

# **RESOLUTIONS HANDBOOK**

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**RESOLUTIONS COMMITTEE 2013-2014**

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## FOREWORD

THE PURPOSE OF THIS HANDBOOK IS to unify all of the resolutions process documents of the Academic Senate into a single, publicly accessible document that brings transparency to the process that is central to the work of the Academic Senate. It is a compilation of the four existing Academic Senate documents on the resolutions process: the internal Executive Committee document “Resolutions Philosophy, Procedures and Process” adopted by the Executive Committee in June 2012, the “Resolutions Committee Manual” approved by the Executive Committee in December 2008, and the “Resolution Writing and General Advice” and the “Plenary Session Resolutions Procedures” documents that are distributed to the body at each plenary session and are revised as needed by the Executive Committee. At the January 3-4, 2014 Executive Committee meeting, the Executive Committee approved the following recommendation brought forward from the Resolutions Committee:

*The resolutions writing guide, the executive committee resolutions manual, and the philosophy document should be reconciled with each other and merged into a unified and publicly available document.*

In accordance with this approved recommendation, the 2013-2014 Resolutions Committee compiled all of the resolutions documents into this unified “Resolutions Handbook.” Upon adoption of by the body, this handbook becomes the official Academic Senate document that describes the resolutions process and replaces all previous resolutions process documents.

## PART I: PHILOSOPHY

THE PURPOSE OF THIS DOCUMENT IS to explain the underlying philosophy of the resolution process used by the Academic Senate for California Community Colleges (ASCCC or Academic Senate), and to affirm existing processes that work well for the development, discussion, adoption, and implementation of resolutions.

### **DEMOCRACY: A MESSY ENTERPRISE**

The Academic Senate acknowledges that democracy can be a messy enterprise. Whereas top-down governing processes found in monarchies and dictatorships are incredibly orderly, democracies typically employ chaotic, bottom-up processes with lots of conversations, multiple levels of politicking, and rapid changes of opinion. The Academic Senate understands that there is often impatience with the pace of democratic decision-making: that it takes too long, that it’s a waste of time, and that things would be better if the process could just be streamlined; however, the Academic Senate, as a member of the academy, affirms that over time robust democratic processes tend to produce superior policy decisions. Although it is tempting to try to manage democratic processes in order to reach a conclusion quickly or to engineer a result that is perceived best for the collective good, the Academic Senate strives instead to accept, and even embrace, the essential chaos of democratic decision-making and to trust the process.

It should be noted, however, that strong democratic processes are not a total free-for-all. Some solid foundational agreements must be established in order for democratically controlled organizations to function effectively. Agreements on operational procedures, and timelines must be established before democratic debate begins in order to create a level playing field that respects and treats participants and groups equally, and judges ideas and opinions solely on their merit and not on extraneous factors.

### **RESOLUTIONS: THE PRIMARY MECHANISM FOR SETTING POLICY**

The Academic Senate employs the formal use of resolutions to identify and record the will of the academic senates of the California community colleges. The Academic Senate relies on formal resolutions to set direction for the organization as a whole. Members of the Academic Senate Executive Committee and its standing and ad hoc committees implement adopted resolutions to respond to issues, to conduct its work, and to take action. When new issues and situations emerge, the Executive Committee works with its committees and task forces to develop resolutions for consideration by the body at plenary sessions in order to determine the will of the organization as a whole. It is only in rare circumstances in which an issue is pressing and available time does not permit the adoption of a formal position by the body and a previous position does not exist that the Executive Committee or President may take a position or initiate an action independent of direction from existing or adopted resolutions by the body.

### **RESOLUTIONS: BORNE OUT OF ISSUES**

It is the job of the Academic Senate Executive Committee, along with its standing and ad hoc committees, to research underlying issues and problems related to academic and professional matters. The initial goal is to understand the issue, concern, or problem as completely as possible. After an issue has been considered, investigated, and discussed thoroughly, the Executive Committee makes every effort to educate the body about the issue through mechanisms such as plenary breakout sessions, *Rostrum* articles, regional meetings, webinars, and/or adopted papers. In many instances, before the Academic Senate can take action on an issue, concern, or problem the adoption of a resolution is necessary by the body to provide direction. In these situations, it is the Executive Committee's responsibility to make sure that the body has accurate information and thoughtful arguments about emerging issues in order to promote a deeper understanding of the pros and cons of an issue. Plenary session attendees then debate the resolutions at the pro and con microphones and ultimately take a position on the issues. The Executive Committee acknowledges that education about an issue goes both ways and strives to be open to new information and arguments at all stages of the resolution development, debate, and adoption process.

## **PART II: RESOLUTION PROCEDURES**

THE ACADEMIC SENATE FOR CALIFORNIA COMMUNITY Colleges meets biannually in Plenary session to adopt resolutions which become the bases for future Senate policies and which drive the work of its standing and ad hoc committees.

## RESOLUTION PROCESS OVERVIEW

1. Pre-session resolutions are developed by the Executive Committee (through its committees) and submitted to the Pre-Session Area meetings for review.
2. Amendments and new pre-session resolutions are generated in the Area meetings.
3. Members of the Academic Senate meet during the plenary session in topic-based breakouts and give thoughtful consideration to the need for new resolutions and amendments.
4. After all plenary session presentations are finished on the first day, members meet during an identified breakout to discuss the need for and develop new resolutions and amendments.
5. Each resolution or amendment must be submitted to the Resolutions Chair before the posted deadline each day. There are also Area meetings at the plenary session for discussing, writing, and amending resolutions.
6. New resolutions submitted on the second day of plenary session are held to the next plenary session unless the resolution is deemed urgent.
7. The resolutions and amendments are debated and voted upon in the general sessions on the last day of the plenary session.

## GENERAL RESOLUTION WRITING

- A. All resolutions must be properly constructed using the following criteria:
  1. Must be proposed by:
    - a. One of the standing and ad hoc committees and task forces of the Academic Senate through the Executive Committee, or by a member of the Executive Committee;
    - b. A local senate;
    - c. Attendees at the Area meetings of the Academic Senate; or
    - d. Any registered faculty attendee at the plenary session and signed by four delegates as seconds.
  2. Must be submitted in editable electronic format, and if submitted at plenary session, must be accompanied by the resolution form with the resolution title, the maker of the motion (the contact) and the signatures of four delegates who are seconding the motion.
  3. Must be limited to four “whereas” sections and four “resolved” sections.
  4. Must limit actions to those within the scope and purview of the Academic Senate for California Community Colleges, and must state in the “resolved” portion the Academic Senate action. The Executive Committee determines the appropriate process for conveying recommendations to

the Board of Governors, local senate, or other groups and individuals and, as necessary, assigns resolution responsibilities to Senate committees or personnel for implementation.

5. May only urge or recommend policies and actions to local senates, the Board of Governors, the Chancellor, or other groups and individuals. An Academic Senate resolution cannot dictate that policies or actions be taken by other entities.
  6. Must list propositions by number and year. Refer to legislation in a resolution by date so that if the legislation is amended, the Academic Senate can revise its position if necessary. However, with both legislation and propositions, the resolution should focus on the principles and concepts therein, both in whereas and resolved statements.
  7. Assertions of fact in whereas statements should be supported by evidence, with sources cited. When a resolution is adopted by the body, it adopts not only the resolved statements as positions, but also the whereas statements as statements of evidence in support of the resolved statements. Assertions of fact in whereas statements that are not supported by cited sources are simply opinions, may be erroneous, and may result in such whereas statements being amended or deleted.
- B. Assistance in writing resolutions is available from all Executive Committee members. For specific assistance, contact Area Representatives, committee chairs, or members of the Resolutions Committee.
- C. Resolutions that require substantial resources in time or funds will be carried out by the Executive Committee only if the resources are available.
- D. Except in rare instances, resolutions that attempt to address local problems cannot be considered. Rather, the issue must have statewide impact and should be framed in such a way to address the larger issue or principle.

