Guide to Senate Writing

Due to a great number of problems recently with the formatting of resolutions and appropriations, I've put this together to make sure everyone knows exactly how to write and format senate documents. Here are some basic things:

- **GET THE DOCUMENTS THAT WILL BE UP FOR INFORMATION TO ME ON MONDAY AFTERNOON**. If they aren't given to me by this time, they will not be in the packet. If they are not in the packet, people don't have the chance to look over them prior to the meeting and therefore will not be able to ask intelligent questions. Also, if I don't have a copy of the document the week you put it up for information and you don't send it to me in the few days after the meeting, I will not be able to include it in the packet when it goes up for action, which creates serious problems when nobody can refer to what they're supposed to be voting on. If I don't have an electronic copy, I also can't send it to the recipients you name on the bottom.
- **Name Your Bylaw Changes**. We get a lot of bylaw changes, especially recently, and if you don't give them a name, it is very difficult to distinguish between them, especially when there are 3 bylaw changes up for information or action in the same week. Name them something that makes it immediately apparent what they refer to.
- **Numbering Systems**. Please be aware that the number of the resolution or appropriation is the date that it is up for **ACTION**, followed by a number to distinguish it from the rest of the things up for vote the same day. An appropriation's date is separated with periods, then has a "-" and its identifying number. A resolution's date and identifying number are all separated with a "-". When sending them to me, please insert -XX at the end, and I will fill in the last 2 digits.
- **Committee Minutes Should Follow Standard Format.** Please provide your interns or whoever is taking minutes at your meetings with an example of minutes taken from one of our General Meetings, that's the way it is supposed to be done. Right now I'm getting a mixed bag of non-standardized garbage.
- **12-point Times New Roman Font**. This one's pretty obvious.
- **Use Microsoft Word**. Seriously, this one's a no-brainer too.

On the next couple of pages are examples of what these things should look like when they're sent to me. Please, use them as templates when writing your own documents in the future (just replace the content-specific text with what you want to write). I'm sure there's things I missed or that are wrong with these examples, but if everything came to me like this, the whole process would run much more smoothly.

ILLINOIS STUDENT SENATE
Senate Resolution (10-20-2010-XX)

A Statement for State Employee Accountability - Instructor Evaluation Transparency

Author: Senator Jim Maskeri
Supporters:

Whereas, ICES evaluations are judged by the University of Illinois at Urbana-Champaign to be an adequate and controlled way for collecting useful information on courses and instructors, and

Whereas, studies conducted by legitimate scholarly institutions support this judgement, as well as the validity of information collected through ICES (actual studies will be included and cited in the Item for Action – they have been provided by the Center for Teaching Excellence, but I have not had the time to read and summarize them before the deadline for Items for Information), and

Whereas, public Illinois universities such as Northeastern University, as well as other institutions such as Harvard, MIT, the University of Wisconsin, Oklahoma University, and the University of Colorado-Boulder release their teacher evaluations to the public (Citations will also be included), and

Whereas, the State of Texas mandates by state law that faculty evaluation results in public institutions must be made public, and the State of South Carolina and others are predicted to follow suit (again, citations forthcoming…), and

Whereas, employees of the state are responsible to the taxpayers of the state, and therefore must release information, such as salary, that would otherwise be classified as personal information, and

Whereas, the first two questions on all ICES evaluations are universal questions that are present on all ICES forms, regardless of department or college affiliation, and

Whereas, the Office of Measurement and Evaluation provides the frequency distribution, the mean, and the standard deviation of all data collected for individual ICES questions, thus allowing the ability to interpret and understand the information in multiple ways,

Therefore, let it be resolved that the Student Senate, as the "Official Voice of the Student Body" hereby calls upon the administration of the University of Illinois at the Urbana-Champaign to release results collected from the two universal ICES questions - excluding the results for teaching assistants - to the public, and

Let it further be resolved that the Student Senate acknowledge that faculty, as public employees, should be responsible to the taxpayers of the State of Illinois by the release of evaluations on their performance, and

Let it further be resolved that the Student Senate acknowledge that the release of teaching assistant ICES data would not be useful, due to their almost definite short-term employment, and

Let it further be resolved that the Student Senate acknowledge the importance of transparency with records and evaluations, specifically those that could help students in their quest for academic success, and make employees of the State of Illinois more responsible to the taxpayers, and

Let it further be resolved that a duplicate of this resolution be introduced in the UC Faculty-Student Academic Senate (tailored by the author to be suitable for the UC Senate – for example, the deletion of this and all following clauses), with all Student Senators voting in favour of this resolution in the ISS being listed as supporters, and

Let it further be resolved that the Student Senate, on behalf of the Student Body, commend the 10-15% of the faculty who release ICES information to the Student Senate for publication, and

Let it finally be resolved that copies of this resolution be forwarded to the Office of Measurement and Evaluation in the Center for Teaching Excellence, the Office of the Vice Chancellor for Academic Affairs, the Office of the Student Trustee, the Daily Illini Editorial Board, and to other individuals/organizations that the ISS Committee on Student Affairs deems appropriate.

Appropriation Request Form (10.13.2010-XX)

Date up for Information: October 6, 2010

Submitted By (whom): Senator Hannah Ehrenberg, Vice-President (External) and Senator Nolan Drea, Vice-President (Internal)

Description	Cost/Item	Qty	Total Cost
Dell OptiPlex 980 Desktop	$1,011.88	8	$8,095.04

TOTAL
Requested: **$8,094.04**

Detailed Description

Many of the computers in the ISS office do not work properly and function very slowly. It has been several years since these computers have been replaced. Buying new computers will help improve productivity in the senate office and ensure that a properly functioning computer is available at all

times. Buying quality computers is important because this is a big investment that should last the Illinois Student Senate many years.

