

SSCCC Fall 2013 General Assembly Resolution Procedures

In order to assure that deliberations are organized, effective, and meaningful, the Student Senate for California Community Colleges hereby establishes the following resolution procedures for its General Assembly:

Section 1. Resolutions Process Overview

- A. Associated Student Organizations (ASOs), SSSCC Regions, and the Student Senate Council, through its committees, shall submit resolutions prior to the General Assembly. Individual ASOs submitting resolutions prior to the General Assembly shall obtain the signatures of two (2) delegates as seconders. A resolution shall be submitted with its region's minutes approving said resolution.
- B. The Resolutions Committee shall meet to review all pre-assembly resolutions and combine, reword, or amend these resolutions as necessary.
- C. The Resolutions Committee shall generate a list of resolution topics based on pre-assembly resolutions.
- D. Passed Resolutions shall be disseminated no later than thirty (30) days prior to the General Assembly.
- E. Members of the Student Senate Council may consider the need for urgent new resolutions.
- F. Each resolution or amendment must be submitted to the Resolutions Committee Chair
- G. All new resolutions submitted after the posted deadline shall be held until the next General Assembly.
- H. The Resolutions Committee meets again to review all new resolutions and amendments and to combine, re-word, or amend the resolutions as necessary.

Section 2. Resolutions Writing

- A. All new resolutions shall be submitted to the Resolutions Committee at least seventeen (17) days before the General Assembly. Amendments shall be submitted at least twelve (12) before the General Assembly, and the Amended General Assembly Resolutions Packet shall be disseminated throughout the regions and local student senates, ten (10) days prior to the General Assembly.
- B. All resolutions submitted at the General Assembly shall fall within the resolution topics as posted to the public and articulated in **Section 1**.
- C. Authors shall be encouraged to cite sources when using outside data, facts, or ideas.
- D. Resolutions shall be limited to four "whereas" sections and four "resolved" sections and shall be limited in content to matters directly related to the subject matter jurisdiction of the Student Senate for California Community Colleges.
- E. The Resolutions Committee shall be authorized to edit resolutions so that they conform to the following:
 - i. The SSSCC directs its Student Senate Council to take action
 - ii. The General Assembly may only urge or recommend a policy or action to local ASOs, the Board of Governors, the Chancellor, or other groups and individuals
 - iii. Resolutions directing committees shall be interpreted as directing the Student Senate Council since it is the responsibility of the Student Senate Council to distribute the work

- F. Resolutions submitted before the new resolution deadline shall be available in the final packet for voting at General Assembly. Resolutions submitted after the deadline shall be held until the next General Assembly.
- G. Authors shall be expected to be available during the General Assembly to clarify resolution language as necessary. If an author is not present at the appropriate session when his/her resolution is being reviewed they waive his/her right to dispute changes made by the Resolutions Committee during resolution voting.
- H. It is the policy of the Student Senate Council not to make changes in resolutions once they are adopted by the General Assembly. Therefore it is strongly urged that the authors of resolutions or designees, as well as region and committee chairs, read resolutions carefully by the deadline time established in the adopted program of events for the General Assembly. Please bring any omissions or errors to the Resolutions Committee Chair so adjustments can be made, preferably in written form. No changes can be made after the general session voting on resolutions begins.
- I. Resolutions that recommend an activity requiring substantial resources in time or funds will be carried out by the Student Senate Council only if the resources are available.

Section 3. Resolution Presentation

- A. In order for a resolution to be deliberated by the General Assembly, the resolution shall be duplicated with copies made available for distribution. Duplication is the responsibility of the SSSCC, not the author.
- B. Resolutions shall be presented in the order decided by the Resolutions Committee, except as provided for changing the agenda in Robert's Rules of Order, newly revised.
- C. Resolutions shall be read by the SSSCC President or his/her designee and may be introduced at the general session by the author or his/her designee.

