SOLUTION TEXT: (Optional)	
OPTION (At least two required)	
Fiscal Committee Caucus Time	
Fiscal Committee Reports	
Fiscal Legislation	
Internal Committee Caucus Time	
Internal Committee Reports	
Internal Legislation	

END ORDERING QUESTION

START ENTER-ANSWER QUESTION

QUESTION TEXT: (Required)	Using the image of the agenda, where does Senate Deliberation appear?
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	<div style="display: flex; justify-content: space-around;"> <div style="width: 45%;"> <p style="text-align: center;">Fifty-Second Student Senate 1st Meeting Minutes September 28, 2019</p> <p>Call to Order –</p> <p>Pledge of Allegiance –</p> <p>National Anthem (if available) –</p> <p>Roll Call and Verification of Quorum –</p> <p>•</p> <p>Approval of the Minutes –</p> <p>Approval of the Agenda –</p> <p>Open Forum –</p> <p>•</p> <p>Announcements from the Student Body President –</p> <ul style="list-style-type: none"> • BOT Update <ul style="list-style-type: none"> ◦ Thad Seymour has been approved as the interim president by BoT and BoG ◦ The board has asked admin to bring forward potential fee increases <p>Announcements from the Student Body Vice President –</p> <p>•</p> <p>Comptroller's Report –</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">CRT Current Account Balance</td> <td style="width: 50%;">FAO Current Account Balance</td> </tr> <tr> <td style="text-align: right;">• \$435,223.06</td> <td style="text-align: right;">• \$341,163.76</td> </tr> </table> <p>Cabinet Forum –</p> <ul style="list-style-type: none"> • Impact awards/Passing of the Gavel <p>Announcements from the Chief Justice –</p> <ul style="list-style-type: none"> • Know Your Rights Campaign <p>Announcements from Supervisor of Elections</p> <p>•</p> <p>Announcements from the A&SF Chair –</p> <p>•</p> <p>Announcements from the Senate President –</p> <ul style="list-style-type: none"> • Applications for ELA will open tomorrow, and close Tuesday, October 8th <p>Senate President Pro Tempore Report –</p> <ul style="list-style-type: none"> • College Specific Meetings start next week <p>Unfinished Business –</p> <p>•</p> <p>Fiscal Committee Caucus Time – CRT, FAO, ORS</p> <p>Fiscal Committee Reports –</p> <ol style="list-style-type: none"> 1. CRT Committee (Chair Rachel Friant); (Vice Chair Ranya Eid) - <ul style="list-style-type: none"> • Approved 14 allocations (\$5,755.00) 2. FAO Committee (Chair Giorgi Beruashvili); (Vice Chair Michael Riley) – <ul style="list-style-type: none"> • 16 Allocation requests • 10 approved, 4 pp; 2 postponed 3. ORS Committee (Chair Jesse Slomowitz); (Vice Chair Anthony Pagano) – <ul style="list-style-type: none"> • 2 approved post-funding forms. <p>Fiscal Legislation –</p> <p>Notice of Legislation on First Reading –</p> <ol style="list-style-type: none"> 1. Constitutional Amendments – 2. Bills – 3. Resolutions – 4. Special Acts – <p>Notice of Legislation on Third Reading –</p> <ol style="list-style-type: none"> 1. Constitutional Amendments – 2. Bills – <ul style="list-style-type: none"> • Fiscal Bill 52-01 (Funding for 12 members of Society of Information Display, UCF Student Branch to travel to the SID Display Week in San Jose California, from 05/12/2019-05/17/2019)(Vice Chair Amanda Gilliland) </div> <div style="width: 45%;"> <p>3. Resolutions –</p> <p>4. Special Acts –</p> <p>Notice of Legislation on Second Reading –</p> <ol style="list-style-type: none"> 1. Constitutional Amendments – 2. Bills – 3. Resolutions – 4. Special Acts – <p>Internal Legislative Assistant Report –</p> <p>•</p> <p>External Legislative Assistant Report –</p> <p>•</p> <p>Internal Committee Caucus Time – E&A,GAP, LJR, SBA</p> <p>Internal Committee Reports –</p> <ol style="list-style-type: none"> 1. E&A Committee (Chair Erika Lytle); (Vice Chair Amanda Gilliland) – <ul style="list-style-type: none"> • We looked at a few bills this week in E&A and will be seeing four of them tonight. 2. GAP Committee (Chair Kevin Olsen); (Vice Chair Daniel Robles) – <ul style="list-style-type: none"> • Intellectual Diversity Mandatory survey through BoG by directive of the State legislature 3. LJR Committee (Chair Joe Davis); (Vice Chair Emma Brandow) – <ul style="list-style-type: none"> • This week in LJR we heard several absences that built up over Spring Break. The following requests were heard and voted on. 4. SBA Committee (Chair VACANT); (Vice Chair Anthony Lopez) – <ul style="list-style-type: none"> • We went over student concern forms. Influx of Universal Knights questions. <p>Confirmations –</p> <p>•</p> <p>Internal Legislation –</p> <p>Notice of Legislation on First Reading –</p> <ol style="list-style-type: none"> 1. Constitutional Amendments – 2. Bills – <ul style="list-style-type: none"> • Internal Bill 51-24 (Updates to Title I: The System of Statutes)(Senator Ryan Regan); Remand to LJR 3. Resolutions– <ul style="list-style-type: none"> • Resolution 51-39 (Resolution Encouraging Universities to be in compliance with voter ID laws)(Vice Chair Anthony Lopez and Senator Fritz Farrow); Remand to GAP 4. Special Acts – <p>Notice of Legislation on Third Reading –</p> <ol style="list-style-type: none"> 1. Constitutional Amendments – 2. Bills – 3. Resolutions – <ul style="list-style-type: none"> • Special Act 51-01 (The Addition of The Office of Integrity and Ethical Development as a Student Government Association Affiliated Department)(Senator Ryan Regan); Passed, 39-0-0 4. Special Acts – <p>Notice of Legislation on Second Reading –</p> <ol style="list-style-type: none"> 1. Constitutional Amendments – 2. Bills – <ul style="list-style-type: none"> • Internal Bill 51-20 (Updates to Title VI: The Election Statutes, Chapter 60)(Vice Chair Amanda Gilliland); Passed, 37-0-2 3. Resolutions– 4. Special Acts – <p>Senate Forum –</p> <p>•</p> <p>Senate Deliberations –</p> <p>•</p> <p>Advisor's Report –</p> <p>•</p> <p>Miscellaneous Business –</p> <ul style="list-style-type: none"> • Senator Math, appointed to GAP • Senator Adrian Guerra, resigned from LJR, Elected to E&A - General Consent <p>Final Roll Call –</p> <p>Adjournment –</p> </div> </div>	CRT Current Account Balance	FAO Current Account Balance	• \$435,223.06	• \$341,163.76
CRT Current Account Balance	FAO Current Account Balance				
• \$435,223.06	• \$341,163.76				
<p>HINT TEXT: (Optional)</p>					
<p>SOLUTION TEXT: (Optional)</p>					
<p>ANSWERS (At least one required)</p>	<p>ANSWER TYPE (String/Number)</p>				

