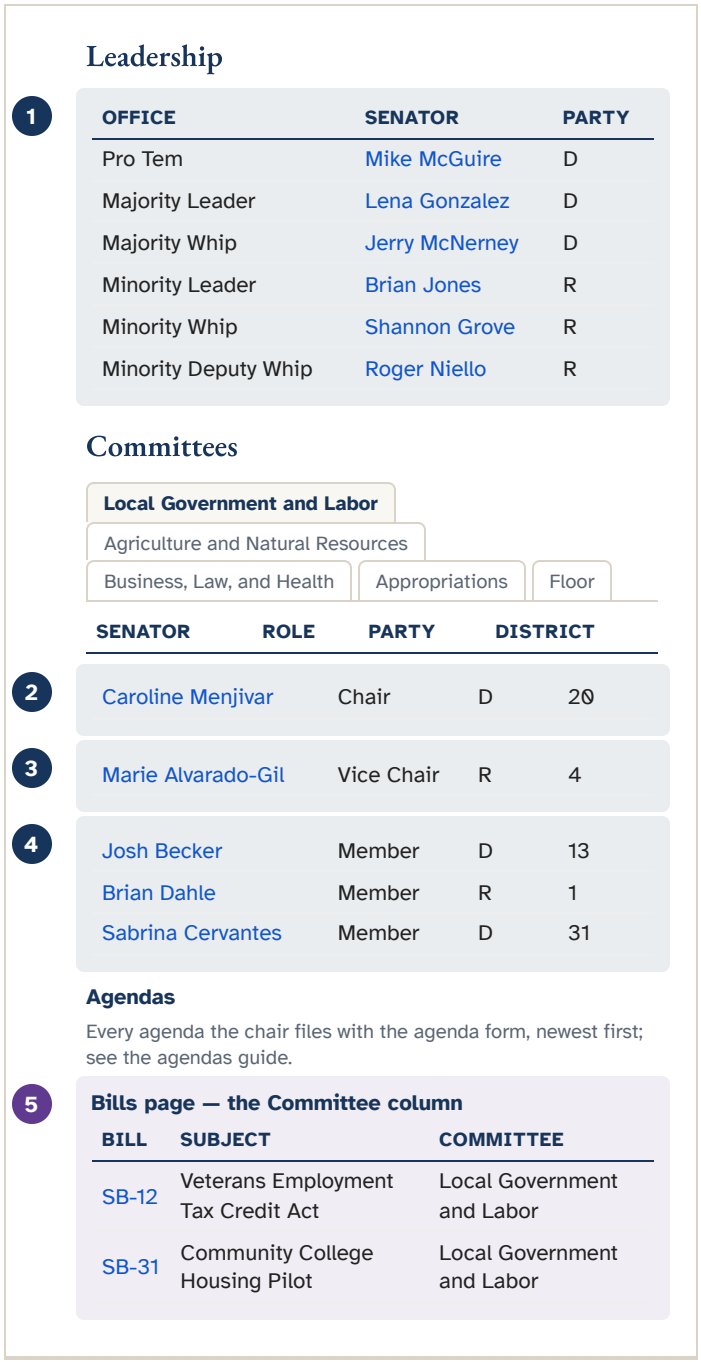
UC MERCED CALIFORNIA LEGISLATIVE SIMULATION

Assigning committees and referring bills

Leadership doesn't edit the website. Two forms in the Filing Cabinet (under **Leadership & chairs**) do it: **Committee assignments & leadership** sets who holds each office and who sits on each committee, and **Refer bills to committee** sends filed bills to a policy committee. Together they fill the Leadership & Committees page, every senator's page, the Bills page's Committee column, the vote sheets, and the letterhead of every agenda. Here is which part comes from where.

Shaded navy: from the assignments form Shaded purple: from the referrals form



1. **Assignments form — Leadership.** Six dropdowns at the bottom of the form: Pro Tem, Majority Leader, Majority Whip, Minority Leader, Minority Whip, Minority Deputy Whip. One senator each. Fill only the offices you are setting.

2. **Assignments form — *Committee* Chair.** One dropdown per committee (LGL, ANR, BLH, APP).

3. **Assignments form — *Committee* Vice Chair.** Same, one per committee.

4. **Assignments form — *Committee* Members.** Checkboxes. The chair and vice chair sit on the committee automatically, so check only the other members. **Each Members answer replaces that committee's whole list**: every time you touch it, check everyone who serves.

5. **Referrals form — one bill per line.** Three boxes, one per policy committee (LGL, ANR, BLH). Type each bill's number on its own line, e.g. `SB-12`. A referred bill leaves "Unassigned": its committee shows on the Bills page and on the bill's own page.

Everything unshaded is automatic: party, district, the links, the committee's agendas, and the bill subjects. Blank questions on either form keep whatever was set before.

The steps, in order

1. **Open the assignments form** from the Filing Cabinet → *Leadership & chairs* → *Committee assignments & leadership*, signed in with your registered Google account. It must be a senator's account; anything else is ignored.
2. **Fill in only what the Senate has decided.** Leadership today and committees tomorrow is fine: a blank question keeps its current value, so each committee can be filed on its own.
3. **For each committee**, pick the Chair and the Vice Chair from the dropdowns, then check every other member under Members.
4. **Submit and read the receipt.** The email "Committee assignments updated" shows the *complete* current state of the Senate, not just what you sent. If a line is wrong, resubmit the form with just that question answered.
5. **Refer the bills** with *Refer bills to committee*: under each committee, one bill number per line. Leave a committee's box empty if nothing goes there. The receipt "Bill referrals recorded" lists what was understood.
6. **Check the site** about ten minutes later: the Leadership & Committees page, each senator's page, and the bill tables all update. The vote sheets' senator columns are rewritten the moment you submit.

Changing something later? Submit the same form again, answering only the questions that change. The newest answer to each question wins.

To take one senator off a committee, re-check everyone who *stays*. A Members answer is the whole list, not an addition.

To move a bill, list it under its new committee. The most recent referral of a bill is the one that counts.

The mistakes we see most

- Checking only the new member when adding someone. The others drop off the committee.
- Submitting from a non-senator account, or one that isn't registered. Nothing is applied and no receipt arrives.
- Putting more than one bill on a referral line. Only the first number on a line counts: "SB-12 and SB-14" refers SB-12 alone.
- Ignoring a **NOT RECOGNIZED** line in the referrals receipt. It means no filed bill has that number. Fix the typo and resubmit those lines.

The senator dropdowns list everyone on the roster, by district. Chairs file meeting agendas with a separate form; that guide sits next to the agenda forms in the Filing Cabinet. Questions? Ask your instructor.