Section 4. Voting on Resolutions at the General Assembly

- A. Time during a general session shall be designated for voting on resolutions within the agenda for every SSSCC General Assembly meeting.
- B. The President shall chair the general session. In the event of the absence of the President, the determination of the chair shall follow the order of succession provided for in the line of succession as defined in the SSSCC Constitution.
- C. The Secretary shall keep record of the resolution's disposition. In the event of the absence of the Secretary, the President shall appoint an alternate individual to take the record.
- D. The Resolutions Committee shall also be present for reference, clarification, information, or any other matter as determined necessary by the President.
- E. The Secretary and the individual members of the Resolutions Committee shall not be prohibited from participating in debate because of these duties. Furthermore, if the Secretary or an individual member of the Resolutions Committee is a voting delegate they shall not be prohibited from making motions at the parliamentary microphone or from voting because of these duties.
- F. Moving a resolution shall be done on the resolution form. The mover's name, college affiliation, and signature shall be obtained on the resolution form.
- G. All resolutions shall be presented during the designated general session in the order in which they appear in the resolutions packet, as determined by the Resolutions Committee. The

President shall announce the current resolution being presented to the General Assembly by stating the resolution number, resolution title, and mover of the resolution.

- H. The author of the resolution shall have two (2) minutes to introduce the resolution and speak in support of the resolution after the President has announced the current resolution to the General Assembly.
- I. The current edition of Robert's Rules of Order, newly revised shall be the parliamentary authority on all matters related to the consideration of resolutions.
- J. The delegates shall be the only persons to participate in the consideration of resolutions, except in the case of debate, where any attendee present may address the General Assembly to speak for or against the current resolution being considered.
- K. No motion shall be considered before it is seconded. Only a voting delegate may second a motion.
- L. There shall be one (1) microphone provided for parliamentary motions, which shall be henceforth referred to as "parliamentary microphone". The delegates shall be the only persons permitted to address the General Assembly by means of the parliamentary microphone. All persons addressing the General Assembly by means of the parliamentary microphone shall first state his or her name and college affiliation. Non-delegates shall not be permitted to address the General Assembly at the parliamentary microphone.
- M. Only a delegate may second a motion made at the parliamentary microphone that requires a second. If a voting delegate wishes to second a motion made at the parliamentary microphone, they may do so by rising from his or her seat and announcing his or her second. The person seconding a motion need not be recorded in the minutes, just that the motion was seconded.
- N. All proposed amendments to the current resolution being consideration shall be addressed before debate on the main motion shall begin. The current amendment being presented for consideration shall be announced to the General Assembly by the President. No proposed amendment shall be considered before it is moved and signed by two (2) delegates as seconders.
- O. The consideration of each individual resolution, including all proposed amendments to be considered, shall be limited to fifteen (15) minutes. Ten (10) minutes of the said fifteen (15) shall be allotted for pro-con debate on the contents of the resolution itself with the remaining five (5) minutes being reserved for matters of parliamentary procedure. This time limit may be extended only once by five (5) minutes in accordance with the current edition of Robert's Rules of Order, newly revised.
- P. There shall be two (2) microphones provided for debate, one (1) microphone designated for speaking in favor of the current motion on the floor, which shall be henceforth referred to as "pro microphone", and one (1) microphone designated for speaking against the current motion on the floor, which shall be henceforth referred to as "con microphone".
- Q. Persons wishing to participate in debate on the current motion on the floor shall do so at the appropriate microphone, either the pro microphone or the con microphone.
- R. The President shall recognize the pro microphone and the con microphone alternately during debate, however the parliamentary microphone shall be privileged above all other microphones.
- S. All persons participating in debate shall not speak again until all others wishing to participate have expressed his or her opinions.
- T. Debate on the current motion on the floor shall only be closed if the time limit for the consideration of the current resolution has expired; there is no person present at the pro or

con microphone waiting to be recognized next during debate; or the previous question is called under the circumstances:

- That at least one (1) speaker wishing to speak in support and at least one (1) speaker wishing to speak in opposition, with at least two (2) speakers whom already voiced their opinions in support and opposition on the merits of a resolution.
 - That there is at least one (1) person wishing to speak either in support or opposition, but, there is no person wishing to speak in the opposite viewpoint, and at least one (1) comment on the merits of the resolution has been made.
 - In which a motion to move the previous question made properly under the above standing rule, fails to be adopted is not in order unless the above conditions are fulfilled again, as though the debate had just begun.
 - That all persons remaining at either the pro or con microphones have spoken at least once.
- U. At the end of debate, the President shall restate the current motion on the floor and then put that motion to vote. The President shall declare the results of the vote. Any delegate shall have the right to call for a division of the assembly at the parliamentary microphone. Any delegate may request that the vote be counted at the parliamentary microphone, but this shall require a majority vote of the General Assembly.
- V. The Secretary shall record the mover of the motion and his or her college affiliation and record the disposition as follows:
- M/S/C: Moved, Seconded, Carried
 - M/S/F: Moved, Seconded, Failed
 - M/S/T: Moved, Seconded, Tabled
 - M/S/P: Moved, Seconded, Postponed
 - M/S/U: Moved, Seconded, Unanimous
 - M/S/R: Moved, Seconded, Referred (This result shall also include record of where the resolution was referred.)
 - M/S/A: Moved, Seconded, Acclamation
- W. These standing rules shall not be construed to prevent an immediate vote on the resolution itself should time expire for resolution consideration.

Section 5. Urgent Resolutions and Urgent Resolutions Appeal Process

- A. The author of a resolution to be considered for urgency submitted at the General Assembly shall be on the form supplied by the Resolutions Committee.
- B. The author of the resolution or his/her designee should address the criteria for determining an urgent resolution. Urgency is defined as the following:
- i. The content of the resolution, especially the action (the “resolveds”), must have been only become available after the new resolution deadline
 - ii. The action must be taken before the next General Assembly, and will create hardship if not addressed
 - iii. The intent behind the resolution must constitute urgency to a plurality of the colleges, or must be regarding a natural disaster at or near a community served by one of the member colleges
- C. The Student Senate Council will carefully consider presentations on behalf of urgency before voting.
- D. The Student Senate Council acts on the status of resolutions and declares them urgent or non-urgent.

- E. If the maker of the resolution wishes to appeal the decision of the Student Senate Council, these procedures shall be followed:
- i. Within ten (10) minutes from the opening of the resolution voting session, the maker of the resolution, or the maker's designee, will approach the parliamentary microphone and say, "I wish to appeal the urgency decision of the Student Senate Council."
 - ii. The President then recognizes the maker of the resolution, or maker's designee, for no more than a three (3) minute statement at the pro microphone supporting the urgency of the resolution and seeking a "yes" vote to overturn the decision of the Student Senate Council (that the resolution was not urgent).
 - iii. The President next recognizes the chair of the Resolutions Committee for no more than a three (3) minute statement at the con microphone giving Student Senate Council reasons for declaring the motion non-urgent and urging a "no" vote to overturn the decision of the Student Senate Council.
 - iv. Without further debate, the President calls for a vote on the motion, explaining, "If you vote 'yes' the resolution in question will be declared urgent. If you vote 'no' the resolution will remain non-urgent" And will be brought forward at the next General Assembly.
 - v. If the motion passes to overrule the decision of the Student Senate Council, the resolution in question becomes "urgent" and is brought before the body for a vote at a time appropriate according to the category of the resolution.

Section 6: Disposition

- A. All resolutions received shall be numbered and kept on file.
- B. Resolutions shall be acted upon in a timely manner by the SSSCC.
- C. Resolution reports shall be generated to show progress at the General Assembly one (1) year later.
- D. If the resolution is no longer feasible due to time restraints, the SSSCC may deem the resolution moot.
- E. The Resolutions Committee has the right to deem any resolution erroneous and take no action on the disposition.