END ENTER-ANSWER QUESTION
START MULTI-CHOICE QUESTION

QUESTION TEXT: (Required)	Who would make an announcement about voter guides?	
HINT TEXT: (Optional)		
SOLUTION TEXT: (Optional)		
OPTION	STATUS	EXPLANATION
Supervisor of Elections	Correct	
A&SF Chair	Incorrect	
Senate President	Incorrect	
E&A Chair	Incorrect	

END MULTI-CHOICE QUESTION

START MULTI-CHOICE QUESTION

QUESTION TEXT: (Required)	Who would make an announcement about the CRT Current Account Balance?	
HINT TEXT: (Optional)		
SOLUTION TEXT: (Optional)		
OPTION	STATUS	EXPLANATION
Comptroller's Report	Correct	
A&SF Chair	Incorrect	

ORS Chair	Incorrect	
SBA Chair	Incorrect	

END MULTI-CHOICE QUESTION

START MULTI-CHOICE QUESTION

QUESTION TEXT: (Required)	Who would make an announcement about appointment announcements?	
HINT TEXT: (Optional)		
SOLUTION TEXT: (Optional)		
OPTION	STATUS	EXPLANATION
Student Body President	Correct	
ELA	Incorrect	
FAO Chair	Incorrect	
Advisor	Incorrect	

END MULTI-CHOICE QUESTION

START MATCHING QUESTION

QUESTION TEXT: (Required)	Match the description to the correct forum type.
HINT TEXT: (Optional)	
SOLUTION TEXT: (Optional)	

FIXED OPTION SETS (At least two required)	MATCHING ITEM (Required)
Open Forum	Any Non-Senator may address the Senate on any pertinent issues affecting the Student Body.
Cabinet Forum	Any member from the Executive Branch (excluding President and Vice President) may address the Senate on any pertinent issues affecting the Student Body.
Senate Forum	Any Senator may address the Senate with any pertinent information he/she feels the Senate should know.

END MATCHING QUESTION

START MULTI-CHOICE QUESTION

QUESTION TEXT: (Required)	Which of the following types of legislation concerns funding?	
HINT TEXT: (Optional)		
SOLUTION TEXT: (Optional)		
OPTION	STATUS	EXPLANATION
Fiscal Bill	Correct	
Internal Bill	Incorrect	
Resolution	Incorrect	
Special Act	Incorrect	

END MULTI-CHOICE QUESTION

START MULTI-CHOICE QUESTION

QUESTION TEXT: (Required)	Which of the following types of legislations updates statutes?	
HINT TEXT: (Optional)		
SOLUTION TEXT: (Optional)		
OPTION	STATUS	EXPLANATION
Fiscal Bill	Incorrect	
Internal Bill	Correct	
Resolution	Incorrect	
Special Act	Incorrect	

END MULTI-CHOICE QUESTION

Performance Roles in Senate Meetings Storyboard

SECTION INTRO: Performance Roles in Senate Meetings

HEADING: Expectations on the Senate Floor

In addition to Robert's Rules of Order, which provides the structure for progressing through Senate meetings, Senate participation on the floor is also informed by Senate Rule Three: Decorum and Debate on the Senate Floor.

