

Guide to Creating a Student Fee Initiative

1. Referendum sponsors will meet with Associate Vice Chancellor for Student Affairs, Student Life – Associate Vice Chancellor for Student Affairs, Divisional Resources and ASUCD Business Manager to review draft language of the ballot, discuss proposal and review next steps in the process. The ASUCD Business Manager will alert the ASUCD Elections Committee of the proposed referendum.
2. Referendum sponsors will present COSAF with a draft of the ballot language and accompanying materials in order to collect comments and possible edits to ballot language.
3. Referendum sponsors will submit a draft of the referendum and all ballot language to the Vice Chancellor of Student Affairs and UC Davis Campus Counsel for review and certification.
4. Student Affairs will forward the ballot language and accompanying materials to the UC Office of the President (UCOP) for review.
5. The VC Office for Student Affairs will request enrollment data from the Registrar's Office to determine the required number of students in the voting pool and petition of signatures.
6. Petition of Signatures: Once the ballot language is approved by UCOP, referendum sponsors will conduct a petition for signatures by the student body. (See Article V, Section 1 of the ASUCD Constitution. Signatures will be collected from *"at least 8% of undergraduate students and/or at least 8% of graduate students for fees affecting each respective student bodies."*)
ASUCD Elections Committee will meet with referendum sponsors to provide detailed instructions, materials, and deadlines for conducting the signature petition.
Sponsors must provide all petitioned students with ballot language and accompanying materials.
Sponsors will work with ASUCD Elections Committee to confirm petition signatures are valid.
Only signatures of registered UC Davis students will be considered valid.
7. After meeting the necessary requirements for approval by petition, referendum sponsors will submit all documents to the Chairs of the Council of Student Affairs and Fees (COSAF) to request COSAF's review and endorsement. The Chairs of COSAF must add it to the COSAF agenda for review and will issue the Council's endorsement and/or comments in writing to the Vice Chancellor for Student Affairs.
8. The Vice Chancellor for Student Affairs will review and endorse as appropriate and submit a letter to the Chancellor with a recommendation whether to authorize the initiative.
9. Once received, submit the Chancellor's approval of the ballot and its accompanying documents to the ASUCD Elections Commissioner.

Spring Quarter Vote:

1. The referendum will be included as a Ballot Measure in the Spring Elections ballot that takes place in Spring Quarter. If voter turnout for ASUCD Spring Elections does not reach at least twenty percent (20%) of the eligible voting population as provided by the Registrar's office, the fees proposed in the Ballot Measure shall be null and void. Ballot Measures must be approved by the 60% affirmative vote as specified in the ASUCD Constitution.
2. If the Ballot Measure passes, the Office for the Vice Chancellor for Student Affairs shall be responsible for sending the ballot language, certifying documentation, and any other supporting documents to the Chancellor and the Budget Office, who will in turn submit the fee initiative to the UC Office of the President for review and approval. If appropriate, UCOP will obtain approval by the Regents.