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.

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.

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

REPORT TO THE RIVERSIDE DIVISION
NOVEMBER 22, 2005 (or 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

8.4.1 On Present side, strike thru all items being deleted including words and/or punctuation.

8.4.2. Current wording to be changed or deleted

PROPOSED

8.4.1. On Proposed side, underline ALL additions/changes including words and/or punctuation.

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)