SECTION LEARNING: The Senate Floor

START IMAGE

<p>IMAGE:</p>	<p>3.01 SENATE FLOOR</p> <ul style="list-style-type: none"> A. The Chair may recognize non-Senators to speak before the Student Body Senate on issues germane to the measure of discussion on the Senate Floor with majority consent of the Student Body Senate. B. The Chair or the Student Body Senate, by majority vote, may order the Senate Chamber to be cleared of disruptive individuals who are interfering with the orderly transaction of business. C. An individual shall state the affiliations to Registered Student Organizations (RSOs) or special interest groups while speaking on the Senate Floor pertaining to the measure germane to the individual's affiliation. D. Student Body Senators shall confine themselves to the motions under debate, avoiding personal issues or feelings, and observe courtesy to all Student Body Senators. <p>3.02 OBTAINING THE SENATE FLOOR</p> <ul style="list-style-type: none"> A. Student Body Senators shall raise their hand if they wish to speak or deliver matter to the Student Body Senate and wait to be recognized by the Chair. B. The Chair shall rule on the order Student Body Senators shall speak when two or more Student Body Senators wish to speak. C. Student Body Senators shall remain seated or rise to address the Student Body Senate when recognized.
<p>SOURCE:</p>	<p>Senate Rule Three: Decorum and Debate on the Senate Floor https://drive.google.com/file/d/1mh15eLwSna1YjSR6RfQ50ccO86E68SrZ/view?usp=sharing</p>
<p>ALT TEXT:</p>	<p>Senate Rule Three: Decorum and Debate on the Senate Floor. Sections 3.01, 3.02.</p>

END IMAGE

SECTION LEARNING: Time and Limitation of Debate

START IMAGE

<p>IMAGE:</p>	<p>3.03 TIME AND LIMITATION OF DEBATE</p> <ul style="list-style-type: none"> A. Student Body Senators on the Senate Floor shall <ul style="list-style-type: none"> 1. Have five (5) minutes to speak on debatable motions. 2. Have five (5) minutes to speak on measures on second reading. 3. Have three (3) minutes to speak for measures on third reading. 4. Have five (5) minutes to speak during Miscellaneous Business when no motion is on the Senate Floor. B. Student Body Senators may yield their remaining time during each motion that is under discussion. <ul style="list-style-type: none"> 1. Student Body Senators can yield to another Student Body Senator. The Student Body Senator to whom time is yielded may yield back to the previous Student Body Senator for which that Student Body Senator cannot yield to another Student Body Senator. 2. Student Body Senators can yield to a non-Senator, with majority consent of the Student Body Senate. C. Introducers of measures, and other debatable motions, may have five (5) minutes of opening debate, in addition to the introducer’s allotted time. D. Introducers of legislation shall not be allowed to move the same legislation to third reading during the introducer’s introductory presentation. E. Student Body Senators may withdraw their motion if they feel that they have made an inappropriate motion.
<p>SOURCE:</p>	<p>Senate Rule Three: Decorum and Debate on the Senate Floor https://drive.google.com/file/d/1mh15eLwSna1YjSR6RfQ50ccO86E68SrZ/view?usp=sharing</p>
<p>ALT TEXT:</p>	<p>Senate Rule Three: Decorum and Debate on the Senate Floor. Section 3.03.</p>

END IMAGE

SECTION LEARNING: Senate Behavioral Standards and the Sergeant-at-Arms

START IMAGE

<p>IMAGE:</p>	<p>3.04 SENATE BEHAVIORAL STANDARDS Student Body Senators shall</p> <ul style="list-style-type: none"> A. Refrain from using profanity or making direct attacks to all Student Government Agents, organizations, representatives, or guests during the Senate Meeting. B. Address Student Government Agents, organizations, representatives, and guests by their respective titles and with courtesy and respect. C. Maintain a professional atmosphere during the Senate Meeting. D. Debate only on issues germane to specific legislation or deliberations. E. Actively pay attention to issues and legislations on the Senate Floor. <p>3.05 ROLES AND RESPONSIBILITIES OF THE SERGEANT-AT-ARMS The Sergeant-at-Arms shall</p> <ul style="list-style-type: none"> A. Attend all Senate Meetings or appoint a designee, which the President Pro Tempore must be notified, when absent. B. Remove disruptive individuals, deemed by the Chair or the Student Body Senate, from the Senate Chamber. C. Preserve order during Senate Meeting by maintaining decorum.
<p>SOURCE:</p>	<p>Senate Rule Three: Decorum and Debate on the Senate Floor https://drive.google.com/file/d/1mh15eLwSna1YjSR6RfQ50ccO86E68SrZ/view?usp=sharing</p>
<p>ALT TEXT:</p>	<p>Senate Rule Three: Decorum and Debate on the Senate Floor. Sections 3.04, 3.05.</p>

END IMAGE

SECTION REVIEW: Review**START ENTER-ANSWER QUESTION**

QUESTION TEXT: (Required)	Watch the questioning & debate video. [<i>See Question & Debate Video Storyboard.</i>] After watching the video, answer the following questions in an essay: a. What correct behaviors did you recognize in the video? b. What behaviors were incorrect? Cite specific examples in your response.
HINT TEXT: (Optional)	
SOLUTION TEXT: (Optional)	
ANSWERS (At least one required)	ANSWER TYPE (String/Number)
	String










END ENTER-ANSWER QUESTION**START ENTER-ANSWER QUESTION**

QUESTION TEXT: (Required)	Watch the special sessions video. [<i>See Special Sessions Video Storyboard.</i>] After watching the video, answer the following questions in an essay: a. What type of special session occurred in the video? b. What correct behaviors did you recognize in the video? c. What behaviors were incorrect? Cite specific examples in your response.
HINT TEXT: (Optional)	