### **RESOLUTIONS PRIOR TO AREA MEETINGS**

- A. Prior to the Area meetings in the fall and spring, the Academic Senate Executive Committee meets to review resolutions developed by the standing and ad hoc committees of the Academic Senate. In addition, individual Executive Committee members may develop resolutions prior to Area meetings based on their experiences working with other groups and organizations around the state.
- B. The Executive Committee reviews all such resolutions prior to the Area meetings and determines which of these resolutions to forward to the Area meetings where they are discussed and reviewed. Resolutions not forwarded by the Executive Committee may be shared at Area meetings or plenary session by interested faculty willing to follow the steps listed in the “Resolutions at Area Meetings” and “Resolution and Amendment Writing at the Plenary” sections below.

### **RESOLUTIONS AT AREA MEETINGS**

- B. Area meetings of the Academic Senate are scheduled two to three weeks prior to the plenary session. Resolutions adopted and moved forward by the Executive Committee are reviewed at Area meetings along with:

1. Resolutions drafted and brought forward to the Area meeting by faculty in that Area.
2. Resolutions adopted by local senates in the Area.
3. Resolutions developed during the Area meetings by those in attendance.

In addition, amendments to the resolutions forwarded to the Area meetings by the Executive Committee may be introduced.

- C. The Resolutions Committee of the Academic Senate reviews all pre-session and Area resolutions and amendments and combines, re-words, appends, or renders moot these resolutions and amendments as necessary. At this time the Resolutions Committee will update the resolution Consent Calendar based on the criteria stated in the “Resolution Consent Calendar” section of this handbook.
- D. After review by the Resolutions Committee and the President, all resolutions and amendments are provided to local senates in preparation for the plenary session. Copies of the resolutions and amendments are available to all plenary session attendees upon registration.

#### **RESOLUTION AND AMENDMENT WRITING AT THE PLENARY SESSION**

- A. All new resolutions or amendments written on the first day of plenary session must be submitted to the on-site Senate office by a time established in the program of events for the plenary session adopted by the Executive Committee.
- B. New resolutions submitted on the second day of the plenary session will be held to the next plenary session unless the resolution is deemed urgent by the Executive Committee.
  1. An urgent resolution means the following: A time critical issue has emerged after the resolution deadline on Thursday and new information is presented on Friday which requires an established Academic Senate position before the next plenary session.
  2. The Resolutions Committee will review the resolution and make a recommendation to the Executive Committee on the urgency of the resolution. The Executive Committee meets after the resolution deadline on the second day to consider the recommendations of the Resolutions Committee and determine whether those submitted as urgent should be presented for voting on the last day of session. If they are deemed not urgent, resolutions submitted on the second day are, at the discretion of the contact and the seconders, postponed to the next plenary session or withdrawn before publication in the resolutions packet submitted to the body on the third day of the plenary session. If the resolution is published in the resolutions packet to be carried over to the next plenary session, that resolution may only be withdrawn by a vote of the body at the next plenary session.
- C. Amendments to resolutions must be moved
  1. by consensus at Area meetings of the Academic Senate, or
  2. by a registered faculty attendee at plenary session with four delegate seconders.

- D. Amendments must be presented in writing to the Senate onsite office by the posted deadline of the second day of plenary session. Resolutions previously adopted cannot be amended.
- E. The most recent edition of Robert’s Rules of Order Newly Revised shall govern the scope and use of amendments.
- F. The Resolutions Committee reviews all submitted resolutions and amendments and combines, re-words, appends or renders moot the resolutions and amendments as necessary.

Note: See procedures “Urgent Resolutions And Appeal Process For Resolutions Declared Non-Urgent” below for appealing a resolution declared non-urgent by the Executive Committee.

G. General Timeline:

1. Resolutions and amendments submitted by the deadline of the first day of plenary session will be available in hard copy for discussion and amendment at Area meetings on the second day of plenary session. The new resolutions packet is also posted on the plenary session web page the night before the second day.
2. Anyone who drafts an amendment or an urgent resolution on the second day of plenary session is required to attend a 45-minute breakout with the Resolutions Committee to address areas of potential conflicts or confusion identified by the Resolutions Committee that might result during resolution debate and voting on the final day (see the plenary session program for location and time). The breakout will also be attended by Area Representatives and any Executive Committee members who so desire.
3. Amendments submitted by the posted deadline and any resolutions ruled urgent will be made available to all registered attendees by 7:30 a.m. on the third day of plenary session. The new resolutions packet is also posted on the plenary session web page the night before the third day.
4. It is the policy of the Academic Senate not to make changes in resolutions or amendments during the plenary session on the third day. Therefore it is strongly urged that the authors of resolutions and amendments, or designees, as well as Area and committee chairs, read resolutions and amendments carefully on the night before the third day. Please bring any omissions or errors, preferably in written form, to the on-site Academic Senate office immediately so adjustments can be made. No changes can be made after the general session begins at 8:30 a.m.

### **RESOLUTIONS TO PURSUE TITLE 5 CHANGES**

Resolutions directing the Academic Senate Executive Committee or the President to pursue changes in Title 5 can be both appropriate and necessary. However, because changes to Title 5 are significant actions that can have wide-ranging impact across the state, such resolutions should be considered very carefully. While no rule of the Academic Senate prohibits a resolution calling for an immediate decision on a proposed Title 5 change, in most cases a better strategy might be to begin with a resolution directing the Academic Senate to explore the change, through research, plenary breakouts, or other appropriate means. Such a process would allow for broader and more contemplative discussion of the issue and for better communication with and

input from local senates. A follow-up resolution at a future plenary session could then call for the Title 5 change after the issue has been fully vetted at both the state and local level.

In many cases, a resolution directing that the Academic Senate take a particular position on an issue without mandating a specific Title 5 change may also be both appropriate and effective. With an adopted position, the Academic Senate advocates have the flexibility to address the issue by various means and in various venues without being restricted to pursuing a specific Title 5 change.

In the event that the proposed Title 5 change addresses an exigent issue and cannot wait to move through a longer process, the resolution author should make that case in the whereas statements of the resolution.

### **DISCIPLINES LIST SPECIAL PROCEDURE**

Every two years, at the Spring plenary session resolutions regarding the disciplines list are presented. Because the Academic Senate must consult with the CEOs, CIOs and bargaining agents in the development of the disciplines list, it is not possible to amend resolutions involving changes to the current disciplines list at the Spring plenary session. Resolutions in support of proposed changes to the disciplines list must either be voted up or down as presented. Resolutions in support of proposed changes to the disciplines list may not be amended and must be either voted up or down as presented. Such resolutions may be withdrawn by the proposer of the discipline list revision on Thursday or Friday at the plenary session in accordance with the process for withdrawing resolutions. If withdrawn, the discipline list revision proposal would need to be submitted through the full Discipline List Revision process in order to be considered in the future.

### **SPECIAL RESOLUTIONS**

There are two types of special resolutions that may come before the body. One is a resolution to name a retired faculty member as a senator emeritus, and the other is a resolution of recognition for past Executive Committee members and other dignitaries, according to Academic Senate criteria and policies.

### **RESOLUTION CONSENT CALENDAR**

The resolutions packet will contain a Consent Calendar as allowed by Robert's Rules of Order:

- A. Each resolutions packet will include a Consent Calendar. Resolutions are placed on the Consent Calendar if they: 1) are believed to be non-controversial; 2) do not propose reversing an existing Academic Senate position; and 3) do not compete with any other proposed resolutions. Resolutions that meet these criteria and any subsequent clarifying amendments are included on the Consent Calendar. If an amendment is submitted that proposes to substantially change a resolution on the Consent Calendar, that resolution will be removed from the Consent Calendar.
- B. Resolutions may be pulled from the Consent Calendar by the following processes:
  - a. Any faculty attendee at an Area meeting of the Academic Senate can request to have a resolution removed from the Consent Calendar by alerting the Resolutions Committee Chair or the Executive Director.

