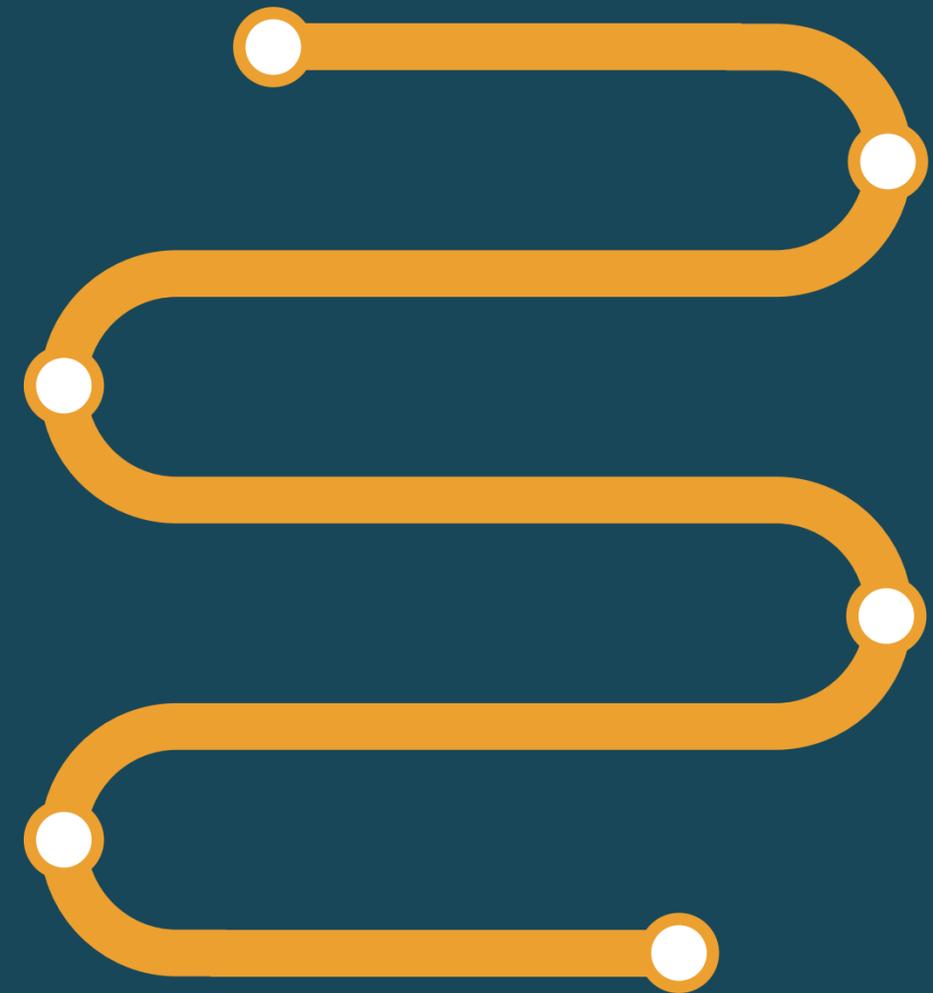


Writing a Resolution for General Assembly

A Step-by-Step Guide



What is a Resolution?

A resolution is an official expression of the opinion or will of a legislative body. The practice of submitting and voting on resolutions is a typical part of business in Congress, state legislatures, and student government associations.

- Human Rights Campaign

What Can a Resolution Do?

Set the broad policy stances of the organization

Address a specific statewide issue that relates to higher education

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.

Steps to Success



01

**Identify Student
Issues**



02

**Draft a
Resolution**



03

**Seek Sponsorship
and Feedback**



04

**Submit Before
the Deadline**



05

**Make
Amendments**



06

**Present the
Resolution**

Step One: Identify Student Issues



01



Surveys

Distributing surveys is a great way to get feedback from your students. Creating QR codes that link to these surveys allows you to gather data from students already attending your events.



Student Organizations

While waiting for students to come to you may garner some feedback, it's also important that you conduct outreach. Asking to speak at club meetings is an effective way to connect with students already involved in campus life.



