

Table of Contents

Article I. Definitions and Timeline	2
Section 1. Definitions	2
Section 2. Timeline	2
Article II. Resolutions Composition and Labelling	3
Section 1. Resolution Composition	3
Section 2. Resolution Numbering	3
Article III. Resolution and Amendment Submission	4
Section 1. Resolutions Sponsorship	4
Section 2. Resolutions Submissions	4
Section 3. Amendments to Resolutions	5
Article IV. Resolution Dissemination	5
Section 1. Resolution Dissemination Prior to General Assembly	5
Section 2. Resolution Dissemination at General Assembly	6
Article V. Regular, Urgent, and Rejected Resolution Consideration	6
Section 1. Regular Resolution Consideration	6
Section 2. Urgent Resolutions Consideration	7
Section 3. Rejected Resolution Consideration	8
Article VI. Resolution Disposition and Accountability	8
Section 1: Resolutions Dispositions	8
Section 2. Resolutions Implementation and Accountability	9
Section 3. Inactive/Infeasible Resolutions	9
Article VII. Baking Period and Eternal Sunset	10
Section 1. Deadlines	10
Section 2. Short Term Baking Period	10
Section 3. Long Term Eternal Sunset	11
Article VIII. Ratification and Amendments	11
Section 1. Ratification	11
Section 2. Amendments	12

Student Senate for California Community Colleges
Resolutions Procedures

Article I. Definitions and Timeline

Section 1. Definitions

The following subjects are defined as:

- A.** Active Resolution: A resolution that has been adopted by the Delegate Assembly and is in the process of implementation by the Student Senate for California Community Colleges (SSCCC).
- B.** Baking Period Resolution: A resolution that was adopted at the most recent General Assembly brought forward for affirmation.
- C.** Delegate: The voting representative of an Associated Student Organization (ASO).
- D.** Designee: An individual who is appointed by a sponsor to serve as the designated speaker on a resolution.
- E.** Inactive Resolution: A resolution that has been adopted by the Delegate Assembly, but has been deemed infeasible or has sunsetted.
- F.** Sponsor: A body which agrees, by a majority vote, to sponsor a resolution in order for it to be eligible for submission. Only an ASO, SSCCC Region, SSCCC Recognized Caucuses or the Student Senate Board of Directors may sponsor resolutions.
- G.** Sunsetting Resolution: A resolution that will become inactive, if not reaffirmed by the Delegate Assembly, if it has not been enacted for six (6) consecutive General Assemblies.

Section 2. Timeline

Event	Timeline
Dissemination of active resolutions and resolutions up for sunset	90 calendar days prior to the G.A.
Original Resolution Submission Deadline	65 calendar days prior to the G.A.
First Resolution Packet Dissemination	60 calendar days prior to the G.A.
Amendments to Resolutions Deadline, Baking Period Period and Sunset Submissions	35 calendar days prior to the G.A.
Amended Resolution Packet Dissemination	30 calendar days prior to the G.A.

Student Senate for California Community Colleges
Resolutions Procedures

Article II. Resolutions Composition and Labelling

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 Student Senate for California Community Colleges.
- 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:
 - a. Setting the broad policy stances of the organization
 - b. 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.
 - a. "Whereas" sections are supporting arguments, facts, or background information provided to the Delegate Assembly.
 - b. "Resolved" sections are requested actions to be taken by the Student Senate for California Community Colleges.
- F. Resolutions including facts or data shall be submitted with APA formatted citations.

Section 2. Resolution Numbering

- A. Resolution labels will be assigned based on the following provisions:
 - a. Prefix: Based on sponsorship
 - i. A- Associated Student Organization
 - ii. R- Region
 - iii. C- Recognized Caucus
 - iv. B- Board of Directors
 - v. S- Sunsetting Resolutions
 - b. Number: Based on departmental disposition
 - i. 01- Executive
 - ii. 02- System's Affairs
 - iii. 03- Regional Affairs
 - iv. 04- Legislative Affairs
 - v. 05- Finances
 - vi. 06- Communications
 - vii. 07- Rules & Resolutions
 - viii. 08- Events
 - ix. 09- Equitable Practices

Student Senate for California Community Colleges
Resolutions Procedures

- x. 10- Ad-Hoc Committee/Task Force
- c. Count: Based on count of each of the same sponsorship and disposition
 - i. If a resolution is similarly sponsored by the same type of body and disposed to the same committee(s), they will be numbered off in the order they appear in the packet.
- d. Amendment: To identify Amendments
 - i. If a resolution has the suffix “A,” it indicates that it is an amendment.
 - ii. If a resolution does not have that suffix, it is not an amendment.