SOLUTION TEXT: (Optional)	
ANSWERS (At least one required)	ANSWER TYPE (String/Number)
	String

END ENTER-ANSWER QUESTION




Performance Roles Video Storyboard

<p>Project Title: Senate Onboarding Course Page: 1 of 1 Lesson Title: Performance Roles in Senate Meetings Date: 04/13/19 File Name: Module3.Video2.mp4</p>		<p>Script: Frame 1 - Title Performance Roles: What to do and Not to do</p> <p>Frame 2 - Talking Head In this video, we'll go over some things you may see during questioning and debate and during special sessions. Some of which will be incorrect. First, we'll start with questioning and debate.</p> <p>Frame 3 - Senate Floor Chair: We're now in line for questions.</p> <p>Frame 4 - The Right Way For both questioning and debate, Senators should raise their hands and wait on to be called by the Chair. For questioning, you are limited to one question per measure unless approved for additional questions.</p> <p>Frame 5 - The Wrong Way During questioning, you should only ask questions that are germane, or relevant. It's also frowned upon to ask questions that have been previously asked and answered. For both questioning and debate, it's disrespectful to not pay attention to the conversation.</p> <p>Frame 6 - Talking Head There are a few types of special sessions you should know about: chair elections, A&SF budget hearings, and impeachments.</p> <p>Frame 7 - The Right Way A special hearing needs to be called to order between 9am and 7pm. Particularly for special sessions, you'll want to be prepared by reviewing ahead of time provided materials such as the proposed A&SF budget.</p> <p>Frame 8 - The Wrong Way If confused by the specifics of the special session, ask the chair. Participating and voting during a special session without fully understanding what is happening is harmful to Senate business.</p> <p>Frame 9 - Talking Head Although it's easy to spot when someone is conducting</p>
<p>Links</p> <ul style="list-style-type: none"> • Links from Screen: N/A • Links to Screen: N/A 	<p>Screen Description: This video will feature live footage of a talking head describing and demonstrating proper and improper conduct during questioning and debate, and a special sessions. The corresponding audio for each frame is included in the right column.</p>	
<div style="display: flex; flex-wrap: wrap; justify-content: space-around;"> <div style="text-align: center; width: 30%;">  <p>Frame #1</p> </div> <div style="text-align: center; width: 30%;">  <p>Frame #2</p> </div> <div style="text-align: center; width: 30%;">  <p>Frame #3</p> </div> <div style="text-align: center; width: 30%;">  <p>Frame #4</p> </div> <div style="text-align: center; width: 30%;">  <p>Frame #5</p> </div> <div style="text-align: center; width: 30%;">  <p>Frame #6</p> </div> <div style="text-align: center; width: 30%;">  <p>Frame #7</p> </div> <div style="text-align: center; width: 30%;">  <p>Frame #8</p> </div> <div style="text-align: center; width: 30%;">  <p>Frame #9</p> </div> </div>		
<p>Text Attributes:</p> <ul style="list-style-type: none"> • Text titles: Arial Round, 48 pts 	<p>Audio: Embedded in video Video: Size 1920x1080, format mp4 (h.264)</p>	

Developer's Notes: Fade in at beginning and end with basic cuts in between footage for the remainder of the video.

extremely improper behavior, it's much more difficult to spot improper behavior that's commonly displayed by many Senators. If you're ever in doubt, you can ask the Senate President or advisor.

Question & Debate Video Storyboard

<p>Project Title: Senate Onboarding Course Page: 1 of 1 Lesson Title: Performance Roles in Senate Meetings Date: 04/13/19 File Name: Module3.Video3.mp4</p>		<p>Script: Frame 1 - Title Question & Debate During a SGA Session</p> <p>Frame 2 - Talking Head As you watch the video, pay attention to the correct behaviors you recognize in the video. What behaviors were incorrect?</p> <p>Frame 3 - Senate Floor Chair: We are now in line for questioning. <i>Senator raises hand.</i> Chair: Senator Gritzman.</p> <p>Frame 4 - Male Student at Podium Senator: How many students will be attending this conference? Male Student: Fourteen. Senator: How did you--- Chair: Follow-up? Senator: Yes, follow-up. How did you select the fourteen members attending this conference? Male Student: Members that will be presenting were given preference. And the remaining six members were chosen based on how active they were.</p> <p>Frame 5 - Female Student at Podium Senator: What are some statutory requirements of a Senator? Female Student: Senators must be fiscally trained, attend Senate meetings, and sit on a committee. Senator 2: What goals do you have to improve the student experience for the College of Sciences? Female Student: I want to work with the College of Sciences advising to make walk-in advising available during registration time. Senator 3: Are affiliated with any Greek organizations? Female Student: Yes, I am. I'm a Pi Beta Phi.</p> <p>Frame 6 - Students on Devices <i>Student typing furiously on laptop and student staring off absently.</i></p> <p>Frame 7 - Students Snapping Chair: This bill has passed favorably on second reading. <i>Students snapping, applauding, cheering.</i></p>
<p>Links</p> <ul style="list-style-type: none"> • Links from Screen: N/A • Links to Screen: N/A 	<p>Screen Description: This video will feature live footage showing proper and improper conduct during questioning and debate. Learner will be required to identify what is proper and improper. The corresponding audio for each frame is included in the right column.</p>	
<div style="display: flex; flex-wrap: wrap; justify-content: space-around;"> <div style="text-align: center; margin: 10px;">  <p>Frame #1</p> </div> <div style="text-align: center; margin: 10px;">  <p>Frame #2</p> </div> <div style="text-align: center; margin: 10px;">  <p>Frame #3</p> </div> <div style="text-align: center; margin: 10px;">  <p>Frame #4</p> </div> <div style="text-align: center; margin: 10px;">  <p>Frame #5</p> </div> <div style="text-align: center; margin: 10px;">  <p>Frame #6</p> </div> <div style="text-align: center; margin: 10px;">  <p>Frame #7</p> </div> <div style="text-align: center; margin: 10px;">  <p>Frame #8</p> </div> <div style="text-align: center; margin: 10px;">  <p>Frame #9</p> </div> </div>		
<p>Text Attributes:</p> <ul style="list-style-type: none"> • Text titles: Arial Round, 48 pts 	<p>Audio: Embedded in video Video: Size 1920x1080, format mp4 (h.264)</p>	