Town Halls

Though town halls may involve more planning on your behalf, they give students a dedicated meeting time during which they may learn about the resolution writing process and offer detailed feedback for you to use when writing a resolution.

Step Two: Draft a Resolution



02



The Basics

SSCCC resolutions cannot contain more than four “whereas” or “resolved” statements. “Whereas” statements should be grounded in facts and statistics, and “resolved” statements should lay out a clear action to be taken/change to be made.



The Details

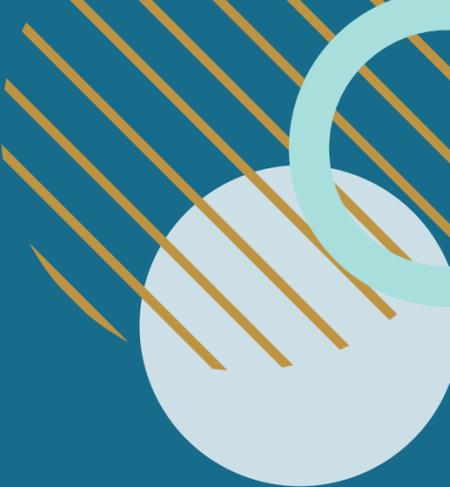
Remember that resolutions can only direct the Student Senate to take action. The Student Senate does not have the authority to direct or require action from any other group or individual, including the state legislature.



The Wording

Be extremely judicious with your use of words like “shall”, and focus on using language that suggests offering support and making recommendations. You may also use resolutions to encourage SSCCC to oppose certain legislation and other policy initiatives.

The Basic Must-Haves



Resolution Statements

Each resolution is broken into up to four “whereas” and “resolved” statements.

“Whereas” Statements

These are used to identify the issue, provide background, and offer statistical evidence that backs up the call for a resolution. Remember, these should be grounded in *fact*.

“Resolved” Statements

These statements should outline action steps that can be taken to “resolve” the issue outlined in the “whereas” statements. Be careful with the use of words like “must” and “shall” - SSCCC cannot *require* any policy/legislative changes outside of the organization.



TITLE



Be sure that the title of the resolution accurately reflects the content of the resolution. This title concisely reflects the subject matter and includes the authors and sponsors.

WHEREAS



This statement refers back to an existing priority established by the SSCCC. Notice the lead-in to the resolved statement in the following line ("therefore, be it...")

S23-03-08 Developing Actionable Disability Inclusion

Author: Jessica Lopez

Sponsor: Associated Student Government (ASG) of Coastline College

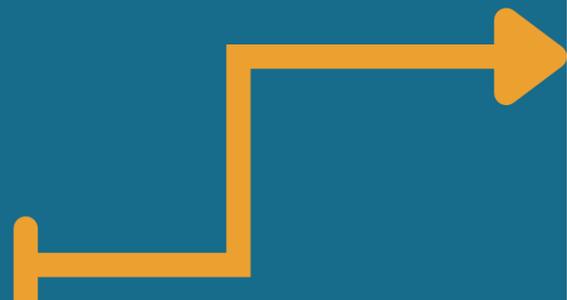
WHEREAS, Approximately 1 in 4 of all Americans live with disabilities [1], approximately 1 in 5 of undergraduate students overall in America live with a disability [2], and the graduation rate of undergraduate students with disabilities is half that of non-disabled students at a rate of approximately 34% compared to 62% [3, 4];

WHEREAS, Students with disabilities are a historically underrepresented and less-supported student group due to the higher education system's barriers to access [5], and disabled students in higher education often experience greater social exclusion and lack of support [6];

WHEREAS, The California Community College (CCC) system has a responsibility to provide equal opportunities and reduce equity gaps among underrepresented student groups in accordance with the CCC's Vision for Success [7] and the colleges alongside the Board of Governors should continue to dedicate time to build awareness and to celebrate the differences and accomplishments of students with disabilities along with other students; and

WHEREAS, The colleges often do not include disabled student issues in their minority awareness events or general Diversity, Equity, and Inclusion (DEI) initiatives, and each college needs to continue to identify opportunities to incorporate disabled student issues into their mainstream programs, services, and initiatives for the benefit of all students; now, therefore, be it

RESOLVED



This resolved statement includes an organization that can assist with implementation of the resolution.

