

To UCSB Associated Students Senate:

This letter serves as a formal recommendation (R-24QF10-301536) from the Compliance Office as to the usage of the numbering and categorization system of proposed resolutions and bills. Adoption of this is recommended to improve efficiency, archival, and organizational efforts within the association, especially in relation to the digitization of the association.

Changes to this recommendation are fully within the discretion of the Senate. However, a direction from the Senate to this Office to make improvements to the system is also advisable. This Office recommends the Senate to submit recommendations for utilization of the reserved sections of this specification, based on the Senate's practical experience of what information is the most important. This Office recommends the passing of a full bill to adopt this, or any other, numbering system with a change to Policy 6 to ensure compliance with this recommendation.

It is also the opinion of this Office that while the current numbering system defined under Policy 6 is usable, it is not effective, as evident by the fact that it is not being utilized, and it simply assigns a unique number without any additional useful information.

You will find the full specification of the numbering system within this packet. As always, comments on this recommendation are available by request of the Senate to this Office by referencing the recommendation number.

Sincerely,

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AS Senate Bill and Resolution Numbering System Specification v1.1.0

This document serves as the full specification of the numbering system to be used on all bills and resolutions proposed by the Senate. Failure to comply, misuse, and misinterpretation of this specification may result in disorganization and inconsistencies within the established dataset.

This specification was developed by David Jr Sim as the Chief Compliance Officer 2024-2025 of the Compliance Office under the Internal Vice President's Office and maintained by the current Compliance Office under the Internal Vice President's Office.

Future changes to this system will result in a new version number. When utilizing this specification, it is recommended that the version of the specification is also cited to avoid confusion and for compatibility. Version control of this specification is defined by [Systematic Versioning 2.0.0](#).

Changelog

V1.1.0

- Update basic format structure to be more intuitive with hyphens and extendable numbers.
- Update examples to match the new structure.

V1.0.0

- Initial internal development and description of the specification.
- Initial public presentation of the specification.
- Declaration of Definitions, Basic Structure, Categories, and Example Use Cases.
- References UCSB AS Legal Code 2024-2025.

Definitions

- AS Senate Bill and Resolution Numbering System Specification: This specification outlining the system of numbering and categorizing of bills and resolutions brought to the Senate floor.
- Bill: Laws and regulations that are passed by the Senate in terms of policies, procedures, or legal code. Types of bills are defined in this document under Categories.
- Changelog: A record of changes made between versions of a document.
- Legislation: Any piece of bill or resolution brought to the Senate floor.
- Resolution: A sentiment of the Senate expressing their collective stance and opinion on a subject. Types of resolutions are defined in this document under Categories.
- Systematic Versioning: A method of tracking versions of a document as specified by <https://semver.org/>.

Basic Structure

There is certain useful information that should be encoded within a legislation's number. One is its category, as defined within UCSB AS legal code. Another is the year that the legislation was introduced. The quarter that it was introduced is also important, as well as distinguishing between a bill and a resolution. There may also be other categories that the using body wants to define for their own purposes. Of course, finding a way to serialize each bill to be unique is the reason why a number system needs to exist in the first place. With these considerations in place, below shows the basic structure of the numbering system.

TCCQWD-SS-R-

For ease of use and formatting in existing legislation templates, only the part before the second hyphen is strictly necessary. This is also the part that should be on the header of every legislation, with the first three characters on the first line and the following characters on the line below. However, the full reference number should be listed in the legislation document name as a prefix. Notice how hyphens follow numbers that are extendable. It is defined as follows:

T - The type of the legislation.

- 'B' - Bills
- 'R' - Resolutions

CC - The category of the legislation.

- See Categories below
- If there are multiple overlapping categories for a specific legislation, it is up to the authors to determine which category is more relevant and less misleading.

Q - The quarter the legislation is introduced.

- M - Summer quarter
- F - Fall quarter
- W - Winter quarter
- S - Spring quarter

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W - The week of the quarter the legislation is introduced.

- The week number between 1-9

D - The order number of the bill being introduced that week.

- This number is extendable as necessary

SS - The senate number that introduced this legislation.

- This number is extendable as necessary

R - Reserved for definition in the future or specific use cases as needed.

- This field is extendable as necessary

Categories

The categories of bills and resolutions defined in this document are found under Policy 6 of UCSB AS Legal Code. Within parentheses is each category's two letter identifier. While at first, some of the identifiers seem to be nonsensical, the idea is to not reuse any letter more than once for ease of identification once the categories are learned.

Position Paper (PR)

A bill or resolution which endorses, sponsors, or supports a group's actions or events shall require a two-thirds (2/3) vote. Any position paper adopted by the Senate is binding on that Senate for the term of that Senate only. If specified by its author, each new Senate shall review it for re-adoption.

Organizational (OZ)

Any action, event, addition or deletion to the internal structure of the Associated Students. This includes representative, organizational, and physical changes within Associated Students, its Boards, Commissions and Committees, including personnel changes in Boards, Commissions and Committees. It requires a majority (50% + 1) vote of Council.

Directional (DE)

Any bill or resolution that directs individuals or organizations (e.g. members of A.S. Personnel, Boards, Committees, and/or the Senate) to perform specific duties. Requires a majority vote (50% + 1).

Contractual (AY)

Any bill or resolution that includes contract(s) with an agency, group, or business outside Associated Students requires a majority (50% + 1) vote. The A.S. Executive Director must review contractual bills or resolutions at least two (2) weeks in advance.

Financial (FN)

Any bill or resolution that needs an expenditure of A.S. monies to perform what is proposed in the Bill requires a majority (50% + 1) vote.

Capital Reserves (CW)

Any bill or resolution which removes or changes any monies from the Capital Reserve fund requires a three-fourths (3/4s) majority vote.

Capital Improvements (MI)

Any bill or resolution which removes or changes any monies from Capital Improvements requires a two-thirds (2/3) majority vote.

Constitutional (UT)

Any bill or resolution that proposes a change or interpretation of the ASUCSB Constitution requires a two-thirds (2/3) vote of Senate and then subsequently requires a two-thirds (2/3) vote of the student body in order to be adopted.

By-Laws (BL)

Any bill or resolution changing, adding, or interpreting the ASUCSB By-Laws requires a two-thirds (2/3) vote.

Standing Policies (SF)

Any bill or resolution changing, adding, or interpreting the ASUCSB Standing Policies requires a two-thirds (2/3) vote.

Example Use Cases

Example 1

The 69th senate wants to introduce a piece of legislation condemning the actions of company ABC. The legislation's senators' introduce this legislation during week 5 of winter quarter. There are 4 other new legislations being introduced that week before this one.

Because this legislation is a stance on the actions of company ABC, it will be a resolution. The category of this resolution is positional paper, for obvious reasons. As such, the resolution's full number shall be RPPW55-69-. This string shall go before the "A resolution to..." name of the resolution file. However, only RPPW55 is needed in the header of the resolution.

Example 2

The 128th senate wants to introduce a piece of legislation that updates the responsibilities of the Chair of BCU XYZ. This legislation is introduced during week 1 of spring quarter. There are no other new legislations being introduced that week before this one.

Because, this is an update to legal code, it will be a bill. This bill is also changing the by-laws of the association, thus its category shall be BL. Thus, the full reference number for this bill shall be BBLS11-128-, with only BBLS11 being necessary in the header section of the bill. However, the full reference number shall go before the "A bill to..." name of the bill file.