



Protocol for Senate Bills and Senate Resolutions

SB 2015-2016: 17

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Background

Since its incorporation, the Associated Students Incorporated (ASI) Senate has taken action every year on Senate Bills and Senate Resolutions that essentially provide the policy framework for the organization and the formal position that ASI has taken on issues of importance over the years. Each Senate Bill and Senate Resolution goes through transformation from the draft version, amendments made on the Senate floor and ultimately, the final approved version.

Purpose

The purpose of this Senate Bill is to formalize the protocol for the preparation, approval and document management of ASI Senate Bills and Senate Resolutions to ensure consistency, authenticity and ease of retrieval.

Policy

- I. Definition
 - a. A Senate Bill is a legislative proposal offered for its enactment. It shall not conflict with current state and/or federal law, ASI By-laws, or University policy. A Senate Bill shall be binding upon any activity under the jurisdiction of ASI. An affirmative majority vote of the seated Senate is required for passage.
 - b. A Senate Resolution is a formal expression of an opinion by ASI. An affirmative majority vote of the seated Senate is required for passage.
- II. Format
 - a. ASI Senate Bill
 1. An ASI Senate Bill shall have a number assigned by the ASI Attorney General after the bill has been approved by the Senate. The number assigned to the Senate Bill shall have the fiscal year during which it was prepared and a number based on the sequence of Senate Bills approved by the ASI Senate during that year.
 2. The format shall include:
 - i. A title

- ii. Author(s)
 - iii. Background (if applicable)
 - iv. Legal basis (if applicable)
 - v. Purpose and description of the policy
 - vi. Fiscal impact (if applicable)
 - vii. Effective date and implementation
 - viii. Any previous legislation superseded by the new Senate Bill.
3. Refer to *ASI Senate Bill Guidelines and Procedures*.

b. ASI Senate Resolution

1. A Senate Resolution shall have a number assigned by the ASI Attorney General after the resolution has been approved by the Senate. The number assigned to the Senate Resolution shall have the fiscal year during which it was prepared and a number based on the sequence of Senate Resolutions approved by the ASI Senate during that year.
2. The format shall include:
 - i. A title
 - ii. Author(s)/sponsor(s),
 - iii. Enumeration of the basis for the Resolution listed in the perambulatory section (i.e., “Whereas,”)
 - iv. The intent of the resolution in the operative section (i.e., “Be it resolved,” or “Resolved,”).
3. If copies of the Senate Resolution are intended to be distributed, the names of the intended recipients shall be listed.
4. Refer to *ASI Senate Resolution Guidelines and Procedures*.

III. Authentication

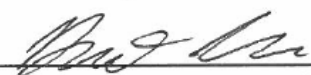
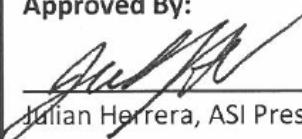
- a. The agenda packets distributed at an ASI Senate meeting typically include draft versions of the Senate Bill or Senate Resolution which may be approved by the ASI Senate as is or as amended on the floor. The Student Government Coordinator is responsible for taking minutes for the Senate meeting and keeping track of any amendments and action taken by the ASI Senate.
- b. The author(s) of an amended Senate Bill or Senate Resolution shall be responsible for updating the document and providing an electronic version to the ASI Student Government Coordinator with a copy to the ASI President, ASI Vice President, ASI Attorney General, ASI Executive Director, and ASI Advisor within three working days after approval by the ASI Senate.
- c. The Chair of the ASI Senate shall be responsible for reviewing and approving the minutes for the ASI Senate meeting. The ASI Attorney General shall verify approved Senate Bills and Senate Resolution, prior to approval by the ASI President. The approved Senate Bill or Senate Resolution shall be attached to the minutes and included in the agenda packet for the next ASI Senate meeting. The approved Senate Bill or Senate Resolution shall be officially marked with the date of the ASI Senate meeting where it was formally approved and signed by the ASI Attorney General and the ASI President in the designated section.

IV. Document Management

The official version of the Senate Bill or Senate Resolution shall be maintained in the ASI Student Government Office through the office of the ASI Attorney General and in the file of ASI Senate minutes and attachments, maintained by the ASI Student Government Coordinator. Any requests for official copies of ASI Senate Bills or Senate Resolutions shall be directed to the ASI Student Government Office.

Implementation

Upon approval, by the ASI Senate, this Senate Bill shall take effect immediately and supersede Senate Bill 2005-06:04.

<u>FOR ASI USE ONLY:</u>	
ASI Senate Approval Date:	June 2, 2016
Verified By:	
	6/4/16
David Lee, ASI Attorney General	Date
Approved By:	
	6/6/16
Julian Herrera, ASI President	Date