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**LEGISLATIVE PROPOSALS**

This is a guide on the basis of legislative proposals, their purpose and how you can work to change our constitution and make a change within our organization.

You are encouraged to ask the Director of Operations for information regarding any questions or concerns you may have.

**PROPOSING**

This is where you explain your proposal and justify its purpose.

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| **Whereas** | This is used to preface the reasoning of your proposal for the sake of formality, already included in the set-up of the form itself. |
| **Sentence Structure** | You should be formatting your reasoning under the following:***Whereas,*** *in the* ***[Constitution/By-Laws]*** *under* ***[Section/Article \_ ]****,* ***[Sub-Section/Sub-Article \_ ]****,* ***[Paragraph \_ ]****,* ***[Sub-Paragraph \_ ]****,* ***[Clause \_ ]****,* ***[Sub-Clause \_ ]****, it states:*You do not need to restate an entire article to implement edits. You only include the sub-section/sub-article, paragraphs, sub-paragraphs, clauses and sub-clauses it pertains to.***[Sections] OR [Articles]*** *are identified by being underlined and capitalized. Sections can be found in the Constitution while articles are available in the By-Laws.* 1. *Here, you should restate the* ***sub-section*** *OR* ***sub-article,*** *which are the statements that come in a lettered list (a, b, c... etc.)*
	1. ***Paragraphs*** *are identified by their lower-case roman numerals.*
		1. ***Sub-paragraphs*** *are identified by their numerals.*
			1. *These are* ***clauses,*** *which can come in a lettered list (a, b, c… etc.)*
				1. *Underneath are the* ***sub-clauses,*** *listed by lowercase letters.*

The order of the list repeats after the numbers and you can refer to the constitution for the structure. |
| **Be it resolved** | This is where you apply the edits, whether it be ~~striking~~ and/or adding. |
| **Be it further resolved** | This explicitly states when this change would go into effect, given that it passes. It can either be implemented immediately or the next academic semester. |

**TIMELINE**

A commonplace issue we have noticed within our organization is that, while people are passionate about making changes to the Constitution so that it can reflect our views, they are unfamiliar with the submission process.

Provided below is a basic breakdown.

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| **Think** of an **idea** or **concept** that you would like the **Constitution to reflect**, whether you would like to **clarify, strike** or **add** any words or statements. |



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| The **legislative proposal form** can be found on our **website** and you must fill out your submission according to what you would like to **amend.** |



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| Email your completed form to **rha.operations@asu.edu**. |



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| The Director of Operations will receive your submission and your proposal will be reviewed for **technical edits** and **format structure**. |



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| The author(s) will be contacted by the **Executive Director** and **Advisor** to schedule a **meeting** to **discuss** the proposal, **if necessary.** |



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| The author(s) will be notified via email the **status of the proposal.** If accepted, the Director of Operations will **schedule** you to **present** at the **following** general council meeting. |



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| The amendment will go through a **presentation** by the author, **a Q&A period**, **discussion** and then a **voting** process. |

**EXAMPLES**

You can use these as a reference.

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