



THE FLORIDA SENATE
SENATOR BILL GALVANO
President

MEMORANDUM

TO: All Senators
FROM: Bill Galvano
SUBJECT: COVID-19 Precautions, Special Procedures for Budget Vote
DATE: March 16, 2020

The Senate will implement the following special procedures for our sitting on Thursday, March 19, 2020.

The three conference reports will be available for signature in the President's Office Conference Room, rather than the back of the Chamber, beginning at 11:00 a.m. Thursday morning. Senators should come through the conference room to sign the reports, but avoid congregating in this area.

Quorum call will begin at 11:50 a.m. In order to practice appropriate social distancing, Senators choosing not to remain on the floor may record their presence and then return to their individual offices, the Senators' Lounge, or the President's Office Conference Room to watch the sitting via the Florida Channel until it is time to vote on the three outstanding bills.

Chair Bradley and the Chairs of our Appropriations Subcommittees will remain on the floor to answer questions on the General Appropriations Act, implementing bill, and conforming bill (collective bargaining). Senators wishing to ask questions have the option to do so in writing. Written questions should be submitted via email to Secretary Brown at Brown.Debbie@FLSenate.gov by no later than Wednesday, March 18, 2020, at 5:00 p.m.

Senators who are returning to Tallahassee for the sitting also have the option to submit a formal statement in lieu of debate. There will be a motion to include those statements in the Senate Journal. Any such statement should be submitted to the Secretary via email by 11:00 a.m. on Thursday, March 19, 2020, and will be made available to all Senators during the sitting.

Upon the conclusion of any questions and debate, the Senate will be held in an informal recess until all three outstanding bills are received from the House. At that time, there will be a motion to adopt the three conference reports by voice vote, followed by a formal vote on each of the three bills. I intend to wait until all three bills have been received from the House before we

March 16, 2020

Page 2

begin voting, in order to greatly minimize the amount of time the majority of Senators are on the floor. As soon as voting is completed, there will be a motion to adjourn Sine Die.

Senators who are showing any symptoms and those with underlying health conditions should contact the Chief of Staff regarding a requested absence. Senators who are excused from the sitting on Thursday may submit a vote preference letter to the Secretary indicating how they would vote on the budget, and their reasons for that decision. While vote preference letters do not count toward an official vote, they are included in the Senate Journal as part of the official record of the proceedings. Vote preference letters must be emailed to the Secretary by no later than 5:00 p.m. on Friday, March 20, 2020.

As noted in earlier communications, staffing for the sitting will be minimal and district staff based outside of Tallahassee are not authorized to return. Until further notice, Senators and professional staff supervisors are authorized to address the needs of employees on a case-by-case basis. For professional staff with unanticipated childcare or other caregiving needs due to COVID-19, a combination of leave and/or remote work schedules may be approved for professional staff in positions conducive to telecommuting. Consideration should also be given to professional staff who feel they need to be out of the office to be isolated or quarantined due to symptoms or exposure concerns. Professional staff who are approved to be out of the office may use annual, compensatory, or sick leave as their circumstances demand.

Should you have any questions regarding the procedures outlined above, please contact Chief of Staff Vickers or Secretary Brown.