- b. Any registered attendee can pull a resolution from the Consent Calendar at any time before 8:20 a.m. on Saturday of the plenary session by alerting the Resolutions Committee Chair or the Executive Director.
- c. A final opportunity to pull a resolution from the Consent Calendar will be provided at 8:20 a.m. on Saturday of the plenary session when the President calls the general session to order.
  - i. At that time, the President will announce those items still remaining on the Consent Calendar and ask if anyone is interested in removing any of the remaining resolutions.
  - ii. Any registered attendee may request to pull a resolution from the Consent Calendar by indicating the number of the resolution at the parliamentary microphone.
  - iii. No justification is needed for this request and it does not require a “second” or any vote to remove a resolution.
  - iv. Upon seeing no attendees at the parliamentary microphone, the President will ask if the delegates are ready to approve those resolutions remaining on the Consent Calendar.
  - v. If there is no objection, the resolutions on the Consent Calendar are adopted.

Note: Reasons for removing a resolution from the Consent Calendar may include moving of a substantial amendment, a desire to debate the resolution, a desire to divide the motion, a desire to vote against the resolution, or even a desire to move for the adoption by the body by acclamation.

### **RESOLUTION AND AMENDMENT PRESENTATION**

In deliberating a resolution or any amendment(s) to it by the attendees, the resolution or amendment:

1. Will be presented in the order decided by the Resolutions Committee, except as provided in *Robert's Rules of Order Newly Revised* for changing the agenda.
2. Is read by the Chair and may be introduced by the maker or a seconder of the resolution or amendment, or a designee, at the pro microphone.

### **RESOLUTION AND AMENDMENT DEBATE**

- A. Debate on each resolution, including its amendments and the motions and inquiries made at the parliamentary microphone during the debate, is limited to a total of 15 minutes.
- B. The Chair will recognize pro and con arguments alternately. When there is no speaker on the side of the motion that is to be heard next, debate on that motion is closed.
- C. Each speaker who wishes to address a motion, a resolution, or an amendment shall:
  1. Come to the pro or con microphone as appropriate.
  2. State his or her name and college.
  3. Be limited to three minutes in making his or her argument.

4. Not speak again until all others desirous of speaking have expressed their opinions, including members of the Executive Committee.
  5. Debate the merits of the resolution and refrain from personal attacks.
- D. Any attendee at the plenary session may participate in the debate.
- E. A parliamentary microphone will be used for parliamentary inquiries, making motions and requesting information from the Chair.

### RESOLUTION AND AMENDMENT VOTING

- A. Only delegates with delegate ribbons may vote (except as provided in E).
- B. Voting will be at the direction of the President (or designee) who serves as Chair.
- C. The parliamentary microphone may be used by all registered attendees in order to seek clarification or guidance, but only delegates may make motions. For example, only a delegate may appeal decisions made by the Chair, move to extend debate, or conduct any other business that requires a vote of the assembled delegates.
- D. The Chair or any delegate may call for a division of the house. Division of the house shall be a standing vote.
- E. For purposes of voting on resolutions and amendments only, a delegate may give his or her delegate ribbon to someone else, provided that this person is also a faculty member from the same district. This is not applicable for elections as the signatures of delegates must be verified prior to the start of elections.
- F. All motions are adopted by majority vote of the body, **except**:
1. Resolutions that propose reversing existing Academic Senate positions, which requires an affirmative vote of two-thirds of delegates voting.
  2. Parliamentary motions as identified in *Robert's Rules of Order Newly Revised* that require a two-thirds vote in the affirmative or negative of the delegates voting, depending on the motion.

### REFERRED RESOLUTIONS

- A. Resolutions can be referred to the Executive Committee for the following reasons:
1. More information or clarity is needed
  2. More time to debate the issue on local campuses is needed
  3. May be worthy of consideration for adoption but is written in a manner to make it unclear as to the intent.
- B. The maker of the motion to refer the resolution must be clear about the reason for referral and the instructions to be taken by the Executive Committee upon referral. A motion to refer must include

a date by which the resolution is to be returned to the body upon completion of the referral instructions by the Executive Committee.

- C. A resolution cannot be referred to direct the Executive Committee to accomplish what the resolution seeks to do.

### **PARTICIPATION OF EXECUTIVE COMMITTEE MEMBERS IN RESOLUTION DEVELOPMENT AND DEBATE**

- A. To the extent possible, resolutions should be moved by local college delegates and/or attendees rather than Executive Committee members.
  1. When a resolution originates at an Area meeting, the mover should be listed as the resolution contact after the text of the resolution.
  2. When a resolution originates in an Academic Senate committee, a non-Executive Committee member with primary responsibility for the subject should be the maker of the motion and identified as the resolution contact. Ideally, that individual should be planning to attend the plenary session to ensure that there is a contact available to answer questions and clarify the intent of the resolution.
  3. For a resolution jointly developed at plenary session by an Executive Committee member and local college attendee, the local college attendee should be identified as the maker of the motion on the resolutions form and as the resolution contact in the resolutions packet.
- B. During the debate on the floor, members of the Executive Committee should make every effort to encourage the attendees to speak.
- C. Executive Committee members have the additional responsibility of ensuring that debates are held in a professional, courteous manner that allows the Academic Senate to reach closure on each issue expeditiously.

### **RESOLUTION TABULATION AND RECORDING**

- A. The Chair announces the outcome of the vote.
- B. The chair of the Resolutions Committee shall record the results of the vote.
- C. The chair of the Resolutions Committee shall:
  1. List the mover of the motion and college affiliation; the person recorded as mover shall be the person listed as such on the printed resolution/amendment form.
  2. List the disposition of the vote as follows: M/S/C: Moved, Seconded, Carried; M/S/F: Moved, Seconded, Failed; M/S/Postponed: Moved, Seconded, Postponed; M/S/U: Moved, Seconded, Unanimous M/S/R: Moved, Seconded, Referred; M/S/A: Moved, Seconded, Acclamation.
  3. Record any minority reports if so directed by the majority of the voting members of the general session.

## **URGENT RESOLUTIONS AND APPEAL PROCESS FOR RESOLUTIONS DECLARED NON-URGENT**

- A. The mover (contact) of a resolution submitted on the second day of the plenary session indicates on the form supplied whether the resolution is urgent or not.
- B. The mover of the resolution, or the mover's designee, should address the criteria for determining an urgent resolution. (See B.1. under "Resolution Writing" at the plenary session.) The Executive Committee will carefully consider presentations on behalf of urgency before voting.
- C. The Executive Committee acts on the status of resolutions and declares them urgent or non-urgent
- D. If the mover of the resolution wishes to appeal the decision of the Executive Committee, these procedures shall be followed:
  1. Within ten minutes of the opening of the resolution voting session, the mover of the resolution, or the mover's designee, will approach the parliamentary microphone and say, "I wish to appeal the urgency decision of the Executive Committee."
  2. The Chair then recognizes the mover of the resolution, or mover's designee, for no more than a three-minute statement at the pro microphone supporting the urgency of the resolution and seeking a "yes" vote to overturn the decision of the Executive Committee.
  3. The Chair next recognizes the chair of the Resolutions Committee who makes a statement of no more than three minutes at the con microphone that presents the reasons for declaring the motion non-urgent and urges a "no" vote to overturn the decision of the Executive Committee.
  4. Without further debate, the Chair 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."
  5. If the motion passes to overrule the decision of the Executive Committee, 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.

## **WITHDRAWING A RESOLUTION**

It is the policy of the Academic Senate that a mover (contact) of a resolution or the mover's designee may ask that a resolution be withdrawn at the plenary session by filling out a resolution form and submitting it to the Resolutions Committee Chair by 5:00 p.m. on the second day of Plenary. Any four seconders are required to confirm the mover's motion to withdraw a resolution. The original resolution and the motion to withdraw will be included in the Saturday resolution packet to be voted upon by the delegates. The resolution may be deemed successfully withdrawn only after a majority vote of the assembled delegates in support of the motion to withdraw.

## FAILED RESOLUTIONS

Resolutions which have not been approved at a plenary session may be brought back at future plenary sessions, with the exception of those regarding the disciplines list (see the *Disciplines List Handbook* for specific information regarding resolutions on disciplines). When a resolution that attempts to reaffirm an existing Academic Senate position fails, the existing position is not reversed. The rules of the Academic Senate require a 2/3 vote in the affirmative of any resolution seeking to reverse an existing Academic Senate position. That said, it is strongly advised to not introduce resolutions to reaffirm existing positions because of the confusion that may ensue should such resolutions fail.

