

Procedures for Enacting Proposed Divisional Legislation

THE PROPOSAL

A committee (or an individual) drafts a proposal for new or amended language for the Bylaws or Regulations. The proposal must include:

- **A statement of the rationale** for the proposed change, including an informal statement of its purpose and describing the important changes which it would make to existing legislation.
- **The proposed language.** In the case of an amendment, the existing legislation should be included, with proposed deletions indicated by ~~strikeout type~~ and proposed additions highlighted in underscore type.

The responsible committee approves the draft proposal and forwards it to the Committee on Rules and Jurisdiction (CRJ) Chair and Analyst, with a copy to the Senate Chair. The copy sent to the CRJ Analyst should be in electronic form.

CRJ REVIEW

CRJ reviews the proposal to verify that it is consistent with the Code of the Senate (Systemwide and Divisional Bylaws and Regulations), is written in precise legislative language to have the effect intended by the drafters, and is in proper form for consideration by the Divisional Assembly. (CRJ does not evaluate and need not approve the *substance* of the policy change under consideration.)

- If revisions are suggested or required the proposal is returned to the committee chair for revision.
- If the proposal is approved it is forwarded to the Senate Chair with a copy to the committee chair.

EXECUTIVE REVIEW

- The Senate Chair sends the proposal to Councils for review, as appropriate.
- The Senate Cabinet reviews the proposal and the responses from CRJ and the Councils. The Cabinet may endorse it, provide comments, or suggest revisions.

DIVISIONAL ASSEMBLY ACTION

The proposal is included in the Meeting Call for consideration by the Assembly. The Assembly considers and, upon a motion, votes on the proposal.

- **Vote Required:** Regulations require a majority vote of those present and voting; Bylaws require a two-thirds vote.
- **Effective date:** All legislation becomes effective thirty (30) calendar days after the distribution of the minutes of the meeting at which it was enacted, unless an alternate date of implementation is approved by two-thirds of the Division or the Divisional Senate Assembly present and voting.