

RESOLUTION WRITING GUIDELINES



STUDENT SENATE FOR CALIFORNIA COMMUNITY COLLEGES

PREPARED BY: Rules and Resolutions Committee

Introduction to the Resolution Writing Guide

One way to address issues on your campus is through resolution writing!



This Resolution Writing Guide was created to help our constituent groups understand the language and process that is used when creating and proposing a resolution for the General Assembly. All the content found in this guide can be found in the master drive on our website:

www.studentsenateccc.org

If you have any questions or concerns, here are your points of contact:

President of the SSCCC
president@studentsenateccc.org

Vice President of the SSCCC
vp@studentsenateccc.org

The Student Senate for California Community Colleges (SSCCC) is a non-profit organization whose purpose is to advocate on behalf of 2.1 million community college students. The resolution process is one of the many ways our organization advocates for you.

Writing a resolution not only brings awareness to what issues your college campus faces, but it also helps guide this organization's legislative priorities and overall focus for the year.

RESOLUTION TIMELINE

NOVEMBER
18, 2020

Dissemination of the
SSCCC's active resolutions
for the upcoming year



JANUARY
28, 2021

Original Resolution
Submission Deadline

FEBRUARY
2, 2021

First Resolution Packet
Dissemination

FEBRUARY.
17, 2021

Amendments to Resolution
Deadline



FEBRUARY
22, 2021

Amended Resolution
Packet Dissemination



STEP BY STEP

Step 1

1

Talk to students on your campus to get a consensus of what issues are affecting your student population the most.

Step 2

2

Start a draft of your resolution.
(Tip: Before writing your draft, check the [SSCCC website](#) to see if the SSCCC has already passed a resolution addressing the issue you have chosen.)

Step 3

3

Once you have a final draft of your resolution, it's time to seek sponsorship. You can seek this from SBAs, Regions, recognized caucuses, and the SSCCC Board of Directors.

Step 4

4

Submit your sponsored resolution fifty-five (55) days prior to the General Assembly, with minutes attached containing proof of sponsorship to resolutions@studentsenateccc.org.

AFTER SUBMISSION – FINAL STEPS

Step 5

You are able to offer amendments to any resolution found in the resolution packet. The amendments must be submitted thirty-five (35) days prior to General Assembly.

Step 6

Finally, send a delegate from your college to General Assembly to speak on behalf of your resolution on the floor.





RESOLUTION CONTENT

All currently enrolled California community college students may author resolutions.

Resolution topics and content must be within the purview of the SSCCC.

Unless different action is required or new information is presented, repeat resolutions will be declined.

Resolutions can be written for a variety of different reasons. If you are unsure about your resolution, please contact the Chair of the Rules and Resolutions committee for further information:

vp@studentsenateccc.org

Resolutions shall be limited to four “whereas” sections and four “resolved” sections, with each section a maximum of one (1) sentence in length.

a.) “Whereas” sections are supporting arguments, facts, or background information provided to the Delegate Assembly.

b.) “Resolved” sections are requested actions to be taken by the Student Senate for California Community Colleges.

Make sure your Resolution includes proper citations.



RESOLUTION SUPPORT

Prior to submission, authors shall be **required** to secure sponsorship for all resolutions.

Only SBA's, SSCCC Regions, recognized Caucuses, and the SSCCC Board of Directors may sponsor resolutions. This is done by a majority vote at a regular or special meeting.

a.) Each SBA, Region, recognized Caucus and the SSCCC Board of Directors may sponsor **up to three (3) resolutions** per General Assembly.

Once a resolution has been sponsored, it is no longer owned by the author, but instead owned by the sponsor.

Once the Final Resolution Packet has been disseminated via the public Listserv, the only way to rescind and or amend a resolution is during General Assembly. This is done by a majority vote of those delegates present and voting.

In the absence of the author, it is the responsibility of the sponsor to appoint a designated speaker to introduce the resolution, speak in favor, and clarify its intent at the General Assembly.

HOW TO REVOKE SPONSORSHIP OF A RESOLUTION

Sponsoring bodies may revoke sponsorship of a resolution and or amendment as long as it meets the following criteria:

Final minutes which show that a body has voted by a simple majority to rescind sponsorship are provided at least three (3) days in advance of the packet dissemination.





SUBMITTING YOUR RESOLUTION

All resolutions shall be submitted to the Rules and Resolutions Committee at least fifty-five (55) calendar days before the General Assembly.

Submissions after the deadline shall be held for consideration at the next General Assembly, unless the resolution is deemed urgent through the process outlined in the Resolutions Procedures.

Resolution submissions shall be emailed to: Resolutions@studentsenateccc.org.

Resolution submissions shall **only be accepted** with the minutes from the regular meeting, or special meeting, in which the resolution sponsorship was approved.

Acceptable minutes shall be defined as one of the following:

- I. Draft minutes to be approved by the body
- II. Official minutes as approved by the body

Minutes must contain at least the following information to be considered valid:

- I. The time and date the meeting was called to order
- II. An official roll call of all the body's voting members
- III. The maker of the motion to sponsor the resolution and/or amendment
- IV. The vote count and result of the motion

RESOLUTION AMENDMENTS

Amendments to resolutions shall follow the same composition, sponsorship, and submission procedures as the Resolutions Procedure with the following exceptions:

- a.) Amendments shall be submitted at least thirty-five (35) calendar days before the General Assembly.
 - I. Submissions after the deadline shall not be held for consideration.
- b.) Only SBA's, SSCCC Regions, SSCCC Recognized Caucuses or the SSCCC Board of Directors may sponsor resolution amendments, by a majority vote at a regular or special meeting.
 - I. Each SBA, Region, SSCCC Recognized Caucus, and the SSCCC Board of Directors may all sponsor up to three (3) resolution amendments per General Assembly.
- c.) The amendment must be relevant to the resolution it seeks to amend.

The SSCCC Board of Directors shall not alter resolutions once they are adopted by the Delegates present and voting at General Assembly. Any omissions and or errors shall be brought to the Rules and Resolutions Committee, before the amendments deadline, if adjustments are to be made.

No resolution amendments posed during the resolutions voting session shall be entertained.





RESOLUTION GLOSSARY

Unfeasible Resolution:

A resolution is deemed unfeasible based on monetary restraints, human resources limitations, if it is determined to be outside of the purview of the SSCCC, or other reasons to be provided by the Rules and Resolutions Committee.

Student Body Association (SBA):

As defined in Education Code §76060, a student body association authorized by the local governing board.

Board of Directors:

The Board of Directors is the managing body of the Senate, as set forth in Corporations Code Section 5210. The Board of Directors consists of the Officers elected by the Delegate Assembly and Directors elected by the Regions. The Executive Director also serves as a non-voting, ex-officio member of the Board.

General Assembly:

The General Assembly is a meeting at which the Board of Directors and the Delegates conduct business.

SSCCC Recognized Caucus:

SSCCC Recognized Caucuses are intended to serve as groups of independently organized faculty to meet, network, and deliberate collegially. Their goal is to form a collective voice on issues of common concern that caucus members feel are of vital importance to faculty and the success of students as they relate to academic and professional matters.

Amendment:

A minor change or addition designed to improve a text, piece of legislation, or article.