(NOTE: In all other issues, the plenary session shall follow *Robert's Rules of Order Newly Revised*.)

## PART III: RESOLUTION WRITING AND GENERAL ADVICE

### RESOLUTION WRITING

Since the resolution process guides the work of the Academic Senate, care should be taken in developing the resolutions. The following are some guidelines for Senate resolutions, as well as recommendations for proper resolution writing. When in doubt, consult with the Resolutions Chair or Executive Director.

1. **Four is the Limit:** Resolutions cannot contain more than four “whereas” or “resolved” statements (this is a requirement per the published resolutions process for session).
2. **Homework:** The Academic Senate has hundreds of resolutions, and they are accessible for review on its web site, [www.asccc.org](http://www.asccc.org). It is possible that a resolution already exists for the position you wish to take. Please review the existing resolutions first so that duplication can be avoided.
3. **An Introduction:** Consider using the first “whereas” as an introduction, outlining the situation in general or providing background and indicating the people or groups involved before justifying your resolutions in the other “whereas” statements.
4. **Acronyms:** Write out the names of groups or organizations in your first reference to them in your resolution. The full name may be followed by a parenthetical abbreviation, which may then be used for future references.
5. **Make the Point:** Be as direct and to the point as possible. Cleverness that makes a resolution less clear will likely cause confusion and lead to the resolution being defeated, amended, or referred.
6. **Avoid Lumping:** Limit yourself to one reason in support of or in defense of your resolution per “whereas” statement. Lumping too much into one statement causes confusion and is likely to provoke calls for revision.

7. **Professionalism Preferred:** Avoid personal attacks or insults of any person or group, even subtle ones. No matter how justified the statement or how offensive the target, such attacks will almost inevitably draw opposition from some members of the voting body.
8. **Only Academic Senate Action:** Remember that resolutions can only direct the Academic Senate to take action. The Academic Senate does not have the authority to direct or require action from any other group or individual, including local senates. Resolutions can also request or recommend actions from other entities, or it can endorse or support particular positions of other entities.
9. **Reality Check:** If your resolution directs an action by the Academic Senate, be certain that the action is possible for the Academic Senate to accomplish. Specifically, remember that the Academic Senate cannot absolutely ensure or prevent the actions of any other body. Some qualifying or alternative terms, such as “work with [other body] to ensure” rather than “ensure,” or “oppose” rather than “prevent,” may help to produce a more realistic resolution.
10. **Word Choice:** Judiciously use words such as “any,” “every,” “all,” “never,” “none,” or other qualifiers that make sweeping generalizations.
11. **Models:** You may benefit from reading some past examples of resolutions for ideas about structuring and phrasing your resolution.
12. **Resolution Title:** Be sure that the title of the resolution accurately reflects the content of the resolution, and follows proper rules of punctuation and capitalization.
13. **Citing Legislation:** Cite the dates on stated legislation or regulations included in the resolution.
14. **Facts:** Resolutions should focus on facts rather than empty rhetoric. Resolutions should include references to specific information such as legislation, previous resolutions, papers, and the like, and should include footnotes, appendices, or links to those references for the delegates to research and make an informed vote.
15. **Hard Copy and Electronic Copy:** Resolutions and amendments submitted at session as electronic copies must be accompanied by hard copies.
16. **Amendments:** Amendments are made to the original resolution (the main motion).
17. **Senate Papers:** All of the Academic Senate adopted papers contain recommendations to local senates as well as to the state senate. These recommendations are considered to be directions to the field and are comparable to resolutions. Review the recommendations in Senate papers related to your topic to see if your issue has already been addressed.

### ADVICE ON WORDING FOR RESOLUTIONS

The wording of an Academic Senate resolution is an important matter that can sometimes prove tricky or confusing. A resolution with controversial, unclear, or offensive wording can lead to prolonged debate on the session floor and can ultimately cause a resolution to be delayed and rejected, even when its ideas are worth approving. In order to help resolution writers avoid such frustrating experiences, the Resolutions

Committee offers the following advice in order to help you avoid wording and issues that have raised objections in the past:

- **Recommend:** If using the word “recommend” within your resolution, be very clear and cautious about what you are recommending and to whom. Make certain that any recommendation is directed to a specific body with authority over the issue in question, and make certain that the Academic Senate has standing to make such a recommendation.
- **Ensure:** If using this term, be certain that the Academic Senate has the power to fulfill the goal of your resolution. The Academic Senate may not have the power to ensure many outcomes, especially on its own. In many cases, better phrasing might ask the Academic Senate to work in cooperation with another group to ensure or to accomplish the outcome.
- **Assert or Affirm:** “Assert” and “affirm” imply that the Academic Senate is taking a specific position on an issue, and these terms have often been used in resolutions relating to matters on which the Academic Senate has not yet researched and developed a clear position. Be cautious about what stand you ask the Academic Senate as a statewide body to take without proper discussion and foundation.

It may also be the case that the Academic Senate has taken a contrary position to one you now expect to affirm. Please take some time to review the resolutions listed on the Academic Senate website to see if a prior position on your issue has been determined. After such a review, you then can decide if you want the Academic Senate to take a new position on the issue because evidence or recent developments now indicate a need to reconsider. It is not necessary or recommended to affirm a previously stated position that remains valid.

- **Require:** As with “ensure,” make certain that the Academic Senate has the authority to require the action in question. In many cases, the Academic Senate may not have the power to fulfill the action requested.
- **Support:** Directions to support local senates, other organizations, documents, students, and more, are acceptable as desired actions of the Academic Senate. It is worth noting that the Academic Senate does not have the wherewithal to financially support individuals or organizations, but resolutions may direct the Academic Senate to support funding from the state or other source for colleges, programs, students, etc.
- **Work with:** When directing the Academic Senate to work with another official body, be certain that the body in question has appropriate involvement in or authority regarding the issue at hand. Often, the action “work with” is followed by another direction to accomplish something. Consider which is more important to the intent of your resolution: is it more important that the Academic Senate work with another group or that the action is accomplished? Then word your resolution in the manner that best emphasizes the goal you most wish to accomplish.
- **Verbs:** At past plenary sessions, the following verbs sometimes have raised fewer issues and received less negative response than those listed above. As such, you might consider whether calling for one of these actions would make your resolution more likely to be well-received by the del-

egates:

1. Urge
2. Research
3. Develop (a position, materials, a paper, etc.)
4. Distribute
5. Oppose
6. Publish
7. Survey
8. Encourage
9. Conclude
10. Adopt
11. Request
12. Express
13. Form
14. Collect
15. Communicate
16. Recognize

## PART IV: THE ROLE OF THE RESOLUTIONS COMMITTEE

### **A. COMPOSITION OF THE RESOLUTIONS COMMITTEE**

The Resolutions Committee is comprised of a Chair (usually an Executive Committee member) appointed by the President, two other executive committee members representing two different areas, and the Executive Director. In addition, two members of the field, from the two areas not represented by the Executive Committee members, are also appointed to serve as liaisons for the Resolutions Committee. Because of the need for these liaisons and non-Executive Committee members to assist the Area Representatives during the pre-session and session area meetings, the members of the Resolutions Committee should not be Area Representatives.

### **B. RESOLUTION DEVELOPMENT**

During the resolution process, the Resolutions Committee should pay close attention to the following items while reviewing and editing the resolutions and amendments:

- Check to see that the proposed resolutions do not duplicate any resolutions previously adopted by the body.
- Check to see that proposed resolutions do not contradict a prior position taken by the body (through resolution or other mechanisms).
- Check to see that resolutions follow the format as defined in the session materials.
- Check to see that “resolved” clauses of resolutions can stand alone, and if not, consider combining two or more into one “resolved” clause. The problem to avoid here is leaving two resolved clauses that may be separated during debate, which would then be nonsensical standing alone.
- Check to see that the resolved statements do not reiterate or contradict previous positions taken by the body, unless it is clear that the intent of the resolution is to reverse previously adopted senate positions. This is to avoid confusion over whether or not existing positions have been reversed.
- Consult with contacts to edit for clarity, readability, and understanding.
- Confer with contacts (as makers of the motion) when conflicts or duplicate resolutions or amendments exist.
- Verify that actions requested or directed in resolutions are within the purview of the Academic Senate.

