

HOW TO PREPARE A PROPOSITION

Proposition Number: Contact the FS Vice Chair or Recording Secretary for this bill number.

Sponsors: At least one FS Senator, more may be added.

Proposed Committee: The bill's sponsors can suggest a standing committee to hear the bill. The standing committees are Faculty Affairs, Scholastic Affairs, University Affairs and Long Range Planning.

Actual Committee Assignment: The final authorities for committee assignment are the FS Vice Chair, the Committee on Committees and the Senate itself. Generally, the Vice Chair will try to equalize the workload across the standing committees.

Title: Give a descriptive title. If the bill is a MEMORIAL, include that in the title.

Proposal: If the bill is a Proposition (an effort to modify University policy in an area where the Senate is competent, e.g., Promotion and Tenure Policies) give the complete edited language. Show language to be dropped and new language in a way that allows them to be distinguished. A conventional method is to ~~strike through~~ language to be dropped and to italicize new language. Be careful about using color to make the distinction – some people are partially color-blind, and others don't have color printers handy.

If the bill is a Memorial (a method to put the Senate's voice on the record on one issue or another), give the proposed language.

Rationale: As briefly as possible, explain the pertinent history of the bill and what it is intended to accomplish.

When the proposed bill is complete, send it to the FS Vice Chair and Chair for presentation to the COC. Allow enough time for the bill to be distributed to COC members for study before the meeting, and to be placed on the agenda. One or more sponsors must be present at COC to make the presentation.