

## **FEE REFERENDA PROCESS**

Executive Order No. 740, The California State University Student Fee Policy, required each campus to develop a fee referenda process.

An advisory student referendum is required prior to adjusting a campus Category I fee\* or requesting the chancellor to establish a new campus Category I fee.

The president may waive the referendum requirement if the president determines that a referendum is not the best mechanism to achieve appropriate and meaningful consultation. If a referendum is not conducted prior to adjusting Category I fees or requesting the chancellor to establish a new Category I fee, the president must demonstrate to the chancellor why alternative consultation methods selected were more effective in complying with the CSU Student Fee Policy.

A referendum may be conducted by the campus or by the associated students organization. For referenda, the following shall apply:

1. Referenda plans, including all written materials, will be presented to the Campus Fee Advisory Committee.
2. A voter pamphlet providing objective analysis of the proposed fee action and statements for and against the proposed action will be reviewed and recommended for approval by the committee.
3. If approval of the proposed referendum is recommended by the committee, the proposal and supporting documents will be forwarded to the president.
4. After review and approval by the president, a referendum will be scheduled.
5. The terms of the election will be determined by the Campus Fee Advisory Committee consistent with the guidelines of Executive Order 740.
6. The sponsoring department/college/school/organization shall provide adequate copies of the voter pamphlet, informational flyers, etc. and will cover the costs for printing a sample ballot, voter pamphlet and other voting information in the Collegian.
7. Copies of the voter pamphlet, ballot and information regarding the dates, times, and polling locations shall be available to students and published in the campus

\* Category I fees-Fees that must be paid to apply to, enroll in, or attend the University.

8. newspaper at least thirty (30) days prior to the referendum. The president must approve the scheduling of the referenda prior to the publishing of any information
9. Referenda costs, including the printing of ballots and securing of off-campus election polling workers, will be paid for by the sponsoring department/college/school/organization and coordinated by the Division of Student Affairs.
10. The results of a student fee referendum shall be considered favorable when a majority of students voting approve the fee action.
11. The results of the referendum shall be advisory to the committee and the president.
12. The Campus Fee Advisory Committee will act as the consultative body to the president regarding determination of the voting constituency for campus referenda.
13. The one-third financial aid requirement previously required for new campus Category I mandatory fees has been eliminated. However, this does not preclude consideration of financial aid consequences associated with the establishment of new fees or the adjustment of current fees.
14. The referendum process for establishing and rescinding the student body association fee is described in section 41401 et seq. of Title 5 of the California Code of Regulations.