### **C. PRE-PLenary SESSION**

Following the Executive Committee’s forwarding of resolutions to the Resolutions Committee, the Resolutions Committee determines the placement and order of resolutions in each of the categories and the placement of resolutions on the Consent Calendar. The President reviews the packet prior to publication of the resolutions on the Academic Senate web page and dissemination to attendees of pre-session Area meetings. This initial packet of resolutions is distributed to senate presidents and delegates prior to pre-session Area meetings in preparation for the upcoming plenary session.

Prior to the pre-session Area meetings, the Resolutions Committee meets to review the Executive Committee resolutions, identify potential issues, and to discuss duties at the pre-session Area meetings. Committee members are expected to attend the Area meetings and assist the Area representative with the resolutions discussion.

Following the area meetings, the Resolutions Committee again places the resolutions and any amendments in the appropriate categories and in the appropriate order, and also determine which new resolutions and amendments are placed on the Consent Calendar. Once the President gives final approval of the resolution packet, it is prepared by the Academic Senate office staff and distributed to the field and posted on the plenary session web page.

The Academic Senate office staff assists with the preparation of supporting materials. If resolutions include the adoption of papers, references to other documents, or other explanatory materials, these appendices will be posted on the plenary session web page by the office staff. Limited hard copies of appendices are made available at plenary session. (Corrections or typos found in the documents should be directed to the Executive Director or the Resolutions Chair.)

## **D. RESOLUTION WRITING AND VOTING AT PLENARY SESSION**

### **1. First Day of Plenary Session**

- a. A breakout session for the purpose of writing and submitting resolutions and amendments will be scheduled for the first day of plenary session after the other breakouts have concluded. Members of the Resolutions Committee facilitate the breakout, assisting with writing resolutions, editing proposed resolutions and amendments, and collecting the forms required for submitting either a resolution or amendment. Members of the Executive Committee are expected to attend the breakout to offer expertise on specific topics and assist with resolution development. In the case where an Executive Committee member has a conflict, that member may be excused from participation by the President.
- b. At the conclusion of the breakout, the Resolutions Committee members meet to review, edit, compare, render moot, compile resolutions and amendments, and assign them to the Consent Calendar as appropriate. The committee also verifies that seconders are registered delegates. Committee members will make every effort to communicate with contacts of resolutions and amendments to resolve editing questions.
- c. Once the resolutions and amendments are reviewed and edited, they are placed into categories and ordered so as to allow for consideration of each in a logical sequence. New resolutions and amendments are noted with a + in the Consent Calendar, table of contents, and in body of the packet. Senate office staff ensures that technology resources are available and working in order to assist the committee with completing its work. The committee formats the final version of the packet to be distributed for discussion on Friday. The Executive Director ensures that the final document is duplicated and made available to session attendees the following morning.
- d. The resolution packet containing all new resolutions and amendments are sent by the Executive Director by email to the entire Executive Committee at the close of the first day of the plenary session. The Executive Director also ensures that the new resolution packet is published on the plenary session web page and notifies the field that the resolutions for discussion on Friday are now available. This ensures that all the resolutions and amendments will be available in electronic as well as hard copy format for the Area meetings held on the second day of the plenary session.

### **2. Second Day of Plenary Session**

- a. Following the conclusion of the day's breakout sessions, a session will be held for the contacts (as movers of the motions) of amendments and/or resolutions to clarify any questions the committee may have, to discuss duplication and possible consolidation of amendments, and to discuss

conflicts between amendments. All Resolution Committee members attend this breakout to assist with problem solving. If the committee recognizes a conflict or duplicate early in the day, members of the committee can search for the authors and attempt to work out a solution before this final session. This method is preferred.

- b. The Resolutions Committee reviews, edits, renders moot, compiles and assigns to the Consent Calendar as appropriate, the amendments submitted. Committee members will make every effort to contact authors of resolutions to resolve editing questions. It reviews resolutions submitted as urgent and makes a determination on whether or not to recommend resolutions as urgent to the Executive Committee. The Resolutions Chair brings the resolutions determined to be urgent to the Executive Committee for approval (see urgent resolutions in the *Session Packet*). All new resolutions and amendments, including motions to withdraw, are marked with a +. The committee formats and prints four hard copies of the final version of the resolutions packet to be distributed for debate on Saturday. The President, Parliamentarian, Executive Director and Resolutions Chair each get a hard copy. This allows the President and Parliamentarian to review the final packet the evening before resolutions debate and voting.
- c. The Executive Director ensures that the final document is duplicated and made available to session attendees the following morning for debate and voting. The resolution packet containing all new resolutions and amendments are sent by the Executive Director by email to the entire Executive Committee at the close of the second day of the plenary session. The Executive Director also ensures that the final resolution packet is published on the plenary session web page the night before the third day and notifies the field that the resolutions for debate and voting on Saturday are now available. This ensures that all the resolutions and amendments will be available in electronic as well as hard copy format during debate and voting on the final day of the plenary session.

### 3. Third Day of Plenary Session

- a. The Executive Director and Resolutions Chair retrieve four copies of the final resolutions packets delivered from the printer and bring those along with their printed original hard copies to their meeting with the President and Parliamentarian early in the morning to review all the resolutions and amendments. The original hard copies are used to identify any discrepancies between the document submitted to the printer and the documents delivered by the printer. If discrepancies are identified, the Resolutions Chair prepares an addendum of corrections to distribute to the body before debate and voting begins. The Parliamentarian offers suggestions for proceeding through amendments and clarifies the intent and content of the resolutions. This meeting helps the President and Resolutions Chair be prepared for parliamentary motions from the floor.
- b. Voting on the resolutions begins with the President, presiding over the proceedings as Chair, explaining the rules for debate. Members of Resolutions Committee sit at a table near the President in order to provide assistance to him or her during debate and to record the outcome of each amendment and resolution. The President appoints a time keeper for the debate. As the voting proceeds, the Resolutions Chair must alert the President to the following:
  - If it appears that there is no longer a quorum (a quorum is 50% plus 1 of the number of delegates registered and officially signed-in at the plenary session).

- Issues with resolutions and amendments that were not previously recognized.
  - Issues with the number of resolutions remaining for debate versus the time remaining in the session. It may be determined that a motion to limit time of debate on remaining resolutions should be made.
- c. All passed, failed, and referred motions are recorded by all members of the Resolutions Committee, which allows committee members to participate in the debate as well as act as a recorder. If any resolutions and amendments are referred to the Executive Committee by the body, the instructions to the Executive Committee for referral are recorded by the Resolutions Committee. The dispositions of votes are recorded as follows:

M/S/C	Moved, Seconded, Carried
M/S/F	Moved, Seconded, Failed
M/S/R	Moved, Seconded, Referred (with referral instructions)
M/S/A	Moved, Seconded, Acclamation

#### **E. AFTER PLENARY SESSION**

1. Within the first week following plenary session, the Resolutions Chair, working with the Executive Director, prepares and formats the final approved resolutions packet for distribution to the field. The packet is divided into four sections presented in the following order: adopted resolutions, referred resolutions, failed resolutions, and moot resolutions. All resolutions and amendments are renumbered to reflect this order in the final packet. Where appropriate, approved amendments are merged with resolutions so that amended resolutions are presented in their perfected forms. The outcomes of the votes on each resolution is recorded after each resolution, and for each amendment that is referred, failed or rendered moot. Referral instructions are included where appropriate. When a resolution is adopted after being significantly amended, the Resolutions Chair will inquire with the contact to determine if he/she wishes to remain the contact on the resolution. If he/she declines to remain the contact, the mover of the amendment will become the contact for the perfected resolution. The office staff incorporates the list of all plenary session delegates at the end of the packet.
2. The final draft of the document is distributed to members of the Resolutions Committee, who confirm that the resolutions have been correctly labeled (as carried, failed, etc.) and renumbered, the amendments have been incorporated correctly, and referred motions include the proper directions to the Executive Committee. Upon review of the final draft of the adopted resolutions packet by the President they are published by the office staff on the plenary session web page,. The Executive Director also ensures that the final packet is distributed to the field and the Executive Committee by email.
3. The Resolutions Committee meets to identify resolutions that require action by the President or Executive Committee, prioritizes them in order of urgency, and prepares a list for the President. The Resolutions Chair forwards this list to the President.
4. The President and Executive Director meet to develop a list of draft resolution assignments to Senate committees, task forces or appropriate individuals. At the first Executive Committee meeting following the plenary session, the Resolutions Chair submit an agenda item for first reading

and action of the draft resolution assignments and the resolutions referred by the body at plenary session. The Resolutions Committee will provide the Executive Committee with recommendations on how to dispose of the referred resolutions. The Executive Committee will approve the resolution assignments and act on the recommended dispositions of the referred resolutions and make assignments as appropriate to complete the tasks included in the referral instructions. Prior to the next plenary session, the Resolutions Chair will monitor the work on the referred resolutions and ensure that any revised resolutions are submitted to the Executive Committee in time for review and recommendation to Area meetings per the timeline assigned in the referral.

