



ASI Senate Bill Guidelines and Procedures
SB 2015-2016:23

Authors:

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(Attachment to Protocol for Senate Bills and Senate Resolutions)

- I. Definition: According to Article XXXIV of the Associated Students, Incorporated (ASI) By-Laws, a Senate Bill is a “legislative proposal offered for its enactment. I shall not conflict with current state and/or federal law, ASI By-Laws, University policy, and shall be binding upon any activity under jurisdiction of the ASI. An affirmative majority vote of the Senate is required for passage.”

- II. Getting Started:
 - A. An ASI Senate Bill effectively creates a legally binding policy that governs the actions, practices, or structure of the organization and of its members.
 - B. A Senate Bill can be an ASI committee code, initiative, or policy, among others.
 - C. Think about what the Bill should focus on. For example:
 - i. Is there an inconsistency that needs to be corrected, a gap that needs to be filled, or a need to update existing policies?
 - ii. Is there a practice that should be formalized or discouraged?
 - D. The Bill and its provisions should be specific and directed towards a particular desire outcome.
 - E. Assess the implications the Bill may have.
 - F. For guidance, work with people in ASI such as the ASI President, the ASI Attorney General, and/or the ASI Executive Director.
 - i. The ASI Attorney General chairs the ASI Rules and Policies Committee, a sub-senate committee that reviews and recommends documents for approval to the ASI Senate.
 - G. Arrange for feedback or guidance from ASI’s legal counsel through authorized ASI contacts to confirm that the proposed policy is in compliance with state and federal legislation.

- III. Drafting the Senate Bill:

A. Format

- i. A Bill shall include:
 - a. The ASI Logo
 - b. Title and Subtitle
 - c. Author(s)
 - d. Background (if applicable)
 - e. Purpose
 - f. Description and Scope
 - g. Policy
 - h. Fiscal Impact (if applicable)
 - i. Effective Date (if applicable)
 - j. Previous Legislation Superseded by Senate Bill (if applicable)
 - k. Implementation

IV. Review by the Rules and Policies Committee:

- A. All proposed Senate Bills shall be submitted to the Rules and Policies Committee for discussion and recommendation to the ASI Senate.
 - i. Speak with the Attorney General and recommend that the Bill be placed on the Rules and Policies agenda as a Discussion Item.
 - a. A hard copy of the draft should be included in the packet of meeting attachments.
- B. At the Meeting as a Discussion Item:
 - i. Introduce the Bill at the meeting:
 - a. State a summary of the Bill.
 - b. Go through key points.
 - c. Ask for suggestions and/or amendments.
- C. At the Meeting as an Action Item:
 - i. Present changes (if any).
 - ii. The Committee discusses and takes action.

V. Presentation to the ASI Senate:

- A. Submitting Agenda Items to the ASI Senate:
 - i. Refer to Senate Bill (SB) 2015-2016: 03 Guidelines for Submitting Agenda Items to the ASI Senate/Cabinet.
 - ii. Speak with the ASI Vice President and recommend that the Bill be placed on the Senate Meeting agenda as a Discussion Item.
 - a. A hard copy of the draft should be included in the packet of meeting attachments.
- B. At the Meeting as a Discussion Item:
 - i. Introduce the Bill at the meeting:

- a. State a summary of the Bill.
 - b. Go through key points.
 - c. Ask for suggestions and/or amendments.
- C. At the Meeting as an Action Item:
- i. Present changes (if any).
 - ii. The Senate discusses and takes action.

VI. If the Senate Bill is Approved:

- A. After approval of the Senate, the ASI President and ASI Attorney General shall sign the Bill.
- i. The ASI Attorney General will finalize the document by:
 - a. Assigning it a Senate Bill number
 - b. Adding the approval box with signatures
 - c. Adding it to the approval log
 - d. Saving it in the designated electronic folder
 - e. Emailing the final copy to the author(s) for distribution
- B. Work with the ASI Attorney General to upload the Bill to the ASI website.
- i. Make sure the document is converted to an accessible PDF form by ASI's Marketing department.

VII. If the Senate Bill is Not Approved:

- A. Consider what the next steps should be.
- B. Ask questions and gather constructive feedback.
- C. Review with the ASI Executive Director, University Advisors, ASI President, Vice President, Attorney General, etc.
- D. Collaborate with other student leaders.
- E. Finalize any amendments.
- F. Contact the ASI President for recommendation.
- G. Submit the revised Senate Bill to ASI Vice President to be placed onto the agenda.

FOR ASI USE ONLY:	
ASI Executive Committee Approval Date: June 10, 2016	
Verified By:	
	6/20/16
David Lee, ASI Attorney General	Date
Approved By:	
	6/20/16
Julian Herrera, ASI President	Date