

Bill/Resolution MM.DD.C.N

A *[Bill/Resolution]* to *[Purpose]*

IN THE [#]TH SGA STUDENT SENATE

[DD MONTH YEAR]

Label: **MM.DD.C.N**

Introduced: **[Date]**

Legislature: **20??-20?? (#)**

Author: **[Senator]**

Committee: **[Committee (Acronym)]**

Whereas, **[insert rationale]**; and

Whereas, **[insert rationale]**; therefore

Resolved, **[insert action]**.

General notes:

- **Bill vs Resolution**
 - Bills – address something which SGA has direct jurisdiction over, such as an open forum to collect student input or an amendment to the election procedures
 - Resolutions – address recommendations on issues which fall outside of SGA jurisdiction, like the code of conduct or groundskeeping policies
- While student government has existed in many different forms over the university's history and the Student Senate as it currently stands is relatively new, the first student government was established in the 1914-1915 academic year, so we count from there (2019-2020 is 116th).
- This is a general template. It may be useful to create an updated template at the beginning of each year with the Senate and SGA Presidents, the SGA #, and so forth filled in for the year.

VOTE TOTALS: FAVOR ___ OPPOSE ___ ABSTAIN ___

DATE OF ACTION: ___ / ___ / ___

[Senate President]

President of the Student Senate

[SGA President]

President of the Student Government Association

Commented [AL1]: MM.DD.C.N

M – Month (no placeholder zero)

D – Day (no placeholder zero)

C – Committee # (e.g. 7 – SLC, see SGA for committee numbers)

N – Bill # (used to differentiate if multiple bills are sent to a committee in the same day)

Commented [AL2]: e.g. '2019-2020 (116th)'

Commented [AL3]: e.g. 'Alexander Lee'

Commented [AL4]: e.g. 'Student Life Committee (SLC)'

Commented [AL5]: Preamble used to explain the current state of affairs and the rationale for why a bill should be passed. At the end of each *Whereas*, 'and' is used, except for the 'therefore' which closes the preamble. If no preamble is desired for a short bill or resolution, simply start with *Resolved*. The word 'Whereas' should always be italicized.

Commented [AL6]: Detail what the bill or resolution will actually do, starting with a new 'Resolved' for each distinct action. The word 'Resolved' should always be italicized.