CITATIONS



Be sure to cite the sources you utilize in your resolution.

RESOLVED, That the Student Senate for California Community Colleges work with the Chancellor's Office to encourage colleges to host ongoing disability cultural and awareness events with the same strategies and frequency as other cultural and social awareness events and initiatives;

RESOLVED, The Student Senate for California Community Colleges work with the Academic Senate for California Community Colleges and legislators to pursue legislation or policies that teach disability rights in History, Social Science, and other General Education (GE) classes in order to increase student awareness of disability rights and issues;

RESOLVED, The Student Senate for California Community Colleges work with the Chancellor's Office to urge colleges to implement widespread disability rights and accessibility training as a part of the professional development for staff, faculty, administration, and student body associations (SBAs); and

RESOLVED, The Student Senate for California Community Colleges work with the Chancellor's Office to urge colleges to track disabled student data as a priority in their Student Equity and Achievement (SEA) plans and assessment of Disproportionately Impacted (DI) Student Groups in order to increase the support disabled students receive and increase each college's eligibility for disability-focused grants and scholarship funding.

[1] <https://www.cdc.gov/ncbddd/disabilityandhealth/infographic-disability-impacts-all.html>

[2] https://nces.ed.gov/programs/digest/d19/ch_3.asp

[3] https://nlts2.sri.com/reports/2011_09_02/index.html

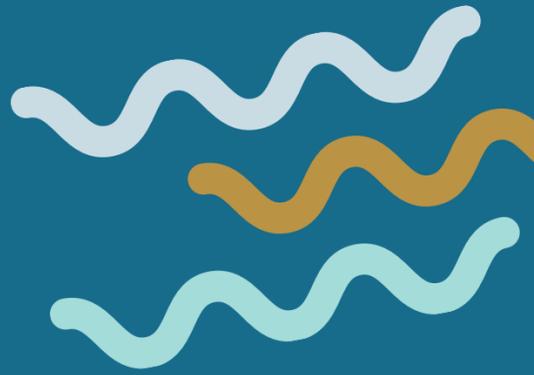
[4] <https://nces.ed.gov/fastfacts/display.asp?id=40>

[5]

<https://www.un.org/en/academic-impact/disability-and-higher-education-better-architectural-choices-inclusive-campuses>

[6] <https://dsq-sds.org/article/view/1593/1561>

[7] <https://www.cccco.edu/About-Us/Vision-for-Success>



Helpful Tips

Review Previous Resolutions

You may benefit from reading some past examples of resolutions for ideas about structuring and phrasing your resolution.

Facts

Resolutions are best received when the focus is on facts versus rhetoric.

Word Choice

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.



Word Choice

Use words like...

Recommend
Ensure/Require
Assert/Affirm
Reaffirm
Support
Work With
Urge
Distribute
Adopt

Do not use...

Generalizations
Any
Every
All
Never
None
Opinions
Will
Change

Step Three: Seek Sponsorship and Feedback



03

SBAs



You can bring your resolution to your SBA for sponsorship and seek feedback from them. They may be able to provide some pertinent insight regarding the needs of your own campus and how the resolution might act to target these needs.

SSCCC Regions/Caucuses



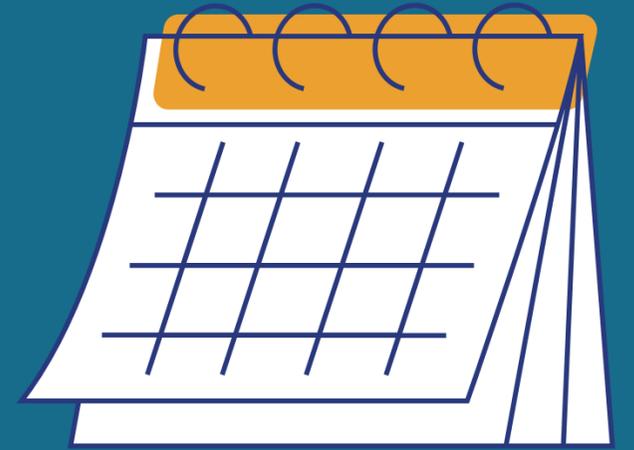
SSCCC regions and caucuses can also sponsor resolutions. Taking a resolution to these groups will ensure that the feedback you receive takes into account regional and/or issue-specific needs.