Developer's Notes: Fade in at beginning and end with basic cuts in between footage for the remainder of the video.

Frame 8 - Male Student at Podium










Senator: I will be voting against the amendment. Although I like the resolution as a whole, I don't think we need this amendment. It's overly repetitive.

Senator 2: I disagree with DPT Tuley. This amendment ensures that students won't be harassed during elections.

Frame 9 - Closing Title

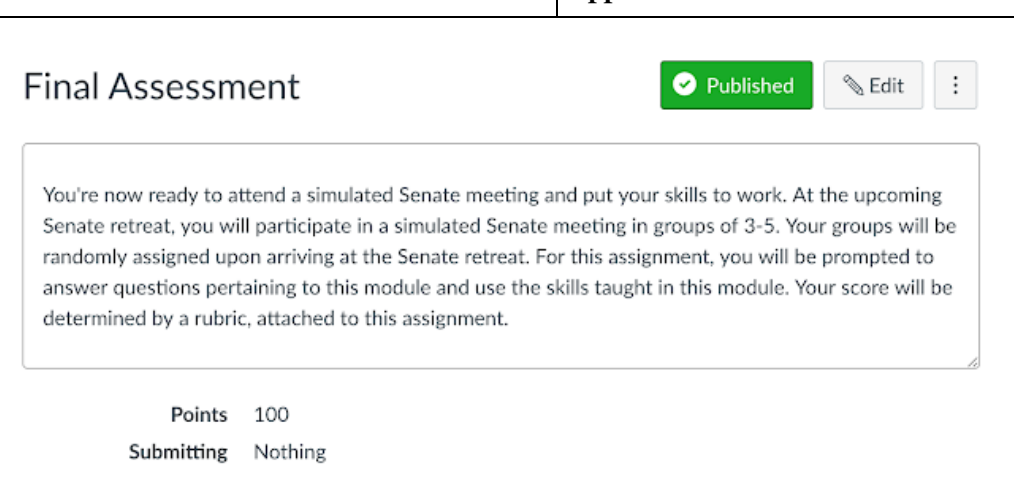
Identify the Proper and Improper Conduct

Special Sessions Video Storyboard

<p>Project Title: Senate Onboarding Course Page: 1 of 1 Lesson Title: Performance Roles in Senate Meetings Date: 04/13/19 File Name: Module3.Video4.mp4</p>		<p>Script: Frame 1 - Title Special Session</p> <p>Frame 2 - Talking Head As you watch the video, pay attention to the correct behaviors you recognize in the video. What behaviors were incorrect?</p> <p>Frame 3 - Senate Floor Chair: I call this meeting to order at 7:09 pm.</p> <p>Frame 4 - Chair at the Front of the Senate Floor Chair: Is there a motion to open nominations for Senate President? Senate Body: So moved.</p> <p>Frame 5 - Student Standing Senator: I would like to nominate my ORS chair, SGLC mentor, and good friend, Senator Doran.</p> <p>Frame 6 - Student at Podium Senator: What qualifications do you have to become the Senate President? Candidate: I was a part of SGLC my freshman year, and as a Senator last year, I sponsored twelve fiscal bills and wrote two resolutions that passed favorably on third reading.</p> <p>Frame 7 - Student Addressing the Senate Senator: Where are we in the agenda? Chair: We are currently in debate.</p> <p>Frame 8 - Student Speaking into Mic Senator: After comparing all of the candidates' goal sheets, I feel that Senator Scott is the best choice for Senate President. She not only has a clear vision for the Senate, but she also lists multiple action steps to achieve her goals.</p> <p>Frame 9 - Closing Title Identify the Proper and Improper Conduct</p>
<p>Links</p> <ul style="list-style-type: none"> • Links from Screen: N/A • Links to Screen: N/A 	<p>Screen Description: This video will feature live footage showing proper and improper conduct during a special session. Learner will be required to identify what is proper and improper. The corresponding audio for each frame is included in the right column.</p>	
<div style="display: flex; flex-wrap: wrap; justify-content: space-around;"> <div style="text-align: center; width: 30%;">  <p>Frame #1</p> </div> <div style="text-align: center; width: 30%;">  <p>Frame #2</p> </div> <div style="text-align: center; width: 30%;">  <p>Frame #3</p> </div> <div style="text-align: center; width: 30%;">  <p>Frame #4</p> </div> <div style="text-align: center; width: 30%;">  <p>Frame #5</p> </div> <div style="text-align: center; width: 30%;">  <p>Frame #6</p> </div> <div style="text-align: center; width: 30%;">  <p>Frame #7</p> </div> <div style="text-align: center; width: 30%;">  <p>Frame #8</p> </div> <div style="text-align: center; width: 30%;">  <p>Frame #9</p> </div> </div>		
<p>Text Attributes:</p> <ul style="list-style-type: none"> • Text titles: Arial Round, 48 pts 	<p>Audio: Embedded in video Video: Size 1920x1080, format mp4 (h.264)</p>	

Developer's Notes: Fade in at beginning and end with basic cuts in between footage for the remainder of the video.

