



## Associated Students of Moorpark College Resolution Guidelines

### ARTICLE I

#### *Definition*

##### **SECTION A. Definition**

1. **Resolution:** A non-binding statement of opinion, detailing the feelings of the general student body towards an issue. A resolution requires a majority vote of the Associated Students of Moorpark College Board of Directors (ASBOD) members present and voting. If the members present do not constitute a quorum, the action item regarding the resolution shall be deferred to the next meeting. A resolution requires two (2) formal readings before it may be adopted and may not be voted upon at the first reading. A resolution is not subject to approval or veto by the President.
2. **Sponsor:** A body which agrees, by a majority vote among its elected representatives, to support a resolution.

### ARTICLE II

#### *Resolution Requirements*

##### **SECTION A. Membership**

Either the ASBOD President or Vice President must be involved in the drafting and review of the resolution. At least two (2) other Board members must be involved in the drafting of a resolution.

##### **SECTION B. Qualification**

All students enrolled at Moorpark College are eligible to propose a resolution subject matter and help with drafting and presenting a resolution with the ASBOD.

##### **SECTION C. Ad Hoc Committee**

Resolution writing committees must have no more than five (5) Board members and may include representatives of an affiliated student organization who provide input.

### ARTICLE III

#### *Resolution Composition*

##### **SECTION A. Header**

A resolution must include the following as a header:

1. A resolution number.
2. The date introduced.
3. The authors' names.
4. The sponsors, and any affiliated student clubs, organizations or outside organizations.
5. A title that accurately reflects the contents of the resolution.

## **SECTION B. Footer**

A resolution, if approved, must include the following in the footer:

1. The date the resolution was adopted
2. The Board vote, indicating the members who voted in favor, against, and abstained.
3. The signature of the President and the Vice President.

## **SECTION C. Numbering System**

The resolution number must be in the following format: YEAR-XX. The year that the resolution was approved, followed by a dash, and a number indicating its precedence.

## **SECTION D. Format**

A resolution shall be comprised of the following:

1. “WHEREAS” statements provide background information, facts, and supporting arguments that include, but are not limited to:
  - a. The purpose and mission of the resolution
  - b. The historical context of the issue and its ongoing relevance
  - c. Recognition of the efforts of the organization in dealing with the issue
  - d. Citations of past resolutions on the topic
2. “THEREFORE, LET IT BE RESOLVED” and “LET IT BE FURTHER RESOLVED” statements are requested actions to be taken by the ASBOD that include, but are limited to:
  - a. An action-oriented and specific solution that the ASBOD can take to address the issue
3. “LET IT BE ENACTED” statements call on the direct authority of Moorpark College and/or the Ventura County Community College District.

## **SECTION E. Language**

Resolutions must exhibit professional language that avoids using controversial, unclear, or offensive wording. Such language can lead to prolonged debate and it can ultimately cause a resolution to be delayed or rejected, even when its content is worth approving.

## **SECTION F. Data, Statistics, and Facts**

1. It is strongly encouraged to include background information and/or factual evidence to inform the reader on the topic.
2. Resolutions are best received when the focus is on facts, not rhetoric.
3. Resolutions that include facts must be properly cited with footnotes.

## **ARTICLE IV**

### ***Timeline***

## **SECTION A. Timeline**

1. A resolution must have at least two (2) formal readings before adoption: the first for the content and merits of the resolution; the second for the revisions suggested in the first reading and any other minor errors.
2. If a Board member brings a resolution to the ASBOD on the last day of the Fall or Spring semester, a special meeting may be held in order to have the second reading.
3. No resolution may be submitted after April 30th. Any resolution submitted after April 30th will be provided to the next Board.
4. Both the first and second reading must be listed as an action item on the agenda.
5. Each reading must be at least seven (7) days apart regardless of whether it was presented at a regular meeting or special meeting.

<b>Timeline</b>	<b>Purpose of Reading</b>
1st Reading	<ul style="list-style-type: none"> <li>• Review citations, check facts, language, structure, and overall content of the resolution.</li> <li>• If additional readings are necessary, we may vote to add an additional reading.</li> </ul>
2nd Reading	<ul style="list-style-type: none"> <li>• Review the suggestions made in the first reading, if any.</li> <li>• Once the ASBOD determines that the resolution is accurate and sufficient, a quorum vote is required to approve the resolution.</li> </ul>

**SECTION B. Draft Phase**

1. A resolution ad hoc committee must be formed and will draft the resolution and present it to the ASBOD.
2. The ad hoc committee must meet all the requirements listed in Article II, Section C.
3. The resolution is only amendable during the first and second reading.
4. Amendments do not require individual motions.
5. A resolution may not be voted upon at the first reading, but it may be voted upon at the second reading. All resolutions must be voted on at the second reading.

**SECTION C. Approval**

1. For a resolution to be eligible for approval, the resolution’s topic and contents must be within the purview of ASMC.
2. ASMC reserves the right to approve or reject a resolution, based on the presentation, language, professionalism, clarity, and credibility of the resolution and its authors.
3. All approved resolutions shall be kept public on the ASMC website.

**ARTICLE V**  
***Sponsorship***

**SECTION A. Sponsorship**

1. Prior to the submission, the authors of the resolution may seek sponsors from student organizations existing within Moorpark College or outside organizations that directly relate to the resolution’s topic.
2. Elected officials from that sponsor body must pass a majority vote indicating their willingness to sponsor the resolution.
3. Sponsors may revoke their sponsorship of a resolution as long as it meets the following criteria:
  - a. Sponsorship is revoked at least five (5) days prior to its final approval.
  - b. A majority vote held within the sponsor body indicating their decision to revoke their sponsorship, which is to be submitted to the Board prior to its final vote.

**ARTICLE VII**  
***Resolution Accountability***

**SECTION A. Resolution Implementation and Accountability**

It is the responsibility of ASBOD to implement the resolutions within a timely manner.

1. The ASBOD will work with administrators of Moorpark College to develop action plans and/or recommend resolutions to the college’s administrators, if applicable.
2. All involved authors and sponsors shall submit an implementation report each semester on the resolutions progress at a regular meeting of the ASBOD.

**ARTICLE VIII**  
***Rejected Resolutions***

**SECTION A. Appeal Process**

1. Resolutions rejected by the ASBOD may be re-submitted for appeal no later than ten (10) days after its rejection. Resolutions being considered for appeal must follow the same process outlined in Article III and Article IV.
2. Resolutions re-submitted for appeal after April 30th will be deferred to the next elected Board. It is the responsibility of the previous Board to inform the next Board of the resolution's content.
3. Requests for appeal will be considered by the ASBOD only after all other resolutions have been considered.
4. The appeals process is as follows:
  - a. Upon the opening of the action item, the chief author of the resolution will be given ten (10) minutes to appeal to the Board.
  - b. After deliberation, a member of the Board may move to "appeal the decision of the resolution," after which the President will request a second from the Board.
  - c. If seconded, the Board will discuss the motion at hand and will conduct a vote.
  - d. If the vote passes by a two-thirds ( $\frac{2}{3}$ ) vote, the previously denied resolution will be reconsidered as though it is a regular resolution.
  - e. If the resolution is successfully appealed, the resolution will follow the procedure outlined in Article IV, Section B starting from the next meeting.

*Guidelines unanimously adopted by the ASBOD in March 2021.*