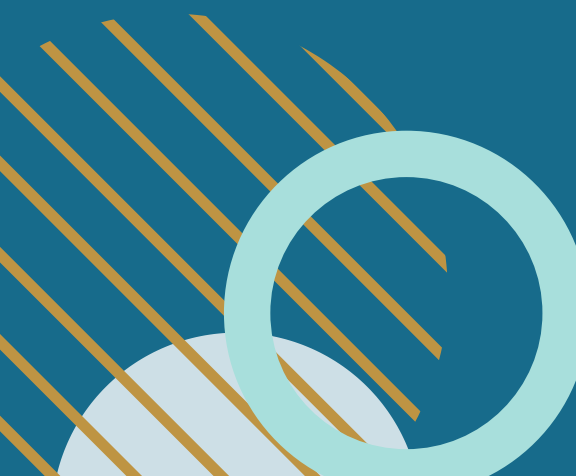
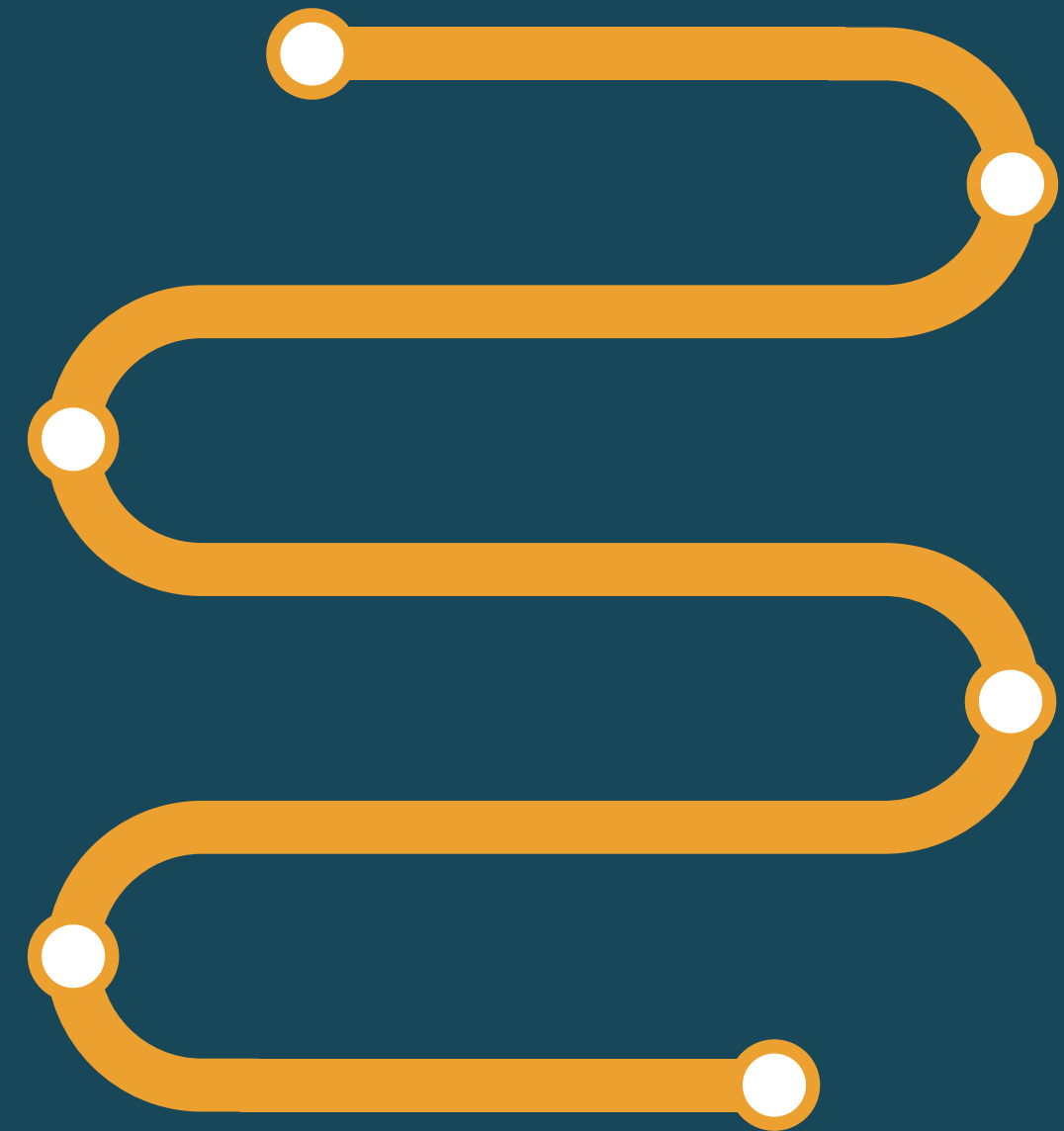


