

RESOLUTION GUIDELINES FOR LOCAL SENATES

- I. Resolution Writing:
 - A. Resolutions are designed for local senates to urge or recommend policy or action to the Board of Trustees, college administrators, other local groups, or the State Academic Senate. They are designed to solicit a rapid response in writing.
 - B. Resolutions may be drafted in committee or by individuals who are elected representatives of the local senate.
 - C. Resolutions should be submitted for first readings and then for action at a following meeting. (This process may be altered by a "suspension of the rules" for urgent situations.)
 - D. Resolutions for action should be attached to the meeting agenda and distributed to the faculty body at least one week previous to the scheduled meeting.
 - E. Resolutions submitted for first reading should correspond to an identified agenda item or presented in the category of "other" under "new business." Copies for distribution should be available.

- II Resolution Amendments:
 - A. Resolutions may be amended for further clarification/addition/deletion of some kind. This amendment may be submitted in writing or verbally depending on the desire of the local senate.
 - B. Resolutions may be substituted with another resolution on the same topic; however, this should be submitted in writing before considering the original resolution for action.
 - C. Resolution amendments/substitutions will be considered prior to the original resolution.

- III. Resolution Discussion/Voting:
 - A. Discussion on resolutions or any amendments should have a pre-set time limit.
 - B. The president may recognize pro and con arguments alternately. When there is no speaker on the side of the motion, debate on that question is closed.
 - C. Any attendee at the meeting may engage in the debate.
 - D. Only official senate representatives may vote. The determination of what constitutes success/failure in a vote should be determined by the local senate constitution.

- IV Dispensation:
 - A. Resolution should be forwarded to the appropriate parties by the Senate President or designee with an expectation of a written reply which can be shared with the voting body.
 - B. Resolution passed or failed should be written into the official minutes of the senate meeting where action was taken.