Article III. Resolution and Amendment Submission

Section 1. Resolutions Sponsorship

- A. Prior to submission, authors shall be required to secure sponsorship for all resolutions.
- B. Only ASO’s, SSCCC Regions, recognized Caucuses, and the Student Senate Board of Directors may sponsor resolutions, by a majority vote at a regular or special meeting.
 - a. Each ASO, Region, officially recognized Caucus and the Student Senate Board of Directors may sponsor up to three (3) resolutions per General Assembly.
- C. Once a resolution has been sponsored, it shall no longer be considered the property of the author, but rather the property of the sponsor.
 - a. Similar to a motion made during a meeting, a resolution and/or amendment is the property of the SSCCC once it has been sent out in the resolution packet via the public Listserv. The only way to rescind a resolution and/or amendment after the resolution packet has been made public is during General Assembly by a majority vote of those delegates present and voting
- D. Sponsoring bodies may revoke sponsorship of a resolution and/or amendment as long as it meets the following criteria:
 - a. 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)
 - b. 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 Rules and Resolutions Committee at least sixty-five (65) calendar days before the General Assembly.

Student Senate for California Community Colleges
Resolutions Procedures

- a. 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@studentsenateccc.org.
- C. Resolutions submissions shall only be accepted with the minutes from the regular meeting, or special meeting, in which the resolution sponsorship was approved.
 - a. Acceptable minutes shall be defined as one of the following:
 - i. Draft minutes to be approved by the body
 - ii. Official minutes as approved by the body
 - b. Minutes must contain at least the following information to be considered valid:
 - i. The time and date the meeting was called to order
 - ii. An official roll call of all the body's voting members
 - iii. The maker of the motion to sponsor the resolution and/or amendment
 - iv. The vote count and result of the motion

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:
 - a. Amendments shall be submitted at least thirty-five (35) calendar days before the General Assembly.
 - i. Submissions after the deadline shall not be held for consideration.
 - b. Only ASO's, SSCCC Regions, SSCCC Recognized Caucuses or the Student Senate Board of Directors may sponsor resolution amendments, by a majority vote at a regular or special meeting.
 - i. Each ASO, Region, SSCCC Recognized Caucus, and the Student Senate Board of Directors may all sponsor up to three (3) resolution amendments per General Assembly.
 - c. The amendment must be relevant to the resolution it seeks to amend.
- B. The Student Senate 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 Rules and 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. All active resolutions shall be disseminated through the external Listserv no later than ninety (90) calendar days prior to the General Assembly.
- B. The first resolutions packet shall be disseminated through the external Listserv no later than Sixty (60) calendar days prior to the General Assembly.

Student Senate for California Community Colleges
Resolutions Procedures

- C. The amended resolutions packet shall be disseminated through the external Listserv no later than thirty (30) calendar days prior to the General Assembly.
- D. Prior to dissemination, the Rules and Resolutions Committee shall hold the authority to edit any resolution or amendment so that it conforms to the following:
 - a. The resolution does not contain grammatical or spelling errors.
 - b. The resolution directs the Student Senate for California Community Colleges to take action.
 - c. The resolution is in compliance with the fact that the Student Senate for California Community Colleges may only urge or recommend (not require or mandate) that a policy or action be taken up by ASOs, the Board of Governors, the Chancellor, or other groups and individuals.
 - d. The resolution does not direct the Student Senate 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 Student Senate for California Community Colleges, not the sponsors.
 - a. In an effort to be both responsible toward the environment and to increase the timeliness of resources provided, the Student Senate for California Community Colleges will replace most paper materials used at General Assemblies with electronic versions of these materials. These electronic materials will be accessible before, during, and after the General Assembly:
 - i. 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:
 - a. Resolutions on the consent calendar in the following order:
 - i. Sunsetting resolutions as submitted for reaffirmation in the order they appeared in previous years
 - ii. Baking period resolutions as submitted by Student Senate Internal Operating Committees ordered in the same way they appeared the previous General Assembly
 - b. Resolutions from previous General Assemblies that have not yet been considered in the order they appeared in the previous General Assembly

