

---

**Student Senate for California Community Colleges**

Resolution Procedures

*Adopted April 2, 2023*

---

---

**Table of Contents**

---

<b>Article I. Definitions and Timeline</b>	<b>1</b>
Section 1. Definitions	1
Section 2. Timeline	1
<b>Article II. Resolution Composition and Labeling</b>	<b>2</b>
Section 1. Resolution Composition	2
<b>Article III. Resolution and Amendment Submission</b>	<b>2</b>
Section 1. Resolution Sponsorship	2
Section 2. Resolutions Submissions	3
Section 3. Amendments to Resolutions	3
<b>Article IV. Resolution Dissemination</b>	<b>4</b>
Section 1. Resolution Dissemination Prior to General Assembly	4
Section 2. Resolution Dissemination at General Assembly	4
<b>Article V. Regular, Urgent, and Rejected Resolution Consideration</b>	<b>5</b>
Section 1. Regular Resolution Consideration	5
Section 2. Urgent Resolutions Consideration	5
Section 3. Rejected Resolution Consideration	6
<b>Article VI. Resolution Disposition and Accountability</b>	<b>7</b>
Section 1. Resolutions Dispositions	7
Section 2. Resolutions Implementation and Accountability	7
Section 3. Inactive/Infeasible Resolutions	7
<b>Article VII. Ratification and Amendments</b>	<b>8</b>
Section 1. Ratification	8
Section 2. Amendments	8

---

**Student Senate for California Community Colleges**

Resolution Procedures

*Adopted April 3, 2023*

---

---

**Article I. Definitions and Timeline**

---

**Section 1. Definitions**

The following subjects are defined as:

- A. Consent Calendar: A group of routine, procedural, informational, and self-explanatory non-controversial resolutions presented in a single motion for an up or down vote after allowing anyone to request that a specific item be moved to the full agenda for individual attention.
- B. Delegate: The voting representative of a student body association (SBA).
- C. Designee: An individual who is appointed by a sponsor to serve as the designated speaker on a resolution.
- D. Disposition: The SSCCC assigned an Internal Committee to develop an action plan for approval by the SSCCC Board of Directors.
- E. Sponsor: A body that agrees, by a majority vote, to sponsor a resolution in order for it to be eligible for submission. Only SBAs and SSCCC Regions, Caucuses, or the Board of Directors may sponsor resolutions.

**Section 2. Timeline**

<b>Event</b>	<b>Timeline</b>
Original Resolution Submission Deadline	2nd week in February prior to the General Assembly
First Resolution Packet Dissemination	3rd week in February prior to the General Assembly
Amendments to Resolutions Deadline	1st week in March prior to the General Assembly
Amended Resolution Packet Dissemination	At least 3 weeks prior to the General Assembly

---

**Student Senate for California Community Colleges**

Resolution Procedures

*Adopted April 3, 2023*

---

**Article II. Resolution Composition and Labeling**

---

**Section 1. Resolution Composition**

- A. All currently enrolled California Community College students may author resolutions.
- B. Resolutions' topics and content must be within the purview of the SSCCC.
- C. Unless different action is required or new information is presented, avoid the submission of repeat resolutions.
- D. Resolutions shall be written for the following purposes:
  - i. Setting the broad policy stances of the organization
  - ii. Addressing a specific statewide issue that relates to higher education
- E. Resolutions shall be limited to four "whereas" sections and four "resolved" sections, with each section a maximum of one (1) sentence in length.
  - i. "Whereas" sections are supporting arguments, facts, or background information provided to the Delegate Assembly.
  - ii. "Resolved" sections are requested actions to be taken by the SSCCC.
  - iii. All "Whereas" and "Resolved" sections must end with a semicolon, except for the last "Resolved" section, which will end with a period.
  - iv. The second to last "Whereas" must add "and" after the semicolon.
  - v. The last "Whereas" must add "now, therefore, be it" after the semicolon.
  - vi. The second to last "Resolved" must add "and" after the semicolon.
- F. Resolutions including facts or data shall be submitted with citations.

