

# **Assembly Legislative Funding Process**

Associated Students of the University of Utah (ASUU)  
Student Leadership & Involvement (SLI), University of Utah

## **1. Budget Request Received**

- a. Budget Requests are submitted by Recognized Student Organizations via Campus Connect.
- b. Once a Budget Request is submitted, SLI Budget & Finance staff will share a list of submitted Requests with the Assembly Chair & the Student Governance Advisor for review at the Rules Committee meeting.
- c. The Budget & Finance Staff will move each Budget Request along through each step of the process on Campus Connect to provide updates to RSO's on where their Budget Request is at in the process.

## **2. Rules Committee Meeting**

- a. The Assembly Rules Committee will meet to determine whether each Budget Request submitted during that Cycle is compliant with the ASUU Funding Guidelines, Redbook, and applicable University policies. The Student Governance Advisor and SLI AD for Budget & Finance will keep eyes on this as well.
- b. The Rules Committee will notify Representatives of each Budget Request submitted by their RSO's.
- c. The SLI Student Governance Advisor will work with the Rules Committee to ensure that all Budget Requests that move forward to be written into Bills are compliant with Redbook & University policies.
- d. The SLI Associate Director for Budget & Finance will work with the Rules Committee to analyze and monitor each Budget Request and Bill for compliance with fiscal accountability and reporting requirements based on university policies and state law.
- e. The AD for Budget & Finance will also provide advice and guidance to the Assembly Treasurer, who will be responsible for communicating the ASUU Funding/Financial Guidelines to the Rules Committee and the Student Governance Advisor, as well as both internal and external stakeholders.

## **3. Representatives Write Bills**

- a. Every Representative will write each Budget Request that was submitted for that cycle into a Bill (see the Assembly Bill template for reference).
- b. All Bill Drafts will be uploaded into the appropriate Cycle & Subcommittee Folder in the Official Assembly Teams Channel under "Files."
- c. Representatives will complete and submit a draft of each Bill to Subcommittee Chairs before each Cycle's Legislative Deadline.
- d. Bills will be titled using this format: **AB 01 – Rep. Smith, Cupcake Club (Cycle 1)**

## **4. Subcommittee Meeting**

- a. All Subcommittees will meet to review all Bills prior to each cycle's General Assembly meeting.
- b. Subcommittees will vote whether to approve or deny moving each Bill on to General Assembly, contingent on the Bill being compliant with Redbook and the ASUU Funding Guidelines.
- c. Subcommittee Chairs will share all of their Subcommittee's Approved Bills with the Assembly Chair and Vice Chair, who will craft the General Assembly Meeting Agenda.

## **5. General Assembly**

- a. All Assembly Representatives will meet each cycle for General Assembly, where all legislation on the agenda for that cycle will be voted upon for formal Assembly approval.
- b. Representatives will refrain from using their cell phones, laptops, etc. during the meeting except in cases of emergency. Rules Committee members will have their laptops open for accessibility.
- c. A designee on the Assembly Rules Committee will have the General Assembly Meeting Agenda projected on a screen that is viewable for all meeting attendees, while all other Rules Committee members will have each piece of legislation and the agenda pulled up on their computer during the meeting for their subcommittee to reference.
  - i. Meeting Agendas will also be printed and available for all meeting attendees.
- d. All individuals speaking should utilize a microphone to ensure accessibility for all meeting attendees.

e. Agenda Items should generally follow this structure:

- i. Presentation
- ii. Questions
- iii. Debate
- iv. Vote

f. **Assembly Funding Bills:**

- i. Assembly Funding Bills over \$250 will be reviewed individually. Assembly Funding Bills for allocations of \$250 or less will be placed onto a "Consent Calendar," which is simply one agenda item that will contain a list of all bills allocating less than \$250. The Consent Calendar will be voted upon in one vote to approve all bills listed under the "Consent Calendar" agenda item. Bills can be motioned off of the Consent Calendar for individual review.
- ii. Recognized Student Organizations are encouraged to only submit one Budget Request per cycle.
- iii. Assembly Representatives will be encouraged to merge all Budget Requests submitted per RSO each cycle into an individual Bill.
  1. *Ex:* If Cupcake Club submits three Budget Requests in a Legislative Cycle, that RSO's Assembly Representative is responsible for writing all three of the Cupcake Club's Budget Request into one single Bill to be reviewed and voted upon during that Cycle.
- iv. If RSO's are collaborating with another ASUU Branch (namely, the Executive Cabinet [ECAB],) the RSO can only receive one source of funding (Assembly OR ECAB – not both. No double dipping!)
- v. Each bill for over \$250 will be reviewed individually, meaning:
  1. Each bill will be projected on the screen for everyone to view.
  2. The Bill Sponsor and RSO Leader (if present) will provide an overview.
  3. The Bill Sponsor will read through the "Therefore Be It Enacted..." clauses of the bill after summarizing the RSO's request and showing the Assembly all of the "Whereas..." clauses on the projector screen.

g. **Joint Bills, Joint Resolutions, and Assembly Resolutions**

- i. The Bill/Resolution sponsor(s) will present on their legislation to the Assembly. This can be done with a formal presentation or overview.
- ii. Once the sponsor finishes their overview, they will read each line of the legislation aloud.
- iii. After the sponsor's presentation and reading, the Chair will open up the conversation to (1) Questions, then (2) Debate.
- iv. After Questions & Debate, the legislation will be voted upon.

**6. Passed Legislation:**

- a. All legislation that is passed will be printed and signed by hand, with the voting record noted.
- b. The Assembly Chair will record the vote count and sign, and the ASUU President may then sign every Bill/Resolution to formally approve. The Senate Chair will also sign if the document is Joint Legislation.
- c. All signatures will be done by hand using the Legislation Cover Sheet.
- d. Signed Legislation will be hand-delivered to the Student Governance Advisor for documentation & tracking, who will scan all signed legislation and share with the SLI Budget & Finance team.
- e. Bill/Resolution Sponsors are responsible for distributing the approved legislation to all applicable stakeholders (i.e., notifying RSOs, campus partners, faculty/staff, community members, etc.) once that legislation has been formally signed and has passed through all steps of this legislative approval process.

**7. Failed Legislation:**

- a. All legislation that does not pass will also be printed, with votes recorded on the Legislation Cover Sheet.
- b. All legislation will be signed with the voting record and shared with the Student Governance Advisor for documentation.

***\*Additional Rules/Guidelines may apply – see Redbook\****

## **ASUU Assembly Legislative Process - Preliminary Logistics:**

1. The Assembly Chair will sort all Assembly Representatives onto 1 of 4 Assembly Subcommittees:
  - a. Academics & Research (A&R)
  - b. Advocacy, Service, & Awareness (ASA)
  - c. Affinity, Culture, & Inclusion (ACI)
  - d. Sports, Recreation, & Marketing (SRM)

\* all Assembly Representatives will be sorted onto a Subcommittee, including Rules Committee members, with the exception of the Assembly Chair, who is not required to serve on a Subcommittee.
2. Each Subcommittee will elect a Subcommittee Chair, who will be responsible for serving on the Rules Committee and leading their subcommittee throughout the year.
3. Assembly Rules Committee will convene to assign each Recognized Student Organizations (RSO) to an individual Representative within each subcommittee
  - a. The Assembly Chair will work with the Student Governance Advisor to divide RSOs by subcommittee (all RSO's sorted into 1 of the 4 subcommittees)
  - b. The Assembly Chair will also work with the Student Governance Advisor to divide each of the 4 RSO groups by the number of Representatives within that Subcommittee to evenly distribute RSOs among each of the subcommittee members.
    - i. Ex: If the SRM Subcommittee has 100 RSO's under their umbrella, and there are 5 Representatives serving on SRM, each Rep will have 20 RSO's assigned to them for the year. Reps will continue to work with those same RSO's for the entire Academic Year, barring any conflicts of interest, significantly imbalanced workloads between representatives, etc.
4. Representatives will connect with all of their RSO's at the beginning of the school year to build a connection and provide an overview of the Assembly Bill Funding Process.

***\*Additional Rules/Guidelines may apply – see Redbook\****