Student Senate for California Community Colleges

Resolutions Procedures

- c. Student Senate Board of Directors sponsored resolutions, organized alphabetically by title
 - d. Recognized Caucus sponsored resolutions, organized alphabetically by Caucus name and then resolution title
 - e. Regional sponsored resolutions starting with resolutions sponsored by Region I and ending with resolutions sponsored by Region X, then alphabetically by resolution title
 - f. ASO sponsored resolutions ordered by Region (see above), then alphabetically by college, and then alphabetically by resolutions 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:
- a. 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.
 - i. Forty-eight (48) hours is needed for agenda creation and dissemination, and twenty-four (24) hours is required for the public to have adequate time to review the agenda, as stated in the *Brown Act*.
 - ii. No additional special meetings, beyond the designated Urgent Resolutions time allotted, will be held to address urgent resolutions at any time during the General Assembly
 - b. All sponsoring bodies shall be limited to submitting one (1) resolution to be considered for urgency.
- B. In order for a resolution to be deemed as urgent by the Student Senate Board of Directors, the sponsor of the resolution, or the designee, must prove that it meets all of the following criteria:
- a. The content of the resolution must have only become available after the resolution deadline.
 - b. The actions proposed must have a pressing reason to be addressed before the next Delegate Assembly.
 - c. The intent behind the resolution must constitute urgency to ten or more California Community Colleges.
- C. The Student Senate Board of Directors shall then issue a determination on the status of the resolution and present it as urgent or nonurgent.
- a. If a resolution is deemed non-urgent, it shall follow the same appeals process as outlined in Section 8 of the Resolutions Procedures.
- D. Once a resolution is presented as urgent, the Delegate Assembly must approve, by a two-thirds majority vote, the consideration of the urgent resolution.
- E. If a resolution is deemed urgent by the Delegate Assembly, it will be added to the resolutions packet in the appropriate section as outlined in Article V, Section 1, A. of the Resolutions Procedures.

Student Senate for California Community Colleges
Resolutions Procedures

Section 3. Rejected Resolution Consideration

- A. Resolutions rejected by the Student Senate Rules and 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 for appeal only resolutions sponsored by that body.
- C. To be considered for appeal by the Delegate Assembly, a resolution must be submitted no later than seven (7) calendar days prior to the General Assembly:
 - a. 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.
- E. The appeals process will proceed as follows:
 - a. 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 Student Senate Rules and Resolutions Committee on [the intended resolution]."
 - b. The Chair will then request a second from amongst the voting membership of the Delegate Assembly.
 - c. 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 urgency of the resolution.
 - d. The Chair will next recognize the Student Senate Rules and Resolutions Committee Chair to speak at the con microphone for no more than two (2) minutes on why the resolution was rejected initially
 - e. 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.
 - f. If the motion passes by two-thirds ($\frac{2}{3}$) majority vote to overrule the decision of the Student Senate Rules and 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:
 - a. The minutes shall be constructed and disseminated through the external Listserv within thirty (30) calendar days.
 - b. The Rules and Resolutions Committee shall compile a dispositions packet that will include the following:

Student Senate for California Community Colleges
Resolutions Procedures

- 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 Student Senate Board Internal Operating Committees to which each resolution was assigned.
- c. The dispositions packet shall be disseminated through the Listserv and posted on the Student Senate for California Community Colleges website within thirty (30) calendar days.
- B. A record of all active resolutions shall be kept in archive on the Student Senate for California Community Colleges website

Section 2. Resolutions Implementation and Accountability

- A. It is the responsibility of the Student Senate for California Community Colleges and its Board of Directors to implement the resolutions.
- a. The Rules and Resolutions Committee shall be responsible for holding all Student Senate Council Internal Operating Committees accountable to resolutions implementation.
 - a. A comprehensive resolutions report shall be generated each semester to show progress to the Delegate Assembly.
 - b. All Internal Operating Committees who have been assigned resolutions shall submit a report on implementation progress each month at the Student Senate Board of Directors meeting.

Section 3. Inactive/Infeasible Resolutions

- A. A resolution may be considered inactive under any of the following circumstances:
- a. It is deemed infeasible
 - b. If a resolution is no longer feasible due to time or monetary restraints, the appropriate Internal Operating Committee may present it to the Student Senate Board of Directors to be deemed infeasible via a two-thirds ($\frac{2}{3}$) vote.
 - c. It is ruled out of order by a majority vote of the Delegate Assembly
 - i. If a resolution is in some way hindering the board's ability to effectively serve their constituents, it may be brought back to the Delegate Assembly to be overturned.
 - ii. If a resolution is in conflict with a newly adopted resolution, the resolution that was most recently adopted will take precedence and the former resolution will be ruled out of order.
 - d. If it is more than 5 years old
 - i. If a resolution was approved by the Delegate Assembly more than 5 years ago, it will be automatically ruled out of order.
 - ii. Once a resolution has exceeded the 5 year expiration date, nothing will preclude it from being brought back as a new resolution.
 - e. If it is overturned at the next General Assembly

Student Senate for California Community Colleges
Resolutions Procedures

Article VII. Baking Period and Eternal Sunset

Section 1. Deadlines

- A. All Baking Period resolutions must be submitted to the Rules and Resolutions Committee at least thirty-five (35) calendar days before the appropriate General Assembly if they are to be reconsidered, no exceptions.
- B. All sunseting resolutions shall be disseminated through the external Listserv no later than ninety (90) calendar days prior to the General Assembly.
- C. All sunseting resolutions must be submitted to the Rules and Resolutions Committee at least thirty-five (35) calendar days before the General Assembly if they are to be considered for reaffirmation, no exceptions.

