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

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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      j. Previous Legislation Superseded by Senate Bill (if applicable)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:

[Signature]
David Lee, ASI Attorney General
[Date]

Approved By:

[Signature]
Julian Herrera, ASI President
[Date]