5. After assignment of a referred resolution to a committee or members of the Executive Committee, the contact of the resolution will be contacted to see if he/she is interested in helping to rewrite or clarify the resolution. If the original author declines, then the standing committee or Executive Committee members may proceed to carry out the directions in the referral.
6. When submitting a referred resolution back to the delegates per the timeline in the referral, the original contact may continue his/her status as contact of the improved resolution. If the contact declines, the member of the Executive Committee assigned the task of carrying out the referral instructions will be listed as the contact. A note listed below the resubmitted resolution will explain the reason for the referral, the date and number of the original resolution, and actions directed to the Executive Committee in the referral. See the example below:

“Note: This resolution was referred to the Executive Committee (see Resolution 3.02 R S08) for development of additional materials and is resubmitted to the delegates for discussion and debate.”

7. Each year prior to the fall plenary session the Executive Director, using the committee reports, will prepare a status report of the resolutions from the previous year. The Executive Committee will discuss and approve the status for inclusion in the session packet.
8. Any resolutions submitted as urgent resolutions at plenary session but that are deemed non-urgent by the Executive Committee are included in the resolutions packet for action by the body at the subsequent plenary session.

## PART V: RESOLUTIONS AND THE ROLE OF THE EXECUTIVE COMMITTEE

- › **Development of Resolutions by the Executive Committee and its standing and ad hoc committees.** The Executive Committee and its standing and ad hoc committees consider and develop resolutions on an ongoing basis. Committee Chairs should work closely with their committees in the development of resolutions and before forwarding resolutions to the Executive Committee for consideration, should be sure to:
  - › Research existing resolutions to be sure the proposed resolution does not contradict any existing position(s) or duplicate similar resolutions. If reversal of an existing position is to be debated, the *whereas* statements should make that point.

- › Ensure the resolution is addressing a significant issue, concern or problem and is not over-reactive and/or only addressing a small aspect of an issue, concern or problem. The issue should be statewide rather than local.
- › Determine if the best way to address the issue, concern or problem is with a resolution, a Rostrum article, or some other publication or communication.
- › Ensure the resolution is feasible.

Committee Chairs should also work with the committee and/or resolutions committee in editing resolutions prior to sending resolutions forward for consideration by the Executive Committee. See Resolutions Writing Guidelines for further assistance.

- › **Resolution Training at Plenary Sessions and Leadership Institute.** In order to educate the body about the resolution philosophy, procedures, and processes, the Executive Committee conducts periodic breakouts at Fall and Spring Plenary Sessions and Leadership Institutes.
- › **Disclaimer on the Resolutions Packet.** The Executive Committee as well as its standing and ad hoc committees develop resolutions to elicit direction from the body, not to engineer any particular course of action. While the writers of resolutions may have some investment in a resolution and hope that the body will ultimately adopt a resolution, once a resolution is submitted to the body, Executive Committee members endeavor to detach from a particular electoral outcome by trusting in the wisdom of the democratic process. To this end, all resolution packets are marked with the following disclaimer: *The enclosed resolutions do not reflect the position of the Academic Senate for California Community Colleges, its Executive Committee, or standing committees. They are presented for the purpose of discussion by the field, and are to be debated and voted on by academic senate delegates at Academic Senate (Fall/Spring) Plenary Session held (date) in (location). Only upon adoption do resolutions become established positions of the Academic Senate that direct its work.*
- › **Resolutions Marked with Contact.** To emphasize detachment from the outcome of a resolution and to avoid the appearance of bias, Executive Committee or its standing and ad hoc committee members are listed only as contacts for the proposed resolution. Contacts may or may not be the actual writers of the resolution, but by being listed as contact, they are expected to be in attendance at the plenary session where the resolution will be debated, and should be able to explain the background and intent of the resolution to plenary delegates and attendees. The resolution contact name is located at the bottom of the resolution. If the contact is an Executive Committee member, the contact name will be stated along with the phrase “Executive Committee” and the name of the Academic Senate committee or task force, if appropriate. (For example, Jane Doe, Executive Committee, Curriculum Committee, or Jack Frost, Executive Committee.) If the contact is a member of a Senate committee, then the contact’s college and committee affiliation are listed (For example, Jill Doe, Sunnydale College, Noncredit Committee.)
- › **Competing Resolutions.** The complexity of a particular issue may exceed the scope of a single resolution. When this occurs, members of the Executive Committee or one of its standing or ad hoc committees or other individuals may submit competing resolutions that address an issue or problem in different ways in order to provide the body with a complete set of alternative choices. When this occurs, the Resolutions Committee and members of the Executive Committee endeavor

to explain the rationale and possible interactions among competing resolutions to the best of their ability so the body can make an informed decision about the best direction it should take.

- ▶ **Area Resolutions.** Prior to plenary, the four Areas have an opportunity to clarify, perfect, or amend Executive Committee, standing committee, and *ad hoc* committee proposed resolutions and to craft new resolutions. In some cases, resolutions may be proposed to extend or counter resolutions presented in the initial Area resolutions packet. Every faculty member and member senate has the right to propose resolutions, or amendments to pending resolutions at Area meetings. In general, Executive Committee members should be supportive of new resolutions, provided that they are not duplicative of existing resolutions or positions. Executive Committee members at Area meetings should make every effort to help the Area members understand the merits of the resolution for the body's consideration. All resolutions and amendments submitted at Area meetings will list the contact for the resolution or amendment and his/her college and Area (for example, Jesse James, Sunnydale College, Area C).
- ▶ **Plenary Resolutions.** Within the timelines provided in the session packet, all faculty members attending plenary session have the right to propose resolutions or amendments to pending resolutions. All resolutions and amendments submitted during plenary session will list the contact for the resolution or amendment, and his/her college. Resolutions or amendments submitted during the plenary session will require four registered delegate signatures as seconders. Executive Committee members are encouraged to provide assistance and expertise as needed to individuals submitting resolutions and amendments at plenary session and may also act as seconders as appropriate.
- ▶ **Pro/Con Microphone.** Because of their potential expertise and awareness of specific issues, members of the Executive Committee are welcome at the Pro/Con microphones; however, members of the Executive Committee have additional mechanisms for communicating with the body (e.g., Rostrum articles, breakout sessions, contacts on resolutions, etc.). For this reason, unless an Executive Committee member has more or specific information on an item that would help inform the decision, Executive Committee members generally defer to non-Executive Committee members so that additional, possibly new, points and arguments can be raised. Once delegates have had a chance to speak, then Executive Committee members may provide additional information or opinions.
- ▶ **Parliamentary Microphone.** Given the complexity of some resolutions and the fast pace in which resolutions are considered, Executive Committee members are welcome at the Parliamentary microphone. Their goal is to help the President and the Parliamentarian conduct the resolution decision-making process in an efficient manner. In general, Executive Committee members should limit their parliamentary remarks and motions to those that clarify proposed resolutions for enhanced debate. In some cases, Executive Committee members in the audience become aware of delegate confusion and are able to use the Parliamentary microphone to provide needed insight or to reaffirm an action. In keeping true to the democratic process, Executive Committee members should assume the role of facilitators and contributors and refrain from making motions to refer a resolution back to the Executive Committee or to end debate.

