Style Guide

Submission of Information and Action Items

1. Please use Times New Roman, 12 pt.

2. No auto numbering

3. No header/footer page numbers

4. No bullets

5. Senate items should be titled as follows:

committee_monthsecyear.doc

For example: app_octsec2011.doc

6. Make sure you address your agenda items either to the SEC or Senate. If you have something that you would like to present to the Senate but need to bring to the SEC first, make sure you address it to SEC.

7. Do not combine your information and action items in the same document. Please submit them separately.

8. Please do not submit PDF’s, only word documents.

9. Make sure there are no extra pages in your report.
Senate Executive Committee Meetings

Instructions for information and action items

1. The SEC Agenda (with all information items) are posted online at: http://sdsu.edu/senate, the Thursday prior to the SEC meeting.

2. In order to have your information items included in each online agenda your information items and attachments must be submitted to Allison Bobrow, senate@mail.sdsu.edu by noon the Wednesday prior to the meeting.

3. No action items are ever posted in the online SEC agenda.

4. In order for an action item that is pending to be listed in the online agenda, email Allison at senate@mail.sdsu.edu regarding your action item by noon Wednesday.

5. All action items and attachments need to be submitted to Allison by Friday, 8am.

6. The full agenda, with information and action items will be emailed to all SEC members by the Friday prior to the SEC meeting. This full agenda will never appear online.

7. Any information or action item received after Friday at 8am and before Monday morning will not appear in the official agenda and will be emailed separately. Please only use this option as a last resort.

8. Any information or action item received after Monday will not be emailed. Please bring 20 copies to the SEC and make sure an official copy is emailed to Allison.

Senate Meetings

1. All information items and action items are brought forward for inclusion in the Senate agenda. The Senate agenda is posted online at: http://sdsu.edu/senate, the Thursday prior to the Senate meeting.

2. If you have revisions to your information and/or action items after the SEC meeting please submit them to Allison by noon Wednesday for inclusion in the posted online Senate agenda.
To: Senate

From: Jane Doe, Chair
XYZ Committee

Date: January 5, 2011

Re: Information

________________________________________________________________________

**Information:**

1. text text text text text text text text text text text text text

2. text text text text text text text text text text text text text
To: Senate

From: Jane Doe, Chair
       XYZ Committee

Date: February 9, 2011

Re: Name of Action (i.e., change to policy file, new procedures, etc.)

________________________________________________________________________

Action:

1. text text text text text text text text text text text text

2. text text text text text text text text text text text text

Rationale: Brief description of reason for change should go here.