---

**Article III. Resolution and Amendment Submission**

---

**Section 1. Resolution Sponsorship**

- A. Prior to submission, authors shall be required to secure sponsorship for all resolutions.
- B. Only SBAs and SSCCC Regions, Caucuses, and the Board of Directors may sponsor resolutions, by a majority vote at a regular or special meeting. Each SBA, SSCCC Region, Caucus, and the Board of Directors may sponsor up to five (5) resolutions per General Assembly.
- C. A resolution is considered the property of the author, but it becomes the property of the sponsor once the Resolution Voting begins.
- D. Sponsoring bodies may revoke sponsorship of a resolution and/or amendment as long as it meets the following criteria:

---

## Student Senate for California Community Colleges

### Resolution Procedures

*Adopted April 3, 2023*

---

- i. Sponsorship is revoked at least three (3) days prior to the date of the packet dissemination (i.e. the body must revoke sponsorship of a resolution at least three (3) days prior to the dissemination of the original resolution packet and three (3) days prior to the dissemination of the amended resolution packet for all amendments).
  - ii. Either draft or final minutes are provided at least three (3) days in advance of the packet dissemination showing that a body has voted by a simple majority to rescind sponsorship.
- E. It is the responsibility of the sponsor to appoint a designated speaker, in the absence of the author, to introduce the resolution, speak in favor, and clarify its intent at the General Assembly.

### **Section 2. Resolutions Submissions**

- A. All resolutions shall be submitted to the Resolutions Committee by the 2nd week in February prior to the General Assembly.
  - i. Submissions after the deadline shall be held for consideration at the next General Assembly unless the resolution is deemed urgent through the process outlined in the Resolutions Procedures.
- B. Resolution submissions shall be emailed to: [resolutions@ssccc.org](mailto:resolutions@ssccc.org)
- C. Resolution submissions shall only be accepted with the minutes from the regular meeting, or special meeting, in which the resolution sponsorship was approved.
  - i. Acceptable minutes shall be defined as one of the following:
    - a. Draft minutes to be approved by the body
    - b. Official minutes as approved by the body
  - ii. Minutes must contain at least the following information to be considered valid:
    - a. The time and date the meeting was called to order
    - b. An official roll call of all the body's voting members
    - c. The maker of the motion to sponsor the resolution and/or amendment
    - d. The vote count and the result of the motion
- D. The Resolutions Committee will review resolutions to ensure they are in proper form and do not conflict with past resolutions. If a resolution is in conflict with a past position of the SSCCC, the author will be informed and reconsider submission. If the author chooses to continue submission, the Resolutions Committee will include a note with the resolution so that the Delegate Assembly understands the implications of overturning a resolution.

### **Section 3. Amendments to Resolutions**

- A. Amendments to resolutions shall follow the same composition, sponsorship, and submission procedures as outlined in Article III, Sections 1 and 2 of the Resolutions Procedures with the following exceptions:

---

## Student Senate for California Community Colleges

### Resolution Procedures

*Adopted April 3, 2023*

---

- i. Amendments shall be submitted by the 1st week in March prior to the General Assembly. Submissions after the deadline shall not be held for consideration.
  - ii. Only SBAs, SSCCC Regions, Caucuses, or the Board of Directors may sponsor resolution amendments, by a majority vote at a regular or special meeting. Each SBA, SSCCC Region, Caucus, and the Board of Directors may all sponsor up to five (5) resolution amendments per General Assembly.
  - iii. The amendment must be relevant to the resolution it seeks to amend.
  - iv. Substitute amendments are not permitted.
- B. The SSCCC Board of Directors shall not alter resolutions once they are adopted by the Delegate Assembly. Any omissions and/or errors shall be brought to the Resolutions Committee, before the Amendments deadline, if adjustments are to be made.
- C. No resolution amendments posed during the resolutions voting session shall be entertained.
- 

## Article IV. Resolution Dissemination

---

### **Section 1. Resolution Dissemination Prior to General Assembly**

- A. The first resolutions packet shall be disseminated through the SSCCC Listserv by the 3rd week of February prior to the General Assembly.
- B. The amended resolutions packet shall be disseminated through the SSCCC Listserv at least 3 weeks prior to the General Assembly.
- C. Prior to dissemination, the SSCCC Resolutions Committee shall hold the authority to edit any resolution or amendment so that it conforms to the following:
  - i. The resolution does not contain grammatical or spelling errors.
  - ii. The resolution directs the SSCCC to take action.
  - iii. The resolution is in compliance with the fact that the SSCCC may only urge or recommend (not require or mandate) that a policy or action be taken up by SBAs, the Board of Governors, the Chancellor's Office, or other groups and individuals.
  - iv. The resolution wording does not direct the SSCCC Board of Directors, but rather the Student Senate for California Community Colleges to take action.

