

SGA Resolution Guide



What's A Resolution?

Pepperdine University's Student Government Association (SGA) allows students to express concerns and desires for improvement, and serves as an intermediary council between Pepperdine University administration and students in order to initiate and promote activities for the general good of the student body.

An Advocacy and Policy Resolution allows SGA to work on issues that affect the student body, and work to find remedies that involve all appropriate groups (Seaver College student body, Administrators, Faculty, and Staff). Subjects range from residential concerns, academic offerings, administrative issues, and student sentiments. Advocacy Resolutions do not take money from SGA's General Fund.

Submitting A Resolution

1. Research the history and current status of the issue you want SGA to take action on.
2. Visit the SGA office (HAWC 130) or email a member of the Executive Board, so they can answer any questions you may have and inform you on the potential outcomes of the issue.
3. **You must have already communicated with a University official (if applicable) relevant to your resolution before it can be presented to the Senate.**
 - a. If you are unsure about who to contact, reach out to a member of the executive board.
4. After you are done drafting the resolution, find a member of SGA to second the resolution, and then email it to the SGA Vice President of Administration at sgaadminvp@pepperdine.edu.
5. **Email the resolution to the Vice President of Administration by Monday at 5PM preceding the Wednesday Senate meeting.**
 - a. For example, if you want to present a resolution on Wednesday, October 3, you would have to submit the resolution to the Vice President of Administration by Monday, October 1 at 5 PM.
 - b. If the Vice President of Administration accepts your resolution, you must present your resolution in front of the SGA Senate on Wednesday morning at 8 AM. The Vice President of Administration will give you further details.

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Presenting Your Resolution

1. What to expect when presenting your resolution?

- a. Attend the SGA Wednesday Morning Meeting at 8 AM in the TAC 1 Conference Room, unless informed otherwise.
- b. A member of SGA will ask you to sit outside until you are called in to the meeting.
- c. After being called into the meeting room, you will be asked to read your resolution aloud, explain it in further detail, and then answer questions about your resolution from the SGA Senate.
- d. After the question and answer session is over, you will be dismissed, the SGA Senate will then vote on your resolution, and the SGA Vice President of Administration will email you with the results of the SGA Senate vote.

2. What do I do if the resolution passes?

- a. Work with any applicable chair, president and/or senator to make your resolution a reality.
- b. Submit a progress report to the Vice President of Administration notifying SGA where the resolution stands.

SGA Executive Board Contact Information

President: sgapresident@pepperdine.edu

Executive Vice President: sgaexecvp@pepperdine.edu

Vice President of Finance: sgafinancevp@pepperdine.edu

Vice President of Administration: sgaadminvp@pepperdine.edu

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Basic Template Structure

You do not have to follow this precisely—this is just an example of the basic structure.

1. Whereas, (state the current issue) and,
2. Whereas, (what needs to be changed to remedy the issue) and,
3. Whereas, (reason why you want action to be taken) and,
4. Whereas, (research showing that people on campus want this change, this research can include surveys, testimonials, quotes from the Graphic, etc. — attach a copy of any referenced research) and,
5. Whereas, (explain how the issue can be effectively resolved) therefore,
6. Be it hereby resolved that, (the specific remedy you want to be taken) and,
7. Be it Further Resolved that, (the specific action you want SGA to take to achieve the remedy).

Author: (Name of Current Seaver College Undergraduate Student Author/SGA Member/Submitter of the Resolution)

Seconded by: (Any Current Executive Board or Senate member of Student Government Association)

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Substantiation and Proposed Action Plan

This section should include:

- Who you have already spoken with that is relevant to the success of your resolution.
 - You should have spoken to one member of the executive board and one university official.
- Details on exactly how you plan to facilitate your resolution being implemented on campus.