How to write a resolution

These are the steps to write and pass a resolution.

### ASPSU Senate Bylaws

1. **ARTICLE III – RESOLUTIONS**
   1. All resolutions of the ASPSU Student Senate shall come from a standing or ad hoc committee and must receive an affirmative majority of votes from the originating committee prior to referral of the resolution to the Senate.
   2. Once a resolution has been passed from its originating committee and forwarded to the Senate, its first reading shall be scheduled on the agenda of the next regularly scheduled Senate meeting as a “New Business” item.
   3. After a resolution has been read and presented to the full Senate, a discussion may occur on the resolution.
   4. After the first reading of the resolution, the Senate may take no action or may refer the resolution to a Committee for the purpose of further review and/or revision. The resolution cannot be approved at the first reading.
      1. If the Senate takes no action, the resolution shall appear on the agenda of the next regularly scheduled Senate meeting under “Old Business” for a final reading and vote.
      2. If the Senate refers the resolution to a Committee for revision:
         1. The second reading of the resolution as amended shall be placed on the agenda of the next regularly scheduled Senate meeting as an 'Old Business' item unless an alternate date is specified by the Senate.
         2. The amended resolution may not be referred back to a Committee. The amended resolution shall appear on the agenda of the following regularly scheduled Senate meeting under “Old Business” for a final reading and a vote.
   5. The primary sponsor of the resolution, or designee, will provide the first reading of the proposed resolution.
   6. The Chair of the Committee to which a resolution is referred, or designee, will provide the second reading of an amended resolution.
   7. The Chair of the Senate, or designee, will provide the final reading of the resolution prior to a vote on a motion to adopt the resolution.
   8. A simple majority vote in the affirmative shall be required for approval of the resolution unless otherwise specified in these Bylaws.
   9. Any member of the student body may submit an attention request to the ASPSU Judicial Review Board to determine whether a resolution passed by the Senate, with the exception of referenda (Article VI), is in compliance with the ASPSU Constitution and other governing documents of ASPSU. The Judicial Review Board has the authority to rule on the ASPSU constitutionality of all resolutions passed by the Student Senate, with the exception of referenda (Article VI).

**Things to consider when writing:**

What is the issue?

Who are the stakeholders?

How will this resolution address, respond, or solve the issue?

What work should occur if this resolution passes?

Best Practice Steps to pass a resolution:

1. Determine an issue that needs to be addressed by a resolution
2. Discuss the issue in a Senate committee or ad hoc committee
   1. Research the issue
   2. Determine stakeholders
   3. Consider what action will result in passing a resolution
3. Write the resolution
   1. Format examples can be found here: [ASPSU Resolutions](https://drive.google.com/open?id=0B_i5Ds6hVDpxTnRuM1BscElYTlk) and [UN Resolutions](http://www.un.org/en/sections/documents/general-assembly-resolutions/index.html)
   2. Write preambulatory and operative phrases
4. Read to committee
5. Discuss as a committee
6. Move the draft resolution to a vote
   1. The draft resolution must receive an affirmative majority of votes from the originating committee prior to referral of the resolution to the Senate
7. Notify the organization that the resolution has been approved by the committee and that it will be read at the next Senate meeting
8. Add the draft resolution to the next upcoming Senate agenda as New Business
9. The primary sponsor of the resolution, or designee, will provide the first reading of the draft resolution
10. The Senate will discuss the resolution
    1. It can either be referred back to the committee for amendments or no action can be taken and it will appear as old business on the agenda of the next regularly scheduled Senate meeting
11. Seek input from all Senate voting members to earn their support at the next Senate meeting
12. Read the draft resolution for a second time in Senate
13. The body may discuss the resolution once more
14. The draft resolution will move into voting for approval or disapproval
    1. A simple majority vote in the affirmative shall be required for approval of the resolution
15. President must sign the resolution and make it public

**Preambulatory Phrases**

The preamble of a draft resolution states the reasons for which the committee is addressing the topic and highlights past international action on the issue. Each clause begins with a present participle (called a preambulatory phrase) and ends with a comma. Preambulatory clauses can include:

* References to the ASPSU Constitution or bylaws;
* Citations of past resolutions on the topic under discussion;
* Mentions of statements made by the President, Senate, or relevant body;
* Recognition of the efforts of other organizations in dealing with the issue; and
* General statements on the topic, its significance and its impact.

Sample Preambulatory Phrases

Affirming

Alarmed by

Approving

Bearing in mind

Believing

Confident

Contemplating

Convinced

Declaring

Deeply concerned

Deeply conscious

Deeply convinced

Deeply Disturbed

Deeply Regretting

Desiring

Emphasizing

Expecting

Expecting

Expressing it’s appreciation

Fulfilling

Fully aware

Emphasizing

Expecting

Expressing it’s appreciation

Fulfilling

Fully aware

Further deploring

Further recalling

Guided by

Having adopted

Having considered

Having examined

Having received

Keeping in mind

Noting with deep concern

Nothing with satisfaction

Noting further

Observing

Reaffirming

Realizing

Recalling

Recognizing

Referring

Seeking

Taking into consideration

Taking note

Viewing with appreciation

Welcoming

**Operative Clauses**

Operative clauses offer solutions to issues addressed earlier in a resolution through the perambulatory section. These clauses are action-oriented and should include both an underlined verb at the beginning of the sentence followed by the proposed solution. Each clause should follow the following principles:

* The clause should be numbered;
* Each clause should support one another and continue to build your solution;
* Add details to your clauses in order to have a complete solution;
* Operative clauses are punctuated by a semicolon, with the exception of your last operative clause which should end with a period.

Sample Operative Phrases

Accepts

Affirms

Approves

Authorizes

Calls

Calls upon

Condemns

Confirms

Congratulates

Considers

Declares accordingly

Deplores

Designates

Draws the attention

Emphasizes

Encourages

Endorses

Expresses its appreciation

Expresses its hope

Further invites

Deplores

Designates

Draws the attention

Emphasizes

Encourages

Endorses

Expresses its appreciation

Expresses its hope

Further invites

Further proclaims

Further reminds

Further recommends

Further requests

Further resolves

Has resolved

Notes

Proclaims

Reaffirms

Recommends

Regrets

Reminds

Requests

Solemnly affirms

Strongly condemns

Supports

Takes note of

Transmits

Trusts

**Format Examples**

[ASPSU Resolutions](https://drive.google.com/open?id=0B_i5Ds6hVDpxTnRuM1BscElYTlk)

[UN Resolutions](http://www.un.org/en/sections/documents/general-assembly-resolutions/index.html)