

# **ASSOCIATED STUDENTS OF MOORPARK COLLEGE**

## **RESOLUTION GUIDELINES**

### **ARTICLE I**

#### ***Definition***

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

1. **Resolution:** A non-binding statement of opinion, and the official expression of the opinion or will of a legislative 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. Further readings may be added at the second meeting. A resolution is not subject to approval or veto by the ASMC 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**

At least two ASBOD members must be involved in the drafting and review of the resolution.

##### **SECTION B. Qualifications**

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 half of the currently elected/appointed 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 (Refer to Article III, Section C).
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 signatures of the authors, followed by signatures of all board members in favor. All signatures must have their typed name and title (Board member or student organization title) included.

### **SECTION C. Numbering System**

The resolution number must be in the following format: YEAR.XX. This formatting represents the year that the resolution was approved, followed by a period, 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, including both campus and district-wide.
  - d. Citations of past resolutions on the topic, including previous resolutions passed by ASMC, other governing body resolutions across the campus and the district, and VCCCD Board of Trustee resolutions.
  - e. Relevant data and facts surrounding the topic of the resolution, which must be properly cited with footnotes.
2. "THEREFORE, BE IT ENACTED" and "BE IT FURTHER ENACTED" 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. "THEREFORE, BE IT RESOLVED" and "BE IT FURTHER RESOLVED" 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.

## **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. Resolutions may be approved at any time during the year the board deems necessary. If the resolution is passed at the end of the Spring semester, take into consideration that the "Resolves" in the resolution will be the responsibility of the next Board of Directors.
3. A majority of the Board members must be present for both the first and second reading, even if no action is taken.
4. Each reading must be at least seventy-two (72) hours apart regardless of whether it was presented at a regular meeting or special meeting.

5. Resolution documents need to be posted along with the agenda, seventy-two (72) hours in advance of the next meeting, to allow time for the public and ASBOD members to read it.

Timeline	Purpose of Reading
1st Reading	<ul style="list-style-type: none"><li>● Review citations, check facts, language, structure, and overall content of the resolution.</li></ul>
Further Readings	<ul style="list-style-type: none"><li>● Review the suggestions made in the previous 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><li>● If additional readings are necessary, we may vote to add an additional reading.</li></ul>

#### **SECTION B. Draft Phase**

1. A resolution ad hoc committee may be formed and will be charged with drafting the resolution to present to the ASBOD.
2. The ad hoc committee must meet all the requirements listed in Article II, Section C.
3. Amendments do not require individual motions.
4. A resolution may not be voted upon at the first reading, but it may be voted upon at the second reading, or at any reading after.
5. During this time, solicit input from student groups, college departments, and other affected groups on issues that would directly impact them.

#### **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 approval of the resolution, 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. Sponsorship may be revoked for the resolution in the following cases and criteria:
  - a. 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.
  - b. Sponsorship must be confirmed with the sponsor body within 48 hours after the final approval. If sponsorship cannot be confirmed by a member during that time, sponsorship will be automatically removed.

## **ARTICLE VI**

### ***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. Implementation is at the responsibility of the current and future Board of Directors.

## **ARTICLE VII**

### ***Rejected Resolutions***

#### **SECTION A. Appeal Process**

1. 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. The appeals process is as follows:
  - a. Upon the opening of the action item, the authors of the resolution will be given five (5) minutes with ten (10) minutes of open discussion to appeal to the Board.
  - b. If moved and seconded to appeal the original decision, the Board will discuss the motion at hand and will conduct a vote.
  - c. If the resolution is successfully appealed through a majority ( $\frac{1}{2} + 1$ ) vote, the resolution will follow the procedure outlined in Article IV, Section B, starting from the next meeting.

## **ARTICLE VIII**

### ***Previous Resolutions***

#### **SECTION A. Reaffirmation**

1. Previous resolutions may be reaffirmed through a majority ( $\frac{1}{2} + 1$ ) vote across two readings.
2. The first reading will allow the board to evaluate if their current needs align with the needs displayed in the previous resolution. This reading is an action item, with a majority vote needed to continue to the second reading.
3. The second reading will be an action item, and will hold the vote of reaffirmation with a majority vote needed to reaffirm.
4. If a resolution is reaffirmed, it shall be noted at the bottom of the resolution, and include the following: "Reaffirmed by YEAR Board of Directors: Vote \_-\_- Passed" with the numbers of voting directors next to "Vote."

#### **SECTION B. Conflicting Resolutions**

1. Previous resolutions may be deemed in conflict with a newly approved resolution through a majority ( $\frac{1}{2} + 1$ ) vote across two readings. This is reserved for current resolutions regarding the same topic as a previous resolution, where the information reflects a new or opposing side to the original resolution.

2. The first reading will allow the board to evaluate if their current resolution reflects a directly different or opposing view of that displayed in the previous resolution and formulate reasons for the conflict. This reading is an action item, with a majority vote needed to continue to the second reading.
3. The second reading will be an action item, where a majority vote is needed to notate a conflict, as well as a statement defining the reasoning behind this conflict.
4. If a resolution is deemed conflicting, it shall be noted at the bottom of the previous resolution, and include the following: "This resolution was deemed in conflict with updated views by YEAR Board of Directors for the following reasons: \_\_\_\_\_. Vote \_-\_-\_, Passed. Please see resolution YEAR.XX for the most current standpoint of the ASBOD." with a dedicated list of reasons and the numbers of voting directors next to "Vote."

### **SECTION C. Repealing Resolutions**

1. Previous resolutions may be repealed through a three-fourths ( $\frac{3}{4}$ ) vote across two readings.
2. The first reading will allow the board to evaluate if their current needs align with the needs displayed in the previous resolution and formulate reasons for the repeal. This reading is an action item, with a majority vote needed to continue to the second reading.
3. The second reading will be an action item, and will hold the vote of reaffirmation with a three-fourths ( $\frac{3}{4}$ ) vote needed to repeal, as well as a statement defining the reasoning behind this conflict.
4. If a resolution is repealed, it shall be noted at the top of the resolution, and include the following: "Repealed by YEAR Board of Directors for the following reasons: \_\_\_\_\_. Vote \_-\_-\_, Passed." with a dedicated list of reasons and the numbers of voting directors next to "Vote."