INSTRUCTIONS FOR CHANGES TO BYLAWS / REGULATIONS, ETC.

Submissions must be received (to the Divisional Chair via the Executive Director) in the Academic Senate Office in the following format; any other format will be returned for revisions. Do not submit in the form of a memo.

Submit via email – Subject line: [New Business] Proposed changes to….

Format your document in two columns with a heading as follows below:

Margins: 1" top margin; 1" bottom and side margins
Font: Arial, font size 11 (please do not change font size within the document); **no colors, boxes/borders, page numbers or dates or times. Bolding, uppercase and italics are acceptable.**

On **Present** side, strike thru all items being deleted including words and/or punctuation.
On **Proposed** side, underline ALL additions/changes including words and/or punctuation
Do not include these instructions with your proposal.

COMMITTEE ON_____ (or if from an individual, state name with title & department)

REPORT TO THE RIVERSIDE DIVISION
(Date of next division meeting)

To Be Adopted

Proposed Changes to Charge of the Committee on _____
(for example…Bylaw 8.4.1, 8.4.2., 8.4.3)

PRESENT:	**PROPOSED:**
8.4.1 On **Present** side, ~~strike thru all items being deleted including words and/or punctuation.~~	8.4.1. On **Proposed** side, underline ALL additions/changes including words and/or punctuation.
8.4.2. ~~Current wording to be changed or deleted~~	8.4.2 Proposed wording or additional text

Statement of Purpose and Effect: (Insert explanation of why the committee feels the changes are necessary and beneficial and how)

Approved by the Committee on_____: (Insert date of committee approval)
Or
Submitted by _____(individual name): (Insert date of submittal)

Section below is for Senate use only

(if applicable) Approved by the Committee on_____: (Insert date of committee approval)

The Committee on Rules and Jurisdiction finds the wording to be consistent with the code of the Academic Senate: (leave blank)
Received by Executive Council: (leave blank)