



ASI Senate Resolution Guidelines & Procedures

SB 2015-2016:19

Author:

Brandon Whalen, Environmental Design Senator

(Attachment to Protocol for Senate Bills and Senate Resolutions)

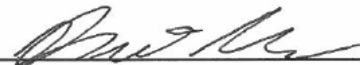

- I. Definition: “A resolution is a formal expression of an opinion by the ASI. An affirmative majority vote of the Senate is required for passage” (ASI By-Laws, Article XXXIV Section II).
- II. Getting Started:
 - A. Establish a purpose needed for the process and outcome.
 - B. Collaborate with others by discussing the idea and establish a network of support to gather feedback and perspective.
 - C. Assess the outcome. A resolution is a powerful statement which needs a simple majority vote by the Senate to pass.
 - D. Consider the power of your words.
 - i. It is important to note the impact this document may have. A resolution is the voice of the students at Cal Poly Pomona and of ASI as a corporation.
 - E. Cite your research.
- III. Draft the Resolution:
 - A. A resolution should include the following:
 - i. The ASI logo (This can be found on the campus network storage)
 - ii. Name(s) of the author(s) and sponsor(s), if any
 - iii. Title: A resolution takes a position, whether in favor of or in opposition of a topic or issue. This position should be clear in the title. When drafting a title, be creative but also consider the length.
 - iv. Whereas statements: The beginning of a resolution starts with a list of supporting statements, or “whereas” statements, which establishes the existing conditions of the topic and cites the reasoning for making the position.
 - v. Resolved statements: The desired outcomes are presented in the “resolved” statements which state the recommended course of action to be taken. The last resolved typically clarifies who the resolution is intended to be distributed to. The author of the resolution is tasked with the distribution of the finalized resolution, if and when passed by the Senate.
- IV. Presentations to the ASI Senate:
 - A. Submit the resolution to the ASI Senate.

- i. Refer to Senate Bill (SB) 2015-2016:03 on the “Guidelines for Submitting Agenda Items to ASI Senate/Cabinet”. Work with the ASI Vice President and ask for the resolution to be on the agenda as a Senate meeting Discussion Item. A hard copy of the draft should be included in the packet of meeting attachments.
 - B. As a Senate meeting Discussion Item
 - i. There are options on how to present:
 - 1. Introduce the resolution through a formal presentation.
 - 2. Read the resolution.
 - 3. State a summary of the resolution.
 - ii. Ask for suggested changes and/or amendments
 - 1. This is a document that the Senate has to approve, therefore constructive feedback should be encouraged and expected. Provide an electronic file version that can be edited, as needed, during the meeting with the use of a projector.
 - iii. Question and answer session will take place.
 - C. As a Senate meeting Action Item
 - i. Present the changes, if any.
 - ii. Question and answer session shall take place. At this meeting, the Senate had more time to review the document, therefore they may have more questions to ask.
 - iii. Be prepared, as this is a second chance to make strong reasoning for approval and ask for support.
- V. If the Resolution is Approved:
- A. After approval of the Senate, the ASI President and ASI Attorney General shall sign the resolution.
 - i. The ASI Attorney General shall finalize the document by:
 - 1. Assigning the document a Senate Resolution (SR) number,
 - 2. Adding the approval box with their signatures,
 - 3. Adding the SR to the approval log, and
 - 4. Saving it on the campus network storage.
 - ii. The ASI Attorney General shall email the final copy to the author(s).
 - B. The ASI Attorney General, in consultation with the author(s), shall work together to upload the resolution to the ASI website. However, before uploading, the document needs to be converted as an accessible PDF by ASI’s Marketing department.
 - C. The distribution of the resolution shall be done by the author via email as ASI’s official means of communication.
 - i. If sending an email to the student body, the author(s) need(s) to:
 - 1. Draft a summary of resolution.
 - 2. Send the email request to University Public Affairs for approval, in consultation with ASI’s Marketing department, the ASI President, and the ASI Executive Director.
 - 3. After approval, ASI’s Marketing department shall send the email via the official ASI email address.
 - ii. If sending the resolution to other recipients, then

1. Draft a summary of the resolution and ask for feedback from peers.
2. Send via the author(s)'s ASI email address(es).
- iii. If sending the resolution to The Poly Post, the author(s) shall consult with ASI's Marketing department on the email addresses of the staff and/or advisor.
- iv. If sending the resolution to an ASI student leader and/or staff, utilize the mailman groups located in the campus network storage.
- v. If sending the resolution to the Cal Poly Pomona Academic Senate, email the Academic Senate or refer to their website.
- vi. If sending the resolution to the University President's Cabinet, refer to the President's Organization Chart website.

VI. If the Resolution is Not Approved:

- A. Consider next steps.
- B. Ask questions and gather constructive feedback.
- C. Review with the ASI President, the ASI Vice President, and advisors, etc.
- D. Collaborate with other student leaders.
- E. Consult with student councils or organizations.
- F. Consult with student advocacy groups or off-campus groups.
- G. Finalize amendments.
- H. Submit the revised Senate Resolution to the ASI Vice President to be placed onto the agenda.

<u>FOR ASI USE ONLY:</u>	
ASI Executive Committee Approval Date: June 10, 2016	
Verified By:	
	6/10/16
David Lee, ASI Attorney General	Date
Approved By:	
	6/14/16
Julian Herrera, ASI President	Date