

Guide for Placing a Student Fee Initiative on a Ballot

(New ASUCD Election Timeline, Beginning Academic Year 2022-23)

Student Fee Referendum Timeline:

<https://cosaf.ucdavis.edu/sites/g/files/dgvnsk1561/files/inline-files/Student%20Fee%20Referendum%20Timeline.pdf>

INTRODUCTION

This document is intended to serve as a resource guide for students who are interested in initiating a compulsory campus-based student fee. This guide is not a University policy.

A compulsory campus-based student fee is a fee levied at individual campuses that must be paid by all registered students to whom the fee applies. The fee may be used to fund student-related services and programs; construction and renovation of student buildings and other facilities; and authorized student governments, registered campus organizations, and their events and activities. All compulsory campus-based student fee initiatives must adhere to the following:

- University of California Policies Applying to Campus Activities, Organizations, and Students (PACAOS), Section 80.00: Policy on Compulsory Campus-Based Student Fees
- UC Davis Policy and Procedure Manual (PPM), Section 280-15: Compulsory Campus-Based Student Fees and Referendum Elections

Fee initiatives that fall under the Associated Students, University of California, Davis (ASUCD) Constitution and Bylaws and/or the University of California, Davis Graduate Student Association (GSA) Bylaws, should adhere to the following:

- ASUCD policies including the Constitution Article V ASUCD Elections and Referenda, Bylaws Chapter 14 The Elections codes
- UC Davis Graduate Student Association Bylaws, Article 2, Section 2.5 Ballot Measures

Unless an exception to the referendum requirement applies (see PACAOS 83.00), compulsory campus-based student fees may only be established, increased, reduced, eliminated, or renewed through a student vote. Such student fee initiatives should be sponsored by a registered student(s) to whom the fee applies.

Please note: PACAOS 84.20 states, “All student referendum results are advisory to the Chancellor and, conditional on the Chancellor’s recommendation, are subject to final approval by the President under the authority delegated to the President by the Regents.” In addition, all compulsory campus-based student fee initiatives are carefully reviewed and unless all relevant policies are followed, the initiative may not be placed for a student vote.

Proposal Development Phase

GENERAL TIMELINE: The Fee Initiative process should begin in September of the fall academic year in order to have adequate time for all steps and approvals to be completed and approved before the spring general election of the same academic year or for the fall general election in the following academic year.

In accordance with the ASUCD Bylaws and Constitution the ASUCD General Elections will be held during the first (1st) business day of the seventh (7th) week of the fall quarter and the first (1st) business day of the fourth (4th) week of the spring quarter. Elections must be held for a minimum of 72 hours. The ASUCD Elections committee will publish information about the election process four instructional weeks prior to the election being held.

All parties named in these guidelines will make efforts to meet the below timeline, however it may be adjusted due to unforeseen circumstances. Failure to meet any given deadline (especially those explicitly included in UCOP, Campus, ASUCD, or GSA policy) could prevent a fee initiative from moving forward. If progress is falling behind the below timeline, the referendum sponsor should contact the Associate Vice Chancellor of Health, Wellness, and Divisional Resources for the updated status of the referendum.

1. **Create a written proposal and develop ballot language.** To obtain feedback on your proposal and an understanding of the the referendum process, it is required that you inform the individuals below (It is recommended that you meet by the end of week 3 of fall quarter if you intend to hold the election in the spring):
 - Associate Vice Chancellor – Student Life, Campus Community, and Retention Services
 - Associate Vice Chancellor – Health, Wellness, and Divisional Resources¹
 - ASUCD Business Manager

¹ The AVC of Health, Wellness, and Divisional Resources will track the progress of each fee initiative and assist sponsors in meeting the timeline in this guide.

- ASUCD Internal Affairs Commission
- Council on Student Affairs and Fees (COSAF) (*COSAF needs to be aware a proposed referendum is coming so it can designate the appropriate time into its meeting schedule to review.*)

Proposed ballot language must be submitted to the Vice Chancellor of Student Affairs (VCSA) or designee, who will consult with the Budget and Institutional Analysis Office (BIA), Office of the Campus Counsel, and University of California Office of the President (UCOP) to ensure the referendum is consistent with relevant laws and University policy. Recommended edits provided by these bodies shall be impartial, content-neutral, and with the intent of helping the sponsor bring a proposal in alignment with the requirements enumerated in policy.

Please send your proposal with:

- Contact information for sponsor(s) (names, emails, phone numbers)
- Title of the fee initiative
- Proposed ballot language
- A recommended sunset clause (end date), if applicable

The ASUCD Business Manager will alert the ASUCD Elections Committee of the proposed referendum when consultation is complete (by week 5 of fall quarter).

2. Submit a draft referendum proposal to COSAF. Once COSAF receives the draft, a presentation with the sponsor will be scheduled near week 6 or 7 of fall quarter . A few days before the presentation, the draft ballot language is sent to the COSAF to review before the meeting. Once the sponsor presents to COSAF, recommendations for improvements of the draft ballot language are collected via online survey at the conclusion of the meeting from voting members of the committee. These recommended edits and suggestions are then sent to the referendum sponsor for consideration no later than one week following the COSAF meeting.

3. Submit a draft referendum proposal to VCSA, BIA, and Campus Counsel.

Referendum sponsors will submit a draft of the referendum and ballot language to the VCSA, BIA, and Campus Counsel for review and certification by week 7 of fall quarter. VCSA, BIA, and Campus Counsel will return a reviewed draft no later than the end of week 9.