## APPENDIX A: RESOLUTIONS CATEGORIES

1. Academic Senate
2. Accreditation
3. Affirmative Action/Cultural Diversity
4. Articulation and Transfer
5. Budget and Finance
6. State and Legislative Issues
7. Consultation with the Chancellor's Office
8. Counseling
9. Curriculum
10. Disciplines List
11. Technology
12. Faculty Development
13. General Concerns
14. Grading
15. Intersegmental Issues
16. Library and Learning Resources
17. Local Senates
18. Matriculation
19. Professional Standards
20. Students
21. Vocational Education
22. Welfare Reform

## APPENDIX B: RESOLUTIONS COMMITTEE TIMELINE AND CHECKLIST

### **TWO MONTHS BEFORE PLENARY:**

- ✓ Resolutions Committee meets: establish meeting calendar, review status of resolution assignments from past plenary sessions, review committee documents, and prepare agenda request(s) for August/January Executive Committee meeting as appropriate.
- ✓ Resolutions Chair submits items for Executive Committee meeting: reminder of pre-sessions resolution deadline and resolutions procedures.

### **ONE MONTH BEFORE PLENARY:**

- ✓ Resolutions Committee meets: review of tasks for preparing pre-session resolutions packet.
- ✓ Pre-session resolutions submitted to the Resolutions Chair and Executive Director by deadline.
- ✓ Resolutions Chair submits first reading/action agenda item to consider proposed pre-session resolutions for submission to the field.
- ✓ Within one week of the submission deadline, the Resolutions Committee reviews and edit the resolutions for grammar as needed, compiles the resolutions into a formatted draft pre-session packet.
- ✓ The Resolutions Chair submits the draft packet to the President and Executive Director for inclusion in the October/March Executive Committee agenda packet.

### **PRIOR TO PRE-SESSION AREA:**

- ✓ Monday after October/March Executive Committee meeting: Resolutions Chair finalizes formatted pre-session packet and any appendices and submits to Executive Director for distribution to the field.
- ✓ Resolutions Chair sends the document “Resolutions Writing and Advice” to the Area representatives for distribution to their areas.
- ✓ Committee members work with Area representatives to plan for resolutions discussion.

### **AFTER PRE-SESSION AREA MEETINGS:**

- ✓ All committee members attend their Area meetings!
- ✓ Committee member assists Area representative with resolutions discussion.
- ✓ Committee member records:
  - Edits and amendments to pre-session resolutions.
  - New resolutions

- ✓ Committee member works with Area representative to review and submit edits, amendments, and resolutions to the Resolutions Chair and Executive Director within 24 hours of each Area meeting.
- ✓ Tuesday after the Area meetings, the Resolutions Chair:
  - Incorporates edits, amendments, and new resolutions from Area meetings into formatted draft packet for review by the President.
  - Works with contacts for clarifications as necessary.
  - Addresses the President's concerns, incorporates final revisions, and submits final formatted packet and appendices for discussion on Thursday at plenary session to the Executive Director for distribution to the field.

#### **AT PLENARY SESSION (WEDNESDAY THROUGH SATURDAY):**

- ✓ Thursday: All committee members attend the resolutions writing session
  - At lunch, the Resolutions Chair reminds the President to announce the resolutions writing session and the deadline for submitting resolutions
  - The Resolutions Chair makes sure resolution forms are available at the resolutions writing session
  - The Resolutions Chair makes sure there are at least one flash drive and the delegate book available at the resolution writing breakout session.
  - The Committee answers questions and provides clarification as needed.
  - The Committee verifies that seconders are delegates.
  - The Committee edits, compares, renders moot, and compiles new resolutions.
  - The Committee prepares final formatted packet for Friday morning.
  - The Committee prints hard copies for the President and each Area representative and delivers them by the end of business on Thursday.
  - The Executive Director emails the Friday morning packet to the session attendees and the Executive Committee and ensures that it is posted on the session web page.
- ✓ Friday: All committee members attend their session Area meetings and the amendments discussion session.
  - At Area meetings: Committee members assist Area representatives to record edits, record requests to pull from the Consent Calendar, collect amendments, and to notify the Resolutions\_Chair if there are questions.
  - At lunch: The Resolutions Chair reminds the President to announce the amendments discussion session and amendment submission deadline, and reminds contacts that they should attend.
  - After lunch: The Resolutions Chair and other available committee members begin compiling amendments and begin to address potential conflicts and other issues.
  - Amendments discussion session: The Committee answers questions, provides clarification as needed.

- Urgent resolutions: The Resolutions Chair notifies the President whether or not the Executive Committee needs to meet.
- The Committee edits, compares, renders moot and compiles new amendments and any urgent resolutions.
- The Committee prepares final formatted packet for Saturday morning and submits to the printer per the instructions provided by the Executive Director.
- The Committee prints hard copies for the President, Parliamentarian, Executive Director and Resolutions Chair, and delivers them by the end of business on Friday.
- The Executive Director emails the Saturday morning packet to the session attendees and the Executive Committee and ensure that the packet is posted on the session website.
- ✓ Saturday: All committee members attend the general session.
  - Before voting session begins: The Resolutions Chair retrieves four copies of printed packets from the office to bring to the meeting with the President.
  - Before voting session begins: The Resolutions Chair and the Executive Director meet with the President and Parliamentarian and review the packets
  - If there are errors: The Resolutions Chair prepares an addendum for distribution to the body before resolutions debate begins.
  - During the voting session: The Resolutions Committee listens to debate, while committee members at the resolutions table record results of votes, record referral instructions, and identify potential issues.

**PRODUCE THE ADOPTED RESOLUTIONS PACKET WITHIN ONE WEEK OF THE END OF PLENARY:**

- ✓ The Resolutions Committee compiles draft adopted resolutions packet: incorporates adopted amendments, renumbers resolutions according to adopted, referred, failed and moot.
- ✓ The Resolutions Chair works with contacts to resolve any outstanding issues as necessary (e.g. if a resolution was significantly changed by amendments)
- ✓ The Resolutions Chair forwards the draft packet to President for final review
- ✓ The Resolutions Chair addresses the President's concerns and makes final edits, The Resolutions Committee completes final review, and the Executive Director ensures distribution of the final adopted resolutions to the field.

**PRIOR TO THE POST-PLENARY EXECUTIVE COMMITTEE MEETING:**

- ✓ The President and the Executive Director meet to make initial resolution assignments and shares recommendations with Chair.
- ✓ The Resolutions Committee meets to discuss referred resolutions and develop recommendations for addressing them.

- ✓ The Resolutions Chair submits agenda items for next Executive Committee meeting to determine dispositions of referred resolutions, and the Executive Director submits an agenda item to approve the proposed resolution assignments.

**FOLLOWING THE POST-PLenary EXECUTIVE COMMITTEE MEETING:**

- ✓ The Resolutions Chair prepares a summary of Executive Committee dispositions of referred resolutions and distributes to committee and President for review.
- ✓ After review by the Resolutions Committee and President, the Resolutions Chair makes corrections as needed.
- ✓ The Executive Director ensures the status of each adopted and referred resolution is posted on the resolutions website.

## APPENDIX C: SAMPLE EMAIL TO AREA REPRESENTATIVES PRIOR TO PRE-SESSION AREA MEETINGS

*Note: This is a sample email that a Resolutions Chair may elect to use when communicating with Area Representatives prior to pre-session Area meetings. It is provided as an example of the important reminders for the Resolutions Chair to provide the Area Representatives regarding resolutions discussion at pre-session Area meetings.*

Dear \_\_\_\_\_,

I'm sending you a "working" copy of the Executive Committee resolutions packet that you can use for typing in suggested edits and amendments to resolutions. Within 24 hours of the end of the meeting, please return the edited document to the Executive Director and me.

