ASC Proposal Writing Process

A five-step process that allows any student on campus to bring forward concerns/issues through legislation to the appropriate channel (EC/University Administration/Student Development)

STEP 1: PICK A TOPIC/ISSUE

- Inform the Vice President of SGA about the issue and concern that the proposal will be written on.
    - If you do not have a proposal topic, talk with the Vice President of SGA, they should have a list of potential legislation

STEP 2: SET A MEETING

- Meet with the Vice President of SGA to find the appropriate and best direction for the proposal
    - The VP will have an understanding on the systems and processes within ASC and the University to know how to articulate the legislation.

STEP 3: DO YOUR RESEARCH

- It is very difficult to advocate a proposal to the University Administration without qualitative or quantitative data. ***"If the issue matters, measure it"*** This is typically how the administration operates where making decisions, so it is best to prepare as much as possible before bringing a proposal to ASC or to the Administration.
- Is the proposal a campus issue?
    - Conduct a survey
    - Have meetings with the appropriate persons or University office
    - Know the policy/ system thoroughly as well as the philosophy behind it before addressing it through a proposal.

STEP 4: DRAFT THE PROPOSAL

1. **FIRST**
    - **a.** Send a 1st copy draft to the VP of SGA or pointers/ advise and revisions.
        - **i.** The VP will talk with EC and the advisors for any suggestions
2. **SECOND**
    - **a.** Go to the Writing Center/ Center for Academic Excellence to check for grammatical issues, word usage, argument structure, etc.
    - **b.** ***THIS STEP IS NOT OPTIONAL***
3. **THIRD**
    - **a.** Send final version to the VP of SGA for the final approval before the next SGA branch meeting

STEP 5: PRESENT

- You are now required to present the proposal to the Branch of ASC (typically SGA).
- If the proposal passes the branch level, you will present to ASC
- Following this presentation, the Student Body President will move the proposal forward to the appropriate office.