HOW TO WRITE LEGISLATION
“The Associated Students Senate is a group of elected representatives which serves as the policy-making body of Associated Students. As a governing body, we strive to open lines of communication between students, the administration, and our greater community. Members of the Senate seek to be proactive in addressing student needs and providing and facilitating services and resources that enhance the UCSB experience.”
THE POWER OF THE STUDENT VOICE
**WHAT'S THE DIFFERENCE?**

<table>
<thead>
<tr>
<th>BILL</th>
<th>RESOLUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Constitutional amendments begin with a bill</td>
<td>Can provide direction to staff, &amp; each other.</td>
</tr>
<tr>
<td>Amends the By-Laws or Standing Policies &amp; Procedures</td>
<td>Either Positional or Directional</td>
</tr>
<tr>
<td>Changes last indefinitely</td>
<td>Lasts until the Senate terms ends</td>
</tr>
</tbody>
</table>

**Capable of Association wide change & influence**

**Take effect Immediately**

**Engages your Campus & Community**
# LEGISLATION TEMPLATE

## ASSOCIATED STUDENTS
University of California, Santa Barbara

### Senate Resolution/Bill

<table>
<thead>
<tr>
<th>Title:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Author</td>
<td>Second</td>
</tr>
<tr>
<td>Number</td>
<td>FPP</td>
</tr>
<tr>
<td>Bill Type</td>
<td>Vote</td>
</tr>
</tbody>
</table>

## CONSTITUTION AND BY-LAWS RECOMMENDATION

### Grammatical Recommendations
### Structural Recommendations
### Legal Code Violations
### Pass with Amendments
### Table

## COMMITTEE RECOMMENDATION

<table>
<thead>
<tr>
<th>Pass as Written</th>
<th>Pass with Amendments</th>
<th>Do Not Pass</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommend to Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recommended by a Vote of</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chairperson's Initials</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## STUDENT-SPONSORED LEGISLATION

### Student Sponsor

*The Student Sponsored Legislation has insured that this Student-Sponsored Resolution is correct in its form and adherence to the AS UCSB Legal Code.*

### FISCAL IMPACT

<table>
<thead>
<tr>
<th>Amount</th>
<th>Account</th>
</tr>
</thead>
</table>
STRUCTURE

TITLE

PREAMBLE CLAUSES

A preamble is a brief statement of background or rationale coming before the resolving clause(s). The purpose of a preamble is to provide information without which the point or the merits of a resolution are likely to be poorly understood or where unusual importance is attached to making certain reasons for an action a matter or record.

RESOLVING CLAUSES

A resolving clause indicates what action(s) is to be taken given the “WHEREAS” clause(s) in the preamble.
SENATE

COMMITTEE

PASS OR FAIL
COMMITTEE
THE LIFE OF A BILL OR RESOLUTION

STEP ONE: PLANNING YOUR VISION

STEP TWO: CONNECT WITH RESOURCES

STEP THREE: BILL OR RESOLUTION? WHAT TYPE?

STEP FOUR: WRITING THE LEGISLATION

STEP FIVE: THE AGENDA

STEP SIX: FOLLOW THE PROGRESS

STEP SEVEN: PASSES OR FAILS