# Writing a Resolution for General Assembly

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A Step-by-Step Guide



# What is a Resolution?

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

*- Human Rights Campaign*

# What Can a Resolution Do?

Set the broad policy stances of the organization

Address a specific statewide issue that relates to higher education

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

# Steps to Success



01

**Identify Student  
Issues**



02

**Draft a  
Resolution**



03

**Seek Sponsorship  
and Feedback**



04

**Submit Before  
the Deadline**



05

**Make  
Amendments**



06

**Present the  
Resolution**

# Step One: Identify Student Issues



01



## Surveys

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



## Student Organizations

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



## Town Halls

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

# Step Two: Draft a Resolution



02



## The Basics

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



## The Details

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



## The Wording

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

# The Basic Must-Haves

## Resolution Statements

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

### “Whereas” Statements

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

### “Resolved” Statements

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

# TITLE



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

# WHEREAS



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

**S23-03-08 Developing Actionable Disability Inclusion**

**Author: Jessica Lopez**

**Sponsor: Associated Student Government (ASG) of Coastline College**

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

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

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

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



# RESOLVED



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

# CITATIONS



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

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

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

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

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

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

[2] [https://nces.ed.gov/programs/digest/d19/ch\\_3.asp](https://nces.ed.gov/programs/digest/d19/ch_3.asp)

[3] [https://nlts2.sri.com/reports/2011\\_09\\_02/index.html](https://nlts2.sri.com/reports/2011_09_02/index.html)

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

[5]

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

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

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



# Helpful Tips

## **Review Previous Resolutions**

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

## **Facts**

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

## **Word Choice**

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



# Word Choice

## Use words like...

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

## Do not use...

**Generalizations**  
**Any**  
**Every**  
**All**  
**Never**  
**None**  
**Opinions**  
**Will**  
**Change**

# Step Three: Seek Sponsorship and Feedback



03

## **SBAs**



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

## **SSCCC Regions/Caucuses**



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

## **SSCCC Board of Directors**



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

# Step Four: Submit Before the Deadline



## Key Dates:

**February 14th**  
Original Resolution Submission Deadline

**February 23rd**  
First Resolution Packet Dissemination

**March 8th**  
Amendments to Resolutions Deadline

**March 14th**  
Amended Resolution Packet Dissemination

\*After submissions, Resolutions Committee will provide updates

# Step Five: Amendments and Review



05



## Permissible Changes

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



## Sponsoring Amendments

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



## Due Dates

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



## Review

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



# Step Six: Present the Resolution

## Represent your College at General Assembly



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



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

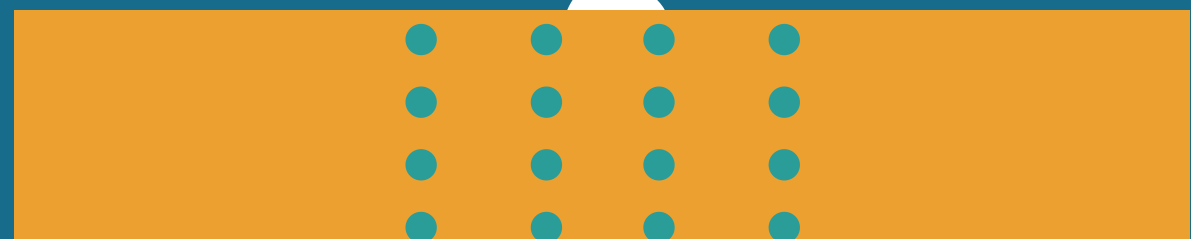
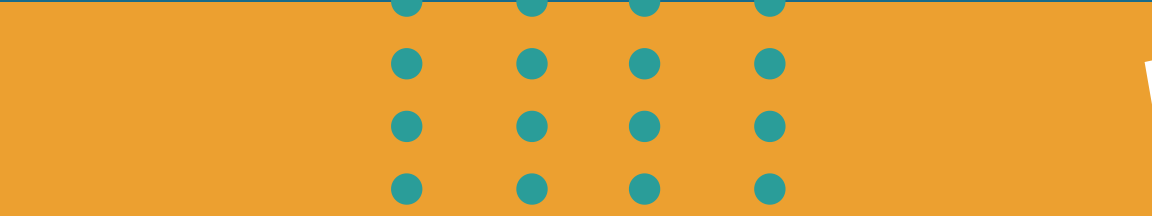
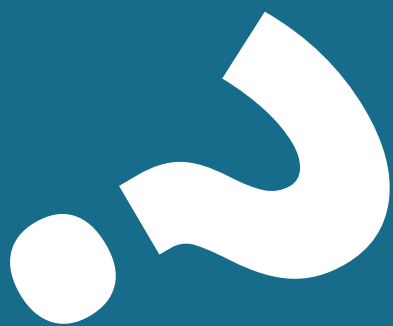


### **Make the Point**

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

06

# Q&A







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