4. Submit a draft referendum to UCOP. Once the draft of the referendum and ballot language has been reviewed and certified by the VCSA, BIA, and Campus Counsel, BIA will forward the ballot language with any edits and accompanying materials to UCOP for review before the start of winter quarter. UCOP's review may take up to six

(6) weeks and can vary depending on the academic calendar. If there are changes or questions to the ballot language made by UCOP, then the ballot language will be returned to the referendum sponsor to be addressed. Steps 3 and 4 may need to be repeated. Sponsors shall consult with the Associate Vice Chancellor – Health, Wellness, and Divisional Resources to resolve feedback and adjust the timeline as needed.

5. **Get the referendum on the ballot.** Once the ballot language has completed the review and approval process by all parties involved, the VCSA's Office will obtain certified enrollment data from the Registrar's Office to determine the required number of students in the petition of signatures for spring election no later than the fourth week of winter quarter. Referendum sponsor must obtain student support through one of the following means:

a. Petition of Signatures (initiative ballot measures) : Once the ballot language is approved by UCOP, referendum sponsor(s) will conduct a petition for signatures by the student body to whom the compulsory based fee would be applied to (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 sponsor(s) to provide detailed instructions, materials, and deadlines for conducting the signature petition no later than Friday of week 2 of winter quarter. Sponsor(s) must provide all petitioned students with ballot language and accompanying materials. **The language presented to students during petition collection shall be the final ballot language.** Sponsor(s) will submit to the ASUCD Elections Committee to confirm petition signatures are valid by Friday of week 4 of winter quarter. Only signatures of currently registered UC Davis students will be considered valid. If additional signatures are required, they must be received and confirmed by Friday of week 5 of winter quarter

b. Legislative Ballot Measures/Referendum: Sponsor(s) may alternatively introduce the referendum through the ASUCD Senate to place the referenda on the ballot in lieu of petitioning for signatures. **The language passed by the Senate shall be the final ballot language.** Further information on this process can be found in ASUCD Constitution Section V and Chapter XIV of the ASUCD Bylaws. Please contact the ASUCD Internal Affairs Commission at internalaffairs@asucd.ucdavis.edu for further information. ASUCD Senate must vote on the ballot measure/referendum by the end of week 5 of winter quarter

- c. The campus may conduct a referendum outside of student government procedures if the Vice Chancellor—Student Affairs determines it is in the best interest of the campus to do so.

In addition, the sponsor(s) must provide education outreach to impacted student groups as outlined in PPM 280-15.

6. Obtain COSAF endorsement. After meeting the necessary requirements for approval by petition or ASUCD Senate, referendum sponsor(s) will submit all documents to the Chairs of the COSAF to request COSAF's review and official feedback no later than *week 6 of winter quarter*. After COSAF receives the revised ballot language, a presentation by the sponsor to the full COSAF Council is scheduled to occur *before week 8 of winter quarter*. After the presentation, Council members complete an online survey indicating whether or not they endorse the referendum moving forward on the ballot. The results are then forwarded to campus administration *within a few days of the presentation*.

7. VCSA and VCFOA review and endorsement. The Vice Chancellor for Student Affairs (VCSA) and Vice Chancellor for Finance, Operation, and Administration (VCFOA) will review and submit a letter to the Chancellor with a recommendation whether to authorize the initiative by the end of week 9 of winter quarter

8. Submit ballot to ASUCD Elections Committee. If approval is received from the Chancellor, submit the Chancellor's approval of the ballot and its accompanying documents to the ASUCD Elections Committee by the end of week 1 of spring quarter. The VCSA's Office will obtain certified enrollment data from the Registrar's Office to determine the required number of students in the voting pool for spring election no later than the fourth week of spring quarter.

Spring Quarter Vote:

1. The referendum will be included as a Ballot Measure in the ASUCD and/or GSA Spring General Elections, which take place in the fourth week of Spring Quarter. The results will be released and transmitted to the VCSA by the last day of the fifth week of Spring Quarter. If voter turnout for ASUCD and/or GSA 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. Notably, for referendum elections where the voting pool is limited to graduate or professional students in support of campus programs, the minimum voting pool can be established by the Chancellor. Ballot Measures must be approved by the 60% affirmative vote as specified in the ASUCD Constitution.

2. If the Ballot Measure passes and the Chancellor endorses the results, the ballot language will be sent to UCOP for final approval. VCSA's Office shall be responsible for sending the ballot language, certifying documentation, and any other supporting documents to the Chancellor's Office and BIA. BIA will submit the fee initiative to the UC Office of the President for review and approval. If appropriate, UCOP will obtain approval by the Regents. The fee will take effect the next academic year (ex. Spring 2023 would take effect Fall 2023)

Fall Quarter Votes: Though spring quarter elections have historically benefited from higher turnout, you may pursue passage of a fee initiative during the Fall ASUCD or GSA elections. Consult with the Associate Vice Chancellor – Student Life, Campus Community, and Retention Services, Associate Vice Chancellor – Health, Wellness, and Divisional Resources, ASUCD Business Manager, ASUCD Internal Affairs Commission , and Council on Student Affairs and Fees (COSAF) to determine an appropriate adaptation of the above timeline.

Special Election Votes: Due to many factors which include but are not limited to allowing enough time to accurately assess fiscal fee initiative impact, financial aid, tuition and fee deadlines, etc., all fee initiatives must take place during a regular re-occurring general ASUCD or GSA election.

Related Information:

- I. [University of California Policies Applying to Campus Activities, Organizations, and Students \(PACAOS\), Section 80.00: Policy on Compulsory Campus-Based Student Fees](#)
- II. [UC Davis Policy and Procedure Manual \(PPM\), Section 280-15: Compulsory Campus-Based Student Fees and Referendum Elections](#)
- III. [ASUCD Constitution Elections Section](#)
- IV. [ASUCD Bylaws Elections Code](#)

Guide last updated and endorsed March 2023 by:

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