### **Section 2. Resolution Dissemination at General Assembly**

- A. At the General Assembly, distribution of the resolutions materials is the responsibility of the SSCCC, not the sponsors.
  - i. In an effort to be both responsible toward the environment and to increase the timeliness of resources provided, the SSCCC will replace most paper materials used at General Assemblies with electronic versions of these materials. These electronic

---

## Student Senate for California Community Colleges

### Resolution Procedures

*Adopted April 3, 2023*

---

- materials will be accessible on the SSCCC website before, during, and after the General Assembly:
- ii. Each registered delegate will receive one (1) printed copy of the General Assembly Agenda, one (1) printed copy of the amended resolutions packet, and one (1) printed copy of the official resolution procedures when they sign in on-site.
- B. Each delegate will be responsible for informing their college delegation of the resolution procedures and sharing their printed copy of the amended resolutions packet with their college.
- 

## Article V. Regular, Urgent, and Rejected Resolution Consideration

---

### **Section 1. Regular Resolution Consideration**

- A. Unless changes are made to the General Assembly agenda as allowed by *Robert's Rules of Order Newly Revised*, all disseminated resolutions packets shall be presented as follows:
- i. Resolutions from previous General Assemblies that have not yet been considered in the order they appeared in the previous General Assembly
  - ii. SSCCC Board of Directors sponsored resolutions, organized alphabetically by title
  - iii. SSCCC Caucus sponsored resolutions, organized alphabetically by Caucus name and then resolution title.
  - iv. Regional sponsored resolutions starting with resolutions sponsored by Region I and ending with resolutions sponsored by Region X, then alphabetically by resolution title
  - v. SBA sponsored resolutions ordered by SSCCC Region (see above), then alphabetically by college, and then alphabetically by resolution title
- B. Once a resolution has been pulled from the Consent Calendar, the resolution shall be considered, immediately following the conclusion of the Consent Calendar vote, in the appropriate dissemination order as outlined in Article V, Section 1, A. of the Resolutions Procedures.

### **Section 2. Urgent Resolutions Consideration**

- A. Resolutions submitted for urgency shall follow the same composition, sponsorship, and submission procedures as outlined in Article III, Sections 1 and 2 of the Resolutions Procedures with the following exceptions:
- i. To be considered for urgency at the Delegate Assembly, a resolution must be submitted no later than three (3) days, or seventy-two (72) hours, prior to the General Assembly.

---

## Student Senate for California Community Colleges

### Resolution Procedures

*Adopted April 3, 2023*

---

- B. In order for a resolution to be deemed as urgent by the SSCCC Board of Directors, the sponsor of the resolution, or the designee, must prove that it meets all of the following criteria:
  - i. The content of the resolution must have only become available after the resolution deadline.
  - ii. The actions proposed must have a pressing reason to be addressed before the next General Assembly.
  - iii. The intent behind the resolution must constitute statewide urgency to California Community Colleges.
- C. The SSCCC Board of Directors shall then issue a determination on the status of the resolution and present it as urgent.
  - i. Once a resolution is presented as urgent, the Delegate Assembly must approve, by a two-thirds majority vote, the consideration of the urgent resolution.
- D. If a resolution is deemed urgent by the SSCCC Board of Directors, it will be added to the resolutions packet in the appropriate section as outlined in Article V, Section 1, A. of the Resolutions Procedures.

### **Section 3. Rejected Resolution Consideration**

- A. Resolutions rejected by the SSCCC Resolutions committee may be submitted to the Delegate Assembly for appeal. Resolutions being considered for appeal must follow the same composition, sponsorship, and submission procedures as outlined in Article III, Sections 1 and 2 of the Resolutions Procedures.
- B. All sponsoring bodies shall be limited to submitting an appeal only for resolutions sponsored by that body.
- C. To be considered for appeal by the Delegate Assembly, a resolution must be submitted no later than fifteen (15) calendar days prior to the General Assembly:
  - i. Resolutions to be considered for appeal will be distributed no later than seventy-two (72) hours prior to the General Assembly.
- D. Requests to appeal will be considered by the Delegate Assembly only after all ASO sponsored resolutions have been considered unless the appeal is for an amendment to a resolution.
- E. The appeals process will proceed as follows:
  - i. Upon the opening of the consideration of appeals, the designee of the resolution, as appointed by the sponsor, shall approach the parliamentary microphone and say, "I move to appeal the decision of the SSCCC Resolutions Committee on [the intended resolution]."
  - ii. The Chair will then request a second from amongst the voting membership of the Delegate Assembly.