Section 2. Short Term Baking Period

- A. All resolutions passed at a General Assembly shall immediately be considered active and shall automatically be considered reaffirmed at the following General Assembly unless the committee to which the resolution was originally referred brings the resolution back to the General Assembly to be reconsidered.
 - a. A majority vote of the Delegate Assembly is needed for a Baking Period Resolution to be overturned.
- B. Baking Period resolutions submitted for reconsideration shall follow the same submissions procedures as outlined in Article III, Section 2 of the Resolutions Procedures with the following exceptions:
 - a. All Baking Period resolutions must be submitted to the Resolutions Committee at least thirty-five (35) calendar days before the appropriate General Assembly if they are to be reconsidered.
 - i. Submissions after the deadline shall not carry over to the following General Assembly.
 - b. Baking Period resolutions submissions shall only be accepted with the minutes from the meeting, or special meeting, in which the Student Senate Internal Operating Committee agreed, by a majority vote in favor, to present the resolution to the General Assembly for reconsideration.
 - c. There shall be no limit to the quantity of Baking Period resolutions that may be submitted by each appropriate Student Senate Internal Operating Committee, as outlined in the Resolutions Procedures.
- C. Baking Period resolutions that are submitted for reconsideration shall be considered in the consent calendar of the resolutions packet.
 - a. If a delegate wishes to pull a Baking Period resolution from the consent calendar, it shall be considered in the appropriate dissemination order as outlined in Article V, Section 1, A of the Resolutions Procedures.
- D. If the Baking Period resolution is overturned:
 - a. The resolution is deemed inactive immediately
 - b. The Student Senate Board of Directors shall no longer be obligated to take action on the resolution.
 - c. The topic or content of the resolution shall not be prohibited from being brought back to future General Assemblies.

Student Senate for California Community Colleges
Resolutions Procedures

Section 3. Long Term Eternal Sunset

- A. All active resolutions will automatically sunset (become inactive) after not being enacted for six (6) consecutive General Assemblies unless the resolutions are individually reaffirmed, for another six (6) consecutive General Assemblies.
- B. Sunsetting resolutions submitted for reaffirmation shall follow the same sponsorship and submission procedures as outlined in Article III, Sections 1 and 2 of the Resolutions Procedures with the following exceptions:
- a. All sunsetting resolutions must be submitted to the Rules and Resolutions Committee at least thirty-five (35) calendar days before the Delegate Assembly if they are to be considered for reaffirmation.
 - i. Submissions after the deadline shall not be held for consideration at the next Delegate Assembly, as the sunsetting resolution will no longer be active.
 - b. Only ASO's, SSCCC Regions, SSCCC recognized Caucuses and the Student Senate Board of Directors may sponsor a sunsetting resolutions, by a majority vote at a regular or special meeting.
 - i. Each ASO, Region, SSCCC Recognized Caucus, and the Student Senate Board of Directors may each sponsor up to three (3) sunsetting resolutions per General Assembly.
 - c. Once a sunsetting resolution has been sponsored, it shall not be considered the property of the (new) sponsor. It shall remain the property of the Student Senate for California Community Colleges, but shall be renumbered with the semester and year from which it was reaffirmed. The title and original sponsor (or author, if the resolution was created during a time in which that was the accepted practice) shall remain with the resolution.
- C. Sunsetting resolutions that are submitted for reaffirmation shall be considered in the consent calendar of the resolutions packet in the appropriate dissemination order as outlined in Article V, Section 1, A of the Resolutions Procedures.
- a. If a delegate wishes to pull a sunsetting resolution from the consent calendar, it shall be considered in the appropriate dissemination order as outlined in Article V, Section 1, A of the Resolutions Procedures.
- D. Once a resolution sunsets:
- a. The resolution is deemed inactive immediately
 - b. The Student Senate Board of Directors shall no longer be obligated to take action on the resolution.
 - c. The topic or content of the resolution shall not be prohibited from being brought back to future General Assemblies.

Article VIII. Ratification and Amendments

Section 1. Ratification

It shall require a 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

Student Senate for California Community Colleges
Resolutions Procedures

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.