

Student Senate for California Community Colleges
Resolution Procedures

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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.** 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.
- G-D.** Delegate: The voting representative of an Associated Student Organization (ASO).
- E.** Designee: An individual who is appointed by a sponsor to serve as the designated speaker on a resolution.
- D-F.** Disposition: The SSCCC assigned Internal Committee to develop an action plan for approval by the SSCCC Board of Directors.
- E-G.** Inactive Resolution: A resolution that has been adopted by the Delegate Assembly, but has been deemed infeasible or has sunsetted.
- F-H.** Sponsor: A body which agrees, by a majority vote, to sponsor a resolution in order for it to be eligible for submission. Only ASOs and SSCCC Regions, Caucuses, or the Board of Directors may sponsor resolutions.
- G-I.** Sunsetting Resolution: A resolution that will become inactive, if not reaffirmed by the Delegate Assembly, if it has not been enacted for ~~threesix~~ (36) consecutive ~~years~~ General Assemblies.

Section 2. Timeline

Event	Timeline
Dissemination of active resolutions and resolutions up for sunset	90 calendar days prior to the General Assembly
Original Resolution Submission Deadline	5 65 calendar days prior to the General Assembly
First Resolution Packet Dissemination	60 <u>50</u> calendar days prior to the

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	General Assembly.
Amendments to Resolutions Deadline, Baking Period Period and Sunset Submissions	35 calendar days prior to the General Assembly
Amended Resolution Packet Dissemination	30 calendar days prior to the General Assembly

Article II. Resolution 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 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:
 - 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 SSCCC.
 - c. All "Whereas" and "Resolved" sections must end with a semicolon, except for the last "Resolved" section, which will end with a period.
 - d. The second to last "Whereas" must add "and" after the semicolon.
 - e. The last "Whereas" must add "now, therefore, be it" after the semicolon.
 - b.f. The second to last "Resolved" must add "and" after the semicolon.
- F. Resolutions including facts or data shall be submitted with ~~APA formatted~~ citations following the Chicago Manual of Style (17th edition).

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~~

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~~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~~

~~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. Resolution Sponsorship

- A. Prior to submission, authors shall be required to secure sponsorship for all resolutions.
- B. Only ASOs and SSCCC Regions, Caucuses, and the Board of Directors may sponsor resolutions, by a majority vote at a regular or special meeting.
 - a. Each ASO and SSCCC Region, Caucus and the Board of Directors may sponsor up to five ~~three (53)~~ resolutions per General Assembly.
- C. A resolution ~~is has been sponsored, it shall no longer be~~ considered the property of the author, but it becomes ~~rather~~ 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:
 - 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.

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- 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~~^{fifty}-five (565) calendar days before the General Assembly.
- 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. Resolution 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
- iv. The Rules and 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 Rules and 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:
- 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 ASOs and SSCCC Regions, Caucuses, or the Board of Directors may sponsor resolution amendments, by a majority vote at a regular or special meeting.
 - i. Each ASO and SSCCC Region, Caucus, and the Board of Directors may all sponsor up to ~~five~~^{three} (53) resolution amendments per General Assembly.
 - c. The amendment must be relevant to the resolution it seeks to amend.

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- 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 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 SSCCC Listserv no later than ninety (90) calendar days prior to the General Assembly.
- B. The first resolutions packet shall be disseminated through the SSCCC Listserv no later than ~~Sixty~~ **fifty (50)** calendar days prior to the General Assembly.
- C. The amended resolutions packet shall be disseminated through the SSCCC 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 SSCCC to take action.
 - c. 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 ASOs, the Board of Governors, the Chancellor's Office, or other groups and individuals.
 - d. 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.
 - a. 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 materials will be accessible on the SSCCC website 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.i. 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
 - c. SSCCC Board of Directors sponsored resolutions, organized alphabetically by title
 - d. SSCCC 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 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:
- 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.
- 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:
- 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 General Assembly.
 - c. The intent behind the resolution must constitute statewide urgency to ~~ten or more~~ California Community Colleges.

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C. The SSCCC Board of Directors shall then issue a determination on the status of the resolution and present it as urgent.

D.a. Once a resolution is presented as urgent, the Delegate Assembly must approve, by a two-thirds majority vote, the consideration of the urgent resolution.

F.D. If a resolution is deemed urgent by the [SSCCC Board of Directors](#)~~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.

Section 3. Rejected Resolution Consideration

A. Resolutions rejected by the SSCCC 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 ~~fifteen seven~~ (157) 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, unless the appeal is for an amendment to a resolution.

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 SSCCC 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 resolution.

d. The Chair will next recognize the SSCCC 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 SSCCC 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 SSCCC Listserv within thirty (30) calendar days.
 - b. The SSCCC Rules and 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.
 - c. 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 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.
 - a. The SSCCC Rules and Resolutions Committee shall be responsible for holding all SSCCC Internal Operating Committees accountable to resolution implementation.
 - b. ~~A comprehensive resolutions report shall be generated each semester to show progress to the Delegate Assembly.~~
 - c. The SSCCC Rules and Resolutions Committee will work with the Internal Operating Committees to prioritize and develop action plans or recommend resolutions unfeasible to the Board of Directors.
 - e.d. All Internal Operating Committees who have been assigned resolutions shall submit a report on implementation progress each quarter month at the SSCCC Board of Directors meeting.

Section 3. ~~Inactive~~ Unfeasible Resolutions

- A. A resolution may be considered ~~unfeasible~~inactive under any of the following circumstances
 - a. ~~It is deemed infeasible~~
 - b. Upon initial review, the SSCCC Rules and Resolutions Committee may recommend to the SSCCC Board of Director 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.

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- b.c. 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 SCCC Board of Directors to be deemed infeasible via a two-thirds (2/3) vote.
- d. It is ruled out of order by a majority vote of the Delegate Assembly |
- i.e. [2] If a resolution is in some way hindering the ability of the Board of Directors to effectively serve its ~~their~~ constituents, it may be brought back to the Delegate Assembly to be reconsidered ~~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.[3]
- e. If it is more than ~~[4]three (3)~~5 years old
- i. If a resolution was approved by the Delegate Assembly more than three (35) years ago, it will be automatically ruled out of order[5].
- ii. Once a resolution has exceeded the three (35) year expiration date, nothing will preclude it from being brought back as a new resolution.
- f. If it is overturned at the next General Assembly[6]

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.

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- 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.

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.

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- b. ~~Only ASO's, SSCCC Regions, SSCCC recognized Caucuses and the Student Senate Board of Directors may sponsor a sunseting 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) sunseting resolutions per General Assembly.~~
- c. ~~Once a sunseting resolution has been sponsored, it shall not be considered the property of the (new) sponsor. It shall remain the property of the SSCCC, 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. ~~Sunseting 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 sunseting 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.a. ~~The topic or content of the resolution shall not be prohibited from being brought back to future General Assemblies.~~^[7]

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.

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.