---

## Student Senate for California Community Colleges

### Resolution Procedures

*Adopted April 3, 2023*

---

- iii. If seconded, the Chair will then recognize the designee to speak for no more than two (2) minutes at the pro microphone in support of the resolution.
  - iv. The Chair will next recognize the SSCCC Resolutions Committee Chair to speak at the con microphone for no more than two (2) minutes on why the resolution was rejected initially.
  - v. If there is no further debate, the Chair calls for a vote on the question: "If you vote 'yes,' the resolution in question will be presented as though it were a regular resolution. If you vote 'no,' the resolution will not be considered.
  - vi. If the motion passes by two-thirds ( $\frac{2}{3}$ ) majority vote to overrule the decision of the SSCCC Resolutions Committee, the resolution in question will be considered as though it were a regular resolution.
- 

## Article VI. Resolution Disposition and Accountability

---

### **Section 1: Resolutions Dispositions**

- A. Upon conclusion of the General Assembly:
  - i. The minutes shall be constructed and disseminated through the SSCCC Listserv within thirty (30) calendar days.
  - ii. The SSCCC Resolutions Committee shall compile a final resolution packet that will include the following:
    - i. Each resolution label, year, title, sponsor, and adopted language (including amendments adopted by the Delegate Assembly).
    - ii. The status of each resolution (adopted, failed, deferred, or postponed)
    - iii. The SSCCC Board Internal Operating Committees to which each resolution was assigned.
  - iii. The final resolution packet shall be disseminated through the SSCCC Listserv and posted on the SSCCC website within thirty (30) calendar days.
- B. A record of all active resolutions shall be kept in an archive on the SSCCC website.

### **Section 2. Resolutions Implementation and Accountability**

- A. It is the responsibility of the SSCCC and its Board of Directors to implement the resolutions.
  - i. The SSCCC Resolutions Committee shall be responsible for holding all SSCCC Internal Operating Committees accountable to resolution implementation.



---

**Student Senate for California Community Colleges**

Resolution Procedures

*Adopted April 3, 2023*

---

- ii. The SSCCC Resolutions Committee will work with the Internal Operating Committees to prioritize and develop action plans or recommend resolutions unfeasible to the Board of Directors.
- iii. All Internal Operating Committees who have been assigned resolutions shall submit a report on implementation progress each quarter at the SSCCC Board of Directors meeting.

**Section 3. Unfeasible Resolutions**

- A. A resolution may be considered unfeasible under any of the following circumstances
  - i. Upon initial review, the SSCCC Resolutions Committee may recommend to the SSCCC Board of Directors that resolutions are deemed unfeasible based on monetary restraints, are outside of the SSCCC's purview, are beyond the human resources the SSCCC has, or other reasons to be provided by the committee.
  - ii. If, at a later time, a resolution is no longer feasible due to time or monetary restraints, the appropriate Internal Operating Committee may present it to the SSCCC Board of Directors to be deemed infeasible.
  - iii. If a resolution is in some way hindering the ability of the Board of Directors to effectively serve its constituents, it may be brought back to the Delegate Assembly to be reconsidered.

---

**Article VII. Ratification and Amendments**

---

**Section 1. Ratification**

It shall require two-thirds ( $\frac{2}{3}$ ) of those present and voting in the Delegate Assembly to ratify the Resolution Procedures. The Resolution Procedures shall enter into force immediately upon adoption by the Delegate Assembly.

**Section 2. Amendments**

Amendments to the Resolution Procedure shall require a majority of those present and voting in the Delegate Assembly. Amendments shall be submitted to the Board at least thirty-five days before the meeting of the Delegate Assembly at which it would be considered and submitted for a vote. Any suggested amendments to the Resolutions Procedures shall be disseminated with the Amended Resolutions Packet. Any amendment to the Resolutions Procedure shall take effect immediately unless otherwise directed by the Delegate Assembly.

Approved: April 3, 2022, by the Delegate Assembly during the General Assembly

Approved: April 2, 2023 by the Delegate Assembly during the General Assembly

---

**Student Senate for California Community Colleges**

Resolution Procedures

*Adopted April 3, 2023*

---