Final Assessment Storyboard

<p>Project Title: Senate Onboarding Course Page: 1 of 1 Lesson Title: Final Assessment Date: 04/14/19 File Name: 3.0 Final Assessment Frame #: 3070</p>		<p>[Unit Title] Final Assessment</p> <p>[Body] You're now ready to attend a simulated Senate meeting and put your skills to work. At the upcoming Senate retreat, you will participate in a simulated Senate meeting in groups of 3-.5. Your groups will be randomly assigned upon arriving at the Senate retreat. For this assignment, you will be prompted to answer questions pertaining to this module and use the skills taught in this module. Your score will be determined by a rubric, attached to this assignment.</p> <p>[Points] 100</p> <p>[Submitting] Nothing</p>
<p>Links</p> <ul style="list-style-type: none"> • Links from Screen: Previous module • Links to Screen: 4000 	<p>Screen Description: Explanation of final assessment instructions, total number of points, and submission instructions. Not pictured in the visual below is the rubric, which is located in Appendix E.</p>	
		
<p>Background: Webcourses default background Color Schemes: Webcourses default color scheme Text Attributes:</p> <ul style="list-style-type: none"> • Webcourses default text • Unit Title - Page Title • Heading - Heading 2 	<p>Audio: N/A Video: N/A Animated Gifs: N/A Graphic Stills: N/A</p>	
<p>Developer's Notes: The rubric used for this assignment is located in Appendix E. Because the assignment will be performed in person, students will not be required to submit anything through Canvas.</p>		

Appendix A

Senate Onboarding Module Video Transcript

Welcome to the Senate Meeting module of our Senate Onboarding Course. My name is Diane. I am a Master's student in the Instructional Design and Technology program, I have three years of teaching experience in the classroom, and most importantly...I was also a Senator. In the 17 Senate meetings I've been a part of, I have spent 89 hours here in the Key West Ballroom. And the session's not over yet.

This module's going to prepare you for your numerous hours in Senate meetings. How do you want to spend your Senate meetings? Lost? Wondering if you made the right decision to join Senate? Or prepared? Feeling confident that you're the right person to sit in that seat? And if this isn't your first Senate meeting, what are ways to improve your current level of participation in Senate meetings? You'll find that this module is great for new Senators to build a foundation from AND for experienced Senators to sharpen existing knowledge.

This module will

- introduce you to Robert's Rules of Order;
- cover commonly used acronyms such as A&SF, FAO, and DPT;
- discuss the components of a Senate meeting including the agenda, the different announcements, forums, and legislation;
- and present correct and incorrect conduct during questioning, debate, and special sessions.

That is a LOT of information. But don't worry, upon completing the module, you'll be given job aids that you can refer back to during Senate meetings, and some meetings can actually be a lot of fun! The best way to get answers relating to Senate meetings is by posting in the discussion board. Not only will I be monitoring the discussion board, but so will Wills and many of your colleagues. This is a great way to deepen your understanding of Senate meetings, and I look forward to talking to you about Senate meetings in this module.

Appendix B

Robert's Rules Job Aid

This PDF will be made available during the Robert's Rules of Order section.

Figure 2. Image of Robert's Rule Job Aid PDF

Robert's Rules of Order

History & Purpose

The "Robert" in Robert's Rules of Order is named after a Union general during the end of the Civil War. Robert was made civil governor of a region in the South during the reconstruction. Considering most meetings of governors in the South often came to fists, Robert wanted to instill some degree of order by using rules for a meeting. Does anyone see the connection? Hence, Robert's Rules of Order were born. There have been about seven edition updates since, and through your hard paid activity and service fees, we have several copies of the most up to date edition of Robert's Rules.

Robert's Rules was written with two things in mind that have been unchanging: (1) that the majority rules and (2) the minority still gets a chance to speak their piece. These concepts of majoritarian rule with minority considerations come from Jefferson's Rules written for Congress during the early stages of American politics that set the ground rules for the way the House of Representatives debate. Our Student Senate borrows heavily from legislative traditions and the text of Robert's Rules itself.

