UC MERCED CALIFORNIA LEGISLATIVE SIMULATION

Filing a committee agenda

Chairs don't typeset agendas. You open **your committee's** agenda form, give the meeting date and the bills in the order you will hear them, and the system builds the Senate-letterhead agenda, emails you the PDF, and posts it on your committee's tab of the Leadership & Committees page. Here is which part of the finished agenda comes from where.

Shaded navy: you supply this on the form

CALIFORNIA STATE SENATE · UC MERCED
LEGISLATIVE SIMULATION

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SENATE COMMITTEE ON LOCAL GOVERNMENT AND LABOR

Caroline Menjivar, Chair
Marie Alvarado-Gil, Vice Chair
Members: Josh Becker, Brian Dahle, Sabrina Cervantes

AGENDA

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Tuesday, October 20, 2026

REVISED — Revision 2, issued 10/19 3:05 PM. Supersedes all prior agendas for this meeting.

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1.	**SB 12**	McNerney	Veterans Employment Tax Credit Act
2.	**SB 31**	Becker	Community College Housing Pilot
3.	**SB 47**	Dahle	Rural Fire District Funding
4.	**SB-99**		*[not found among filed bills — check the number]*

1. **Which form you open.** There are five agenda forms in the Filing Cabinet: one per committee and one for the Senate Floor. The form sets the letterhead and the tab the agenda is posted on. A Floor agenda reads "Session of the Senate" and has no membership lines.

2. **Form — Meeting Date.** The date of the hearing. A committee has one agenda per date: filing the same date again makes a *revision* of that agenda, not a second one.

3. **Form — Bills in file order, one per line.** Just the bill number on each line, e.g. `SB-12`, in the order you will take them up. The author and short subject are looked up and printed for you. Up to 30 bills. A number that matches no filed bill prints the red "not found" note instead, so you can spot the typo at once.

Everything unshaded is automatic: the chair, vice chair, and members (from the *Committee assignments & leadership* form; if a name is wrong, that is where it gets fixed), the spelled-out date, the file name, and the revision notice. Agendas carry no time or room; announce those in class.

The steps, in order

1. **Wait for the referrals.** Agenda only bills that have been referred to your committee; the Bills page's Committee column shows which ones those are. There is no draft mode: every submission is published, so don't file a practice agenda or one for a meeting that hasn't been scheduled.
2. **Open your committee's form** from the Filing Cabinet → *Leadership & chairs* → *File an agenda — [your committee]*, signed in with your registered Google account.
3. **Enter the meeting date.**
4. **List the bills**, one number per line, in the order you will hear them. Nothing else goes on a line.
5. **Submit and check your email.** Within a minute or two you get "Agenda filed: *Committee*, *date*" with the PDF attached. Read it. The site shows it as the committee's **Latest agenda** about ten minutes later.

Need to change it? Submit the same form again with the **same meeting date**. That files Revision 2: the new PDF replaces the old one on the site, carries the red REVISED line with its revision number and time, and the earlier version is kept on file. A different date is a different meeting: a new agenda, not a revision.

A bill referred to you isn't yours? Referrals are leadership's call. Ask them to move it with the referrals form rather than leaving it off silently.

The mistakes we see most

- Filing on another committee's form. The agenda prints under the wrong committee name and lands on the wrong tab.
- Filing early, as a test or a placeholder. It is published immediately and the instructor has to remove it by hand.
- Putting more than the number on a line. Only the first number counts: "SB-12 and SB-14" lists SB-12 alone, and "Item 2: SB-14" lists SB-2.
- Picking the wrong date. That creates a separate agenda; refile with the right date and ask the instructor to remove the stray one.

Posted agendas are named by committee and date (for example `lgl_10_20_26.pdf`); earlier revisions stay available under "Earlier agendas". Questions? Ask your instructor.