You will have a member of the Resolutions Committee at your Area meeting to assist you with the resolutions discussion, including giving the meeting attendees an overview of the resolutions process and to act as the scribe during resolutions discussion. When discussing the resolutions, please remember the following when proposing edits and amendments:

1. Indicate new language with underscores and deleted language with ~~strikethrough~~. Do not use track changes!
2. Please discourage stylistic edits to resolutions. Edits should only be made if they improve the clarity of the resolution's language. Also, please remind attendees that edits are suggestions and may be accepted at the discretion of the Resolutions Committee.
3. Substantive edits to whereas and resolved statements are amendments. Please remember the following:
  - a. If an amendment is being proposed, copy and paste the original language below the resolution, and then make the changes with underscores and strikethroughs as necessary.
  - b. An amendment may result in a mismatch with the original title. If the resolution title needs to be changed, include that in the amendment.
  - c. Make sure amendments don't result in inconsistencies within a resolution. For instance, if an amendment to a resolved statement changes the intent of the resolution, the supporting whereas statements may also need to be amended to support the amended resolved statement.
  - d. Don't forget to include contacts for each amendment! It should be in the format of Name, College, Area (e.g. Joe Smith, City Regional College, Area A).
4. New resolutions: Please copy and paste new resolutions to the end of the packet. Don't try to categorize or number them as that will be done by the Resolutions Committee. Again, don't forget to include the contact information at the end of each new resolution.

After you are finished, save the file and send it to the Executive Director and me.

If you have any questions, please don't hesitate to ask.

Best,

Chair, Resolutions Committee

## APPENDIX D: PRESIDENT'S SCRIPT EXAMPLE

*Note: This is an example of the President's script for the resolutions voting session on the third day of plenary session. The script may be revised as needed by the Executive Committee to ensure consistency with the Bylaws and Standing Rules of the Academic Senate, and with Robert's Rules of Order.*

### ASCCC RESOLUTION PROCEDURES SCRIPT

1. I would like to welcome back the parliamentarian, \_\_\_\_\_. It is his role is to advise the Chair on the proper application of the current edition of Roberts' Rules of Order and the Academic Senate's adopted Procedures.
2. The Chair has the official copy of the resolutions.
3. The Chair holds the official watch; \_\_\_\_\_ has agreed to serve as timekeeper today; he will announce the current time so we can synchronize our watches.

### PARTICIPATION

1. In order to participate in debate, you must be a registered plenary session conference attendee. You DO NOT need to be a voting delegate.
2. In order to vote (in elections or) on resolutions, you must be separately signed in as the registered voting delegate from your local senate.
3. Out of courtesy, I ask that you set your cell phones to vibrate and turn off the sound for your laptops. If you need to make or receive a phone call, please step outside to conduct your conversation. At this point, I will give you 10 seconds to adjust your cell phone and laptop settings before continuing.

### MICROPHONES

1. There are three microphones.
2. The microphones labeled Pro and Con are provided for purposes of debate. If you wish to speak in support of a resolution, use the Pro mic. If you wish to speak in opposition to a resolution, use the Con mic.
3. Any registered session attendee desirous of debate may approach these two mikes. You do not have to be a registered voting delegate to do so.
4. You must be recognized by the Chair in order to begin speaking.
5. When you approach the mike, state your name and your college. If you do not do so, the audience will interrupt you and ask loudly, "Who are you?"
6. A third mic (located in the center aisle) is provided for the purpose of getting the Chair's attention to make a motion, entertain a point of order, request information, or ask a parliamentary

inquiry. The parliamentary microphone may be used by registered session attendees in order to seek clarification or guidance, but only delegates may make motions. Speakers appearing at the Parliamentary mic will be recognized prior to speakers at the other two mic.

7. The Chair will entertain the Pro speaker first, and then the Con speaker. After a speaker is finished, if there are no further speakers for the other side of the motion, the Chair will declare the debate closed.
8. Each speaker is limited to three minutes.
9. Debate on each resolution, including its amendments and the motions and inquiries made at the parliamentary microphone during the debate, is limited to a total of 15 minutes.
10. After the timer has indicated that the time for debate on a resolution has expired, if you are desirous of continuing debate, a registered voting delegate may move to extend debate for a specified amount of time. The motion requires a second. It is not debatable. We will then vote on the motion to extend debate. Debate may be extended only once per resolution for a maximum extension of 5 minutes.
11. No resolutions or amendments to the resolutions may be introduced from the floor.
12. All resolutions are subject to the ASCCC having resources to perform their mandate.

#### **THE VOTES WILL GENERALLY BE SUCCESSIVE.**

1. I will first call for a Voice vote – only registered voting delegates;
2. If the Parliamentarian and I cannot determine the vote with certainty, I will call for a standing vote.
3. If the Parliamentarian and I cannot determine the results of a standing vote count with certainty, I will call for a serpentine vote.

These additional actions may be undertaken when the Chair is unclear of the outcome, or

if there is a call for “A division of the house.”

The number of voting delegates for today’s session is \_\_\_\_\_.

#### **TO CHALLENGE THE CHAIR**

1. Any voting delegate can challenge the ruling of the Chair by approaching the Parliamentary mike and stating, “I appeal the decision of the Chair.” A second is required. The Chair is afforded a brief statement to explain the basis for having made the original ruling. The motion is debatable. Because we are interested in accurately representing the wishes of the body, challenges are not received as insults: they are welcomed. The question to the body will be,

“The Chair has ruled .....

Do you wish to sustain the decision of the Chair?"

1. I have the right to summarize at the end of debate.
2. If the aye votes prevail, the Chair's ruling stands. If a no vote prevails, the Chair's ruling fails. In the case of a tie, the Chair's ruling stands since the Chair would cast the deciding vote.

### **MOTIONS TO REFER TO EXECUTIVE COMMITTEE**

1. Motion should specify whether the Executive Committee is to:
  - Research and report back, or
  - Research and take action.
2. Motion should specify a timeline.
3. Motion is debatable.

### **READING RESOLUTIONS**

As usual I will read only the resolved portion of the resolutions.

We will proceed in the order 1.01, 2.01, 3.01 and so on, with the exception that resolutions placed on the Consent Calendar by the Resolutions Committee will be considered in gross first.

Any registered attendee has been able to remove a resolution from the Consent Calendar before this morning by so informing the Resolutions Committee Chair or the Executive

Director.

At the beginning of this session's debate, your president will announce a final opportunity to remove a resolution from the Consent Calendar. No justification is needed for this request and it does not require a "second" nor any vote to remove it.

If there are no attendees wishing to remove any further items, the Chair will then ask if the delegates are ready to approve the Consent Calendar in its entirety and a vote will be taken at one time on approving all items still remaining on the Consent Calendar.

For expediency's sake, I will substitute "we" for "Academic Senate for California Community Colleges" in the resolves.

### **NOTES FOR THE PRESIDENT/CHAIR**

#### **BREAKS**

Recommend breaks after each hour-and-a-half (90 minutes). Simply state, "If there is no objection, we will recess for \_\_\_minutes. Debate will continue at \_\_\_\_."

**OTHER HELPFUL INFORMATION REGARDING VOTING**

Move to Refer to Exec	Debatable	second req	Majority
Move to Postpone (during this plenary session)	Debatable	second req	Majority
Appeal Decision of Chair	Debatable	second req	Majority
Move to Reconsider (by proponent)	Debatable	second req	Majority
Move to Divide the resolution	Not Debatable	second req	Majority
Move to Extend Debate (Only once per resolution for a maximum of five minutes.)	Not Debatable	second req	Majority
Move to Amend	Submit Friday	second req	Majority
Move to Re-order	Not Debatable	second req	2/3
Move to Close Debate	Not Debatable	second req	2/3
Move to Rescind (from previous session)	Submit Thursday	second req	2/3
Call for Division of the House	Just do it (no debate, no second)		

A point of order requires no vote. It relies on the decision of the Chair. The maker can appeal the ruling of the Chair. This appeal must be seconded, as noted above.

**AMENDMENTS**

When there is a main motion and amendments follow, the rule is to perfect the main motion first. The Chair will entertain amendment # 1, then amendment # 2, etc.

1. If #1 and/or and subsequent amendment passes, then read the main motion “as amended” and entertain it as a main motion.
2. If they fail, read the main motion in its original form. A final vote must then be taken on the motion—either as perfected or as originally stated.

**OTHER HELPFUL TIPS:**

Review resolution packets the night before to identify any likely problems – pay attention to order of amendments. Meet with Parliamentarian at 7:15 the morning of the meeting.