



SB 2015-2016:03

Guidelines for Submitting Agenda Items to ASI Senate/Cabinet

Revised By: Rules & Policies Committee 2015-16

I. Purpose

The purpose of this bill is to establish guidelines with respect to the agenda-posting of Associated Students, Inc. (ASI) Senate and Cabinet agendas. ASI is committed “to [providing] an official channel for the free exchange of ideas and opinions among the administration, faculty, and student body of this university; and [providing] a fully and equally representative self-government for the entire student body.” (ASI By-laws)

II. Guidelines

A. Posting responsibility

1. In accordance with the ASI By-laws, the ASI Vice President, Chair of the ASI Senate, shall be responsible for the posting of the ASI Senate agenda. Items to be included on the agenda shall be submitted electronically to the ASI Vice President and copied to the ASI Student Government designee. The ASI Vice President shall approve items submitted for the Senate agenda prior to posting.
2. In accordance with the ASI By-laws, the ASI President, Chair of the ASI Cabinet, shall be responsible for the posting of the ASI Cabinet agenda. Items to be included on the agenda shall be submitted electronically to the ASI President and copied to the ASI Student Government designee. The ASI President shall approve items submitted for the Cabinet agenda prior to posting.

B. Submission of Senate/Cabinet Agenda Items

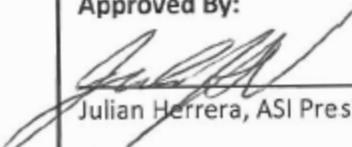
1. Requests for inclusion on agenda are due to the appropriate chair no later than 4:00pm four (4) business days prior to the next scheduled Senate/Cabinet meeting.
2. The ASI Student Government designee shall receive agenda attachments for open session no later than 4:00pm three (3) business days prior to the scheduled meeting.
3. When submitting an item for inclusion on the agenda, please include the following:
 - a. Item of business (i.e. action, discussion, information, etc.)
 - b. For Executive Session items, please note whether it is an action or discussion item.
 - c. Speaker/person responsible
 - d. Handouts/attachments
 - e. Amount of time needed for the item

- 4. If one has additional attachments to submit to the Senate/Cabinet (not already on the agenda) contact the appropriate chair for approval. Flyers, brochures, and other items related to a report do not need prior approval.
- 5. An action item shall be added to the agenda only if the item:
 - a. Has been discussed at a previous Senate meeting as a discussion item, OR
 - b. Is related to action taken by an ASI committee, OR
 - c. Is an officer confirmation, OR
 - d. Is the election of Senators to a committee, OR
 - e. Is allowed by the California State Open Meeting Law.

C. Posting and Distributing

- 1. The ASI Senate agenda shall be posted in accordance of the California State Open Meeting Law.
- 2. The final agenda shall be posted and emailed to members of the Senate/Cabinet no later than 4:00pm three (3) business days prior to the next scheduled meeting.
- 3. Agenda packets shall be distributed no later than 4:00pm two (2) business days prior to the Senate/Cabinet meeting.

This Senate Bill (2015-16:03) supersedes Senate Bill 2005-06:01

FOR ASI USE ONLY:	
ASI Senate Approval Date:	February 11, 2016
Verified By:	
	2/22/16
David Lee, ASI Attorney General	Date
Approved By:	
	2/22/16
Julian Herrera, ASI President	Date