



UNIVERSITY OF CALIFORNIA

# COUNCIL ON STUDENT FEES

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## **STANDING POLICY 6**

**CSF POLICY ON CAMPUS REFERENDA PROCEDURE AND REQUIREMENTS  
ON CAMPUS BASED FEES**

**Approved: May 20, 2012**

**Amended: April 20, 2013**

*The Council on Student Fees is the official system-wide body which represents student opinion in areas of student fees, including campus based fees. Self-assessed fees exist in order to enhance the lives of students attending the University by providing a stable funding source for extracurricular activities, advocacy related activities, and programming. The Council on Student Fees has agreed upon the following list which denotes the requirements and procedure for bringing proposed referenda to the student body and requirements for language within the referendum.*

### **Procedure**

1. Any newly proposed campus based fee, or increase to an already established campus based fee, that does not directly relate to the academic mission of the University, shall be considered a student referendum and thus be presented to the campus-wide student government for approval of balloting the question.
2. When developing a proposal to initiate or increase a fee, the impact on students for the total fee package shall be a primary consideration.
3. Referenda should be presented to the campus Student Fee Advisory Committee and the campus-wide student governments representing bodies affected by the referendum, at least 5 weeks prior to presenting to the student body. The Student Body should have sole authority for the appropriation of campus based fee revenue, unless a Chancellor specifically calls for a campus based fee to be collected for a specific purpose. This may be done through the budget process of the appropriate student government(s), a student-controlled governing board representing all affected students, or ballot language in the fee initiative.
4. Equal funds should be made available for campaigning to both a pro and con group, if required by campuses' campaign rules and if money is available through the Associated and/or Graduate Student Assemblies.
5. All student governments should take a neutral stance on the referenda, unless it was created within the given student assembly. In either situation, the focus should be on encouraging voter turnout. Unaffiliated campus administration should not promote or provide positions on proposed referendum.
6. Any documents that support the referendum language shall be presented and publically available in their final form with the referendum at the time of voting, including Statements of Condition, Memoranda of Understanding, etc. The Chancellor shall establish in-campus regulations and procedures for reducing or eliminating a compulsory campus based fee.

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### **Language**

1. Referenda should include a return-to-aid component that constitutes at least 29% of the total fee, in accordance with UC policy.
2. The amount, type, and purpose of the fee must be stated explicitly on the ballot.

*The Council on Student Fees, in coalition with UCSA, is the UC-recognized student voice on fee policy.*



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3. Referenda should include a student oversight component either through establishment of a student majority advisory committee or by granting a student advisory role to an established student majority committee.
4. The student oversight board shall, at the minimum, annually review the operating budget of the department receiving the funds.
  - a. This board should be given adequate budget data regarding the department receiving the funds including organizational charts, permanent budget, budget carry forward, and anything else it deems necessary.
  - b. This board shall be given adequate staff support either through participation on the committee or willing support to committee members.
  - c. This board should review and make recommendations at set intervals (set within referendum language) to determine if cost of living increases are needed to address long- and short-term financial planning.
5. Language should forbid subsequent modifications of the purpose of the referendum without a revote of the entire student population.
6. Language shall address collection of the fee during the summer sessions.
7. Referenda should include any language deemed necessary and called for by the campus-wide student governments.
8. Referenda should have a sunset clause.

SP7: CSF Policy on Campus Referendum Procedure and Requirements