Important Terms

- **Point of Privilege:** Pertains to noise, personal comfort, etc.
- **Parliamentary Inquiry:** Inquire as to the correct motion; to accomplish a desired result, or raise a point of order
- **Point of Information:** Generally applies to information desired from the speaker
- **Orders of the Day (Agenda):** A call to adhere to the agenda
- **Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made.
- **Main Motions:** Brings new business (the next item on the agenda) before the assembly
- **Divide the Question:** Divides a motion into two or more separate motions. Separate motions must be able to stand on their own.
- **Consider by Paragraph:** Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble can not be considered until debate on the body of the paper has ceased.
- **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
- **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor
- **Commit /Refer/Recommit to Committees:** State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).
- **Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time
- **Limit Debate:** Closing debate at a certain time, or limiting to a certain period of time
- **Postpone to a Certain Time:** State the time the motion or agenda item will be resumed
- **Object to Consideration:** Objection must be stated before discussion or another motion is stated
- **Lay on the Table:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending
- **Take from the Table:** Resumes consideration of item previously "laid on the table"; state the motion to take from the table
- **Reconsider:** Can be made only by one on the prevailing side who has changed position or view
- **Postpone Indefinitely:** Kills the question/resolution for this session
- **Exception:** the motion to reconsider can be made this session
- **Previous Question:** Closes debate if successful - may be moved to "Close Debate" if preferred
- **Informal Consideration:** Move that the assembly go into "Committee of the Whole" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
- **Appeal Decision of the Chair:** Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business
- **Suspend the Rules:** Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified

Motions

In order to make things happen in a meeting, people "move" to take action. The person making the motion is called the movant. When someone wants to take action and move to do something, he or she says, "I move to..." Do not say, "I motion that we..." You do not "motion" for anything. You "move." Motion is a noun, whereas move is a verb.

Main Motions. These motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion.

Purpose	You Say...	Interrupt?	2nd?	Debate?	Amend?	Vote?
Fix a time to adjourn	"I move to set the next meeting at..."	No	Yes	No	Yes	Majority
End meeting	"I move to adjourn."	No	Yes	No	No	Majority
Take break	"I move to recess for..."	No	Yes	No	Yes	Majority
Register complaint	"I rise to a question of privilege."	Yes	No	No	No	No Vote
Make follow agenda	"I call for the orders of the day."	Yes	No	No	No	No Vote
Lay aside temporarily	"I move to lay the question on the table."	No	Yes	No	No	Majority
Close debate	"I move the previous question."	No	Yes	No	No	2/3
Limit or extend debate	"I move that debate be limited to..."	No	Yes	No	Yes	2/3
Postpone to a certain time	"I move to postpone the motion to..."	No	Yes	Yes	Yes	Majority
Refer to committee	"I move to refer the motion to..."	No	Yes	Yes	Yes	Majority
Modify wording of motion	"I move to amend the motion by..."	No	Yes	Yes	Yes	Majority
Kill main motion	"I move that the motion be postponed immediately."	No	Yes	Yes	No	Majority
Bring business before assembly	"I move that/to..."	No	Yes	Yes	Yes	Majority

Incidental Motions. No order of precedence. These motions are decided immediately.

Purpose	You Say...	Interrupt?	2nd?	Debate?	Amend?	Vote?
Enforce rules	Point of Order	Yes	No	No	No	No Vote
Submit matter to assembly	"I appeal from the decision of the chair."	Yes	Yes	Varies	No	Majority
Suspend rules	"I move to suspend the rules."	No	Yes	No	No	2/3
Avoid main motion altogether	"I object to the consideration of the question."	Yes	No	No	No	2/3
Divide motion	"I move to divide the question."	No	Yes	No	Yes	Majority
Demand a rising vote	"I move for a rising vote."	Yes	No	No	No	No Vote
Parliamentary law question	Parliamentary inquiry (if urgent)	Yes (if urgent)	No	No	No	No Vote
Request for information	Point of information (if urgent)	Yes (if urgent)	No	No	No	No Vote

Motions That Bring a Question Again Before the Assembly. No order of precedence. Introduce only when nothing else is pending.

Purpose	You Say...	Interrupt?	2nd?	Debate?	Amend?	Vote?
Take matter from table	"I move to take from the table..."	No	Yes	No	No	Majority
Cancel previous addition	"I move to rescind..."	No	Yes	Yes	Yes	2/3 or Majority with notice
Reconsider motion	"I move to reconsider..."	No	Yes	Varies	No	Majority

Appendix C

List of Acronyms Job Aid

This job aid will be made available during the Senator Lingo section.

Figure 3. List of Acronyms Job Aid

Know Your Acronyms	
SGA	Student Government Association
SGLC	Student Government Leadership Council
FAO	Financial Allocation for Organizations
CRT	Conference, Registration, & Travel
ORS	Operations Review & Sanctions
A&SF	Activity & Service Fee
ILA	Internal Legislative Assistant
ELA	External Legislative Assistant
DPT	Deputy Pro Tempore
LJR	Legislative, Judicial, & Rules
E&A	Elections & Appointments
GAP	Governmental Affairs & Policies
SBA	Student Body Advocacy

Appendix D

Definitions from Components of a Senate Meeting Job Aid

This job aid will be made available during the Components of a Senate Meeting section.

Figure 4. Components of a Senate Meeting Job Aid

Components of a Senate Meeting

Agenda

The Senate meeting agenda is outlined in Senate Rule Four: Business of the Senate, in Section 4.04.