Minutes of the Illinois Student Senate

A meeting of the Illinois Student Senate was held on Wednesday, October 6th, 2010 at 7:00 PM Central Time in the Illini Union.

Executive Officers Present:

David Olsen, Hannah Ehrenberg, Nolan Drea, Jeffrey Schroeder

Staff Present:

Daniel O'Connor, Brian Levitsky, Mary Beth Versaci, Shana Harrison

Call to Order

President Olsen called the meeting to order at 7:03PM.

Quorum Call

At 7:03PM, President Olsen called quorum, which was met.

Approval of Agenda

The agenda was amended and approved.

Approval of Minutes

The minutes were amended and approved.

Swearing in of Senator Rajarshi Maiti.

Senator Maiti was sworn into service.

Public Input

Raymond Morales addressed the body to advertise and event and express his disappointment with the previous week's events. The event Hip Hop in the Community Building is next Wednesday, October 13th, hosted by The Show. Among other things, one of his disappointments was that committees without quorum should not give opinions.

Senator Comment

Senator Gebhardt spoke to the body about his ride along with Officer Hawk of the Champaign Police Department. He said that he learned about some of the technology that the department utilizes (eg. sophisticated cameras) as well as that the university police force has jurisdiction in all of Illinois. Senator Gebhardt also was able to witness Officer Hawk issue several citations, and he thanked Chief O'Connor for the opportunity. Finally, he encouraged the rest of the body to take a ride along. Senator Pileski

updated the body as to a project GAC has been working on. The project is an independent lobby day entirely ISS run/sponsored that would occur on a Wednesday in late October or early November. Senator Maskeri told the body that the Student Affairs committee is looking for appointments for several positions. The committee investigates all things Senate Policy, and he invited the body to join the Facebook page for Student Affairs. Helen Celewicz spoke about the Outreach iHelp event coming up, and about helping to build the Habitat for Humanity float. Senator Ramos is going to update/submit the 2006 Statement resolution next week.

Officer Announcements

VPI Drea told Senators that he is happy with their interest in bylaw changes, but would like to see more resolutions from the body. Additionally, he reminded the body that early voting is next week. VPX Ehrenberg told Senators to meet with her if they have issues with the website. President Olsen echoed VPI Drea's comments regarding resolutions, and encouraged Senators to continue attending UC senate meetings. Additionally, he announced that the Senate Exec Committee is meeting this Friday.

Executive Orders

EXO 2010.17 regarding membership for the Committee on Student Affairs passed with a vote of 25-0-1. **EXO 2010.18** regarding the Committee on Graduate and Professional Academic Affairs passed with a vote of 25-0-2.

Items for Information

Senator Cohen presented resolution **10-13-2010-01 Amendment to the Bylaws and** walked the body through his different amendments. The resolution was referred to Senate Procedure. VPI Drea and VPX Ehrenberg presented resolution **10-13-2010-02 Bylaws Amendment**, that would amend the membership requirements between Senate Committees and UC Senate Committees. The resolution which was referred to CAMSA, Environmental Sustainability, Senate Procedure, Student Rights, and Budget (the committees that it affects). Senator Cohen presented resolution **10-13-2010-03 Outreach Week** that states that since people are not coming to office hours, Senators should instead go and stand out in places within their delegation to promote ISS. The resolution was referred to Outreach. VPX Ehrenberg presented appropriation **10-13-2010-01 Computers for Senate Office,** which calls for buying quality computers for the Senate Office. The cost would be split between VPX Ehrenberg and VPI Drea's budget, and bought through the university contract with Dell. The appropriation was referred to Appropriations. Senator Ramos presented appropriation **10-13-2010-02 CAMSA Town Hall**, which calls for a town hall with refreshments to be held at the Native American House to supplement office hours. The appropriation was referred to CAMSA and Appropriations.

Items for Action

Senators Jagannath, Lentz, Taylor, and Ellithorpe presented resolution **10-06-2010-02 Amendment to the Bylaws Grad Office Hours.** They said not much had changed since it was up for Information. The resolution would make the bylaws more relevant in terms of how graduate students conduct their student life and how the senators can better serve their constituents. Senate Procedure unable to meet so they had no report. VPI Drea moved to send it back to Senate Procedure, which was met with debate. A vote on the motion failed at 10-13-6. The question was called on the entire resolution, and the resolution itself failed at a vote of 15-8-5. Senator Pileski presented resolution **10-06-2010-03 Senate**

Record and File Management. Senate Procedure again had no official report, debate on the resolution was positive, and the resolution passed with a vote of 23-1-5. Helen Celewicz presented appropriation **AP 10.06.2010.01 Homecoming**. Appropriations Committee said that since it was not itemized they did not recommend for approval per the bylaws. The motion was made to refer the appropriation back to Appropriations, and since it was not time sensitive, the question was called, and the motion passed at 20-7-2.

Adjournment

President Olsen reminded the body that the Ad Hoc Crime Alert application is available, and due Friday by 11:59PM. Having no more information before the body, the meeting adjourned at 8:30PM.

Respectfully Submitted,

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Daniel O'Connor, Illinois Student Senate Clerk