

Senate 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 College Student Councils (CSC's) via Campus Connect.
- b. Once a Budget Request is submitted, SLI Budget & Finance staff will share a list of submitted Requests with the Senator from each applicable college 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 Budget & Finance team will keep eyes on this as well.
- c. The Budget & Finance Staff will move each Budget Request along through each step of the process on Campus Connect to provide updates to CSC's on where their Budget Request is at in the process.

2. Senators Write Bills

- a. Senators will write each Budget Request that was submitted for that cycle into a Bill (see the Legislation template for reference.)
- b. Senators will complete and upload a draft of each Bill before each Cycle's Legislative Deadline into the appropriate Cycle Folder in the official Senate Teams Channel under "Files."
- c. Bills will be titled using this format: **SB 01 – Sen. Smith, College of Humanities CSC (Cycle 1)**

3. Executive Committee Meeting

- a. The Executive Committee will meet to set the agenda for each General Senate meeting.
 - i. This will be done by conducting a review to ensure each piece of submitted legislation is complete and compliant with the ASUU Funding Guidelines, Redbook, and applicable University policies.
 - ii. No edits will be made to already submitted legislation without Executive Committee Approval.
- b. The SLI Student Governance Advisor will work with the Executive Committee to ensure that all Budget Requests that move forward to be written into Bills are compliant with Redbook & University policies.
- c. The SLI Associate Director for Budget & Finance will work with the Executive 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.
- d. The AD for Budget & Finance will also provide advice and guidance to the Senate Treasurer, who will be responsible for communicating the ASUU Funding/Financial Guidelines to the Executive Committee and the Student Governance Advisor, as well as both internal and external stakeholders.

4. General Senate

- a. All Senators will meet each cycle for General Senate, where all legislation on the agenda for that cycle will be voted upon for formal Senate approval.
- b. Senators will refrain from using their cell phones, laptops, etc. during the meeting except in cases of emergency. Executive Committee members will have their laptops open for accessibility.
- c. A designee on the Senate Executive Committee will have the General Senate Meeting Agenda and the legislation being reviewed projected on a screen that is viewable for all meeting attendees, while all other Executive Committee members will have each piece of legislation and the agenda pulled up on their computer during the meeting for their peers 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. Senate Funding Bills:

- i. All Senate Bills will be reviewed individually, meaning:
 1. Each bill will be projected on the screen for everyone to view.
 2. The Bill Sponsor and a CSC 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 CSC’s request and showing the Senate all of the “Whereas...” clauses on the projector screen.
- ii. If CSC’s are collaborating with another ASUU Branch (namely, the Executive Cabinet [ECAB],) the CSC can only receive one source of funding (Senate OR ECAB – not both. No double dipping!)

g. Joint Bills, Joint Resolutions, and Senate Resolutions

- i. The Bill/Resolution sponsor(s) will present on their legislation to the Senate. 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.

5. Passed Legislation:

- a. All legislation that is passed will be printed and signed by hand, with the voting record noted.
- b. The Senate Chair will record the vote count and sign, and the ASUU President may then review and sign every Bill/Resolution to formally approve, veto, or fail to sign (refer to Redbook for full process). The Assembly Chair will also sign if the document is passed as 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 CSC’s, 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.

6. 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****