<ol style="list-style-type: none"> 1. Call to Order 2. Pledge of Allegiance 3. National Anthem 4. Roll Call and Verification of Quorum 5. Approval of the Minutes 6. Approval of the Agenda 7. Open Forum 8. Announcements from the Student Body President 9. Announcements from the Student Body Vice President 10. Comptroller's Report 11. Cabinet Forum 12. Announcements from the Chief Justice 13. Announcements from Supervisor of Elections 14. Announcements from the A&SF Chair 15. Announcements from the Senate President 16. Senate President Pro Tempore Report 17. Unfinished Business 18. Fiscal Committee Caucus Time 19. Fiscal Committee Reports 	<ol style="list-style-type: none"> 20. Fiscal Legislation 21. Notice of Legislation on First Reading 22. Notice of Legislation on Third Reading 23. Notice of Legislation on Second Reading 24. Internal Legislative Assistant Report 25. External Legislative Assistant Report 26. Internal Committee Caucus Time 27. Internal Committee Reports 28. Confirmations 29. Internal Legislation 30. Notice of Legislation on First Reading 31. Notice of Legislation on Third Reading 32. Notice of Legislation on Second Reading 33. Senate Forum 34. Senate Deliberations 35. Advisor's Report 36. Miscellaneous Business 37. Final Roll Call 38. Adjournment
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Announcements & Reports

- **Announcements from the Student Body President** - The Student Body President provides updates from Board of Trustees meetings, makes appointments for positions within SGA, among other items they deem pertinent to the Senate.
- **Announcements from the Student Body Vice President** - The Student Body Vice President may address the Senate on any pertinent issues affecting the Student Body.
- **Comptroller's Report** - The Comptroller provides the current account balance for the Conference, Registration, and Travel fund and the Senate Working fund (more commonly referred to as the Financial Allocation for Organization fund).
- **Announcements from the Chief Justice** - The Chief Justice will voice opinions and rulings affecting the Senate.
- **Announcements from the Supervisor of Elections** - The Student Body President provides updates on election promotion initiatives, voter turnout, and election details and results.
- **Announcements from the A&SF Chair** - The A&SF Chair provides updates on the A&SF budget.
- **Announcements from the Senate President** - The Senate President shares logistical information for the Senate including, but not limited to: retreat dates and locations, additional training requirements, banquet dates.
- **Senate President Pro Tempore Report** - The Senate President Pro Tempore provides updates regarding upcoming legislation and information to help Senators maintain compliance. Hall absences are also determined at the start of the Senate President Pro Tempore's report.
- **Internal Legislative Assistant Report** - The ILA provides updates on Student Government Leadership Council.
- **External Legislative Assistant Report** - The ELA provides updates on upcoming speakers and college meetings.
- **Advisors' Report** - The Senate Advisors may share Senator successes and an assessment of the state of Senate.

Legislation

- **Fiscal Bills** are measures funding Registered Student Organizations (RSOs).
- **Constitutional Amendments** are measures amending The University of Central Florida Student Body Constitution.
- **Internal Bills** are measures amending the Student Body Statutes, and measures proposing a law not contradictory to the The University of Central Florida Student Body Constitution.
- **Resolutions** are measures pertaining to Senate Rule, and measures expressing the sentiment of the Student Body Senate.
- **Special Acts** are measures operating only upon a particular person or private concern, and measures pertaining to creating new statutes that do not amend, nor delete current statutes and their meanings.

Forums

- **Open Forum** - Any Non-Senator may address the Senate on any pertinent issues affecting the Student Body.
- **Cabinet Forum** - Any member from the Executive Branch (excluding President and Vice President) may address the Senate on any pertinent issues affecting the Student Body.
- **Senate Forum** - Any Senator may address the Senate with any pertinent information they feel the Senate should know.

Appendix E

Final Assessment Rubric

This rubric will be used to score the final assessment in Module 3.0.

Table 1. Final Assessment Rubric

Simulated Senate Meeting Rubric				
Criteria	Ratings			Points
Apply Robert's Rules of Order - Motions Learner made a motion.	5.0 points	0.0 points		5.0 points
Apply Robert's Rules of Order - Hand Gesture Learner demonstrated correct hand gesture for motion when necessary.	5.0 points	0.0 points		5.0 points
Describe commonly used acronyms When prompted during the meeting, learner correctly identifies appropriate acronym.	10.0 points	5.0 points	0.0 points	10.0 points
Interpret a Senate meeting agenda When prompted during the meeting, learner correctly identifies current position in agenda.	10.0 points	5.0 points	0.0 points	10.0 points
Distinguish various announcements from SGA members When prompted during the meeting, learner correctly identifies SGA position responsible for announcement.	10.0 points	5.0 points	0.0 points	10.0 points
Identify forums When prompted during the meeting, learner correctly identifies current forum.	10.0 points	5.0 points	0.0 points	10.0 points

Identify different types of legislation When prompted during the meeting, learner correctly identifies type of legislation being reviewed.	10.0 points	5.0 points	0.0 points	10.0 points
Participate in a questioning and debate - Questioning Learner asks questions during time sectioned off for questioning.	5.0 points	0.0 points		5.0 points
Participate in a questioning and debate - Debate Learner provides debate during time sectioned off for debate.	5.0 points	0.0 points		5.0 points
Participate in a questioning and debate - Performance Learner follows proper performance protocol for questioning and debate.	5.0 points	0.0 points		5.0 points
Distinguish special sessions When given a description of a special session, learner correctly identifies special session.	5.0 points	0.0 points		5.0 points
General Skills - Punctual Learner arrived on time and prepared for meeting.	5.0 points	0.0 points		5.0 points
General Skills - Voting Learner properly uses clicker during voting.	5.0 points	0.0 points		5.0 points
General Skills - Roles Learner follows assigned role for simulated meeting.	5.0 points	0.0 points		5.0 points
General Skills - Dress Code Learner follows business casual dress code for meeting.	5.0 points	0.0 points		5.0 points