BILL

SSB 2016/2017-TBD

Originator: It is highly recommended that the information provided in the bill be thorough to ensure the Senate has a clear understanding of the issue. While meetings are open to the public, only members of the Senate and invited speakers will be eligible to speak (Constitution, Article IV, Section 1). As a result, there may not be an opportunity to answer questions, elaborate, and/or defend the bill.

Sponsoring Senator: Senators are not required to accept a bill and present it to the Senate for consideration from a non-Senator; however, if a Senator does accept a bill, he/she becomes the Sponsor of the bill. Sponsoring Senators should ensure sufficient information from the Originator is provided. The Sponsoring Senator will be expected to answer questions, elaborate, and/or defend the bill when presented to the Senate for consideration. If the Originator does not provide sufficient information in the bill, it is highly recommended that the Sponsoring Senator request that the bill be rewritten, provide more clarity/justification, add content, etc. Only members of the Senate and invited speakers will be eligible to speak (Constitution, Article IV, Section 1) while the Senate is in session; hence the reason to thoroughly be prepared to address questions and/or concerns regarding the bill.

I. Originator of Bill (if other than the Staff Senate Sponsor(s) listed below):

Contact Information (for clarification or questions)

Phone: ______________________

Email: ______________________

II. Staff Senate Sponsor(s):

________________________________________________

________________________________________________

III. Bill Name (5-word limit):

IV. Issue:

V. Justification:
VI. Resources (physical, monetary, personnel, technology, etc.):  

VII. Office(s) that may be affected:  

VIII. Will this bill been presented to any of the following senates as a joint issue?  
☐ Yes  
☐ No  

a. If yes, indicate the Senate(s):  
☐ Staff Senate  
☐ Faculty Senate  
☐ UCO Student Association (UCOSA) Executive or Congressional branches  

IX. Standing Committee Assignment:  
The insight of the originator and/or sponsoring Senator will be helpful in assigning the bill to a committee if the Senate votes to commit the bill. Therefore, select ONE of the following committees that best fits the content of the bill. If a bill is outside of the purview of the standing committees listed, select “Ad hoc.” An ad hoc committee will only be created if the bill is committed by the Senate and is decided by the Staff Senate to be outside of the confines of an existing standing committee. The final assignment of the bill is at the discretion of the Staff Senate Vice President. Description of Standing Committees is provided on the Staff Senate website at www.uco.edu/central/staff-senate.  

Standing Committees:  
☐ Constitution, Parliamentary Procedure, and Elections  
☐ Communications Committee  
☐ Personnel Policies and Compensation Committee  
☐ Staff Development and Wellness Committee  
☐ Information Resources and Technology Committee
☐ Alumni and Community Service Committee

☐ Ad hoc (If selected, a statement of justification must be included).