SSCCC Board of Directors



Finally, the Board of Directors may sponsor resolutions. As the Board of Directors is comprised of students from across the state, input will likely highlight statewide issues and the needs of students outside of your own region.

Step Four: Submit Before the Deadline



Key Dates:

February 13th
Original Resolution Submission Deadline

February 20th
First Resolution Packet Dissemination

March 6th
Amendments to Resolutions Deadline

March 13th
Amended Resolution Packet Dissemination

*After submissions, Resolutions Committee will provide updates

Step Five: Amendments and Review



05



Permissible Changes

The amendment must be relevant to the resolution it seeks to amend. Substitute amendments are not permitted.



Sponsoring Amendments

Only SBAs, SSCCC Regions, Caucuses, or the Board of Directors may sponsor resolution amendments at a regular or special meeting. Each SBA, SSCCC Region, Caucus, and the Board of Directors may all sponsor up to five resolution amendments per General Assembly.



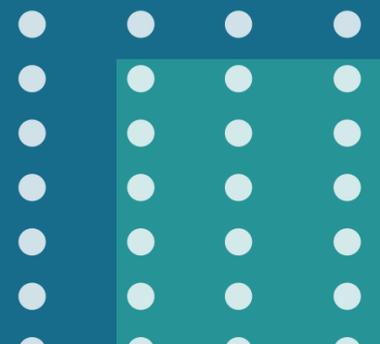
Due Dates

All amendments and the meeting minutes for the meeting at which the amendments were approved must be emailed to resolutions@ssccc.org by March 8, 2024.



Review

This is the time for you to gather feedback from your constituents on how you will vote for each resolution.



Step Six: Present the Resolution

Represent your College at General Assembly



Each resolution is voted on by the delegates. When debate begins, the author of the resolution is given an opportunity to go before the delegates to explain the resolution and its merits.

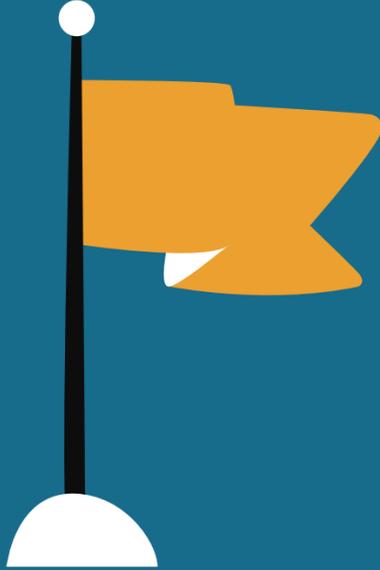


Delegates attend General Assembly free-of-cost and play a pivotal role in approving resolutions. Each Delegate receives one vote per resolution. A delegate's vote should reflect the will of the students at the college they are representing.



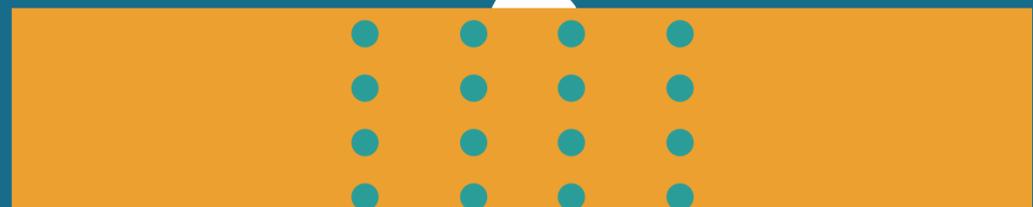
Make the Point

Be as direct and to the point as possible. Cleverness that makes a resolution less clear will likely cause that resolution to be defeated, amended, or referred.

An orange flag on a black pole with a white base.

06

Q&A





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