

# Plenary Session Resolution Procedures

The Academic Senate for California Community Colleges meets biannually in Plenary Session to adopt resolutions which become the bases for future Senate policies and which drive the work of its standing and ad hoc committees.

At its core, the resolutions process is both philosophically and practically based in the democratic traditions of broad and inclusive debate and informed decision-making. This philosophy is therefore reflective of the Senate's desire to have its work guided by the collective wisdom of its member senates and the delegates that represent those senates.

This document is designed to inform both delegates and the general public about the procedures that the Academic Senate for California Community Colleges follows when developing, debating, and voting on resolutions.

## RESOLUTION PROCESS OVERVIEW

- Pre-session resolutions are developed by the Executive Committee (through its committees) and submitted to the Pre-Session Area meetings for review.
- Amendments and new pre-session resolutions are generated in the Area meetings
- The Resolutions Committee meets to review all pre-session resolutions and amendments and combine, re-word, append, or render moot these resolutions as necessary.
- Members of the Senate meet during the Plenary Session in topic breakouts and give thoughtful consideration to the need for new resolutions and/or amendments.
- After all Plenary Session presentations are finished on the first day, members meet during an identified breakout to discuss the need for and develop new resolutions and/or amendments.
- Each resolution or amendment must be submitted to the Resolutions Chair before the posted deadline each day. There are also Area meetings at the Plenary Session for discussing, writing, and amending resolutions.
- New resolutions submitted on the second day of Plenary Session are held to the next Plenary Session unless the resolution is deemed urgent.
- The Resolutions Committee meets again to review all resolutions and amendments and to combine, re-word, append, or render moot the resolutions as necessary.
- The resolutions and amendments are debated and voted upon in the general sessions on the last day of the Plenary Session.

## GENERAL RESOLUTION WRITING

- A. All resolutions must be properly constructed using the following criteria:
  1. Must be proposed
    - By one of the formally established committees of the Senate through the Executive Committee, or a member of the Executive Committee
    - By a local senate
    - By attendees at the Area meetings of the Senate, or

- By any registered faculty attendee at the Plenary Session and signed by four delegates as seconders.
2. Must be submitted in writing, and if submitted at Plenary Session, must be on or accompanied by the forms provided using hand printing or typing to ensure legibility. Electronic copies are preferred.
  3. Must be limited to four “whereas” sections and four “resolved” sections.
  4. Must limit actions to those within the scope and purview of the Academic Senate for California Community Colleges, and must state in the “resolved” portion that the Senate takes action. The Senate president determines the appropriate process for conveying recommendations to the Board of Governors, local senate, or other groups and individuals and, as necessary, assigns resolution responsibilities to Senate committees or personnel for implementation.
  5. May only urge or recommend a policy or action to local senates, the Board of Governors, the Chancellor, or other groups and individuals.
  6. Must list propositions by number. Refer to legislation in a resolution by date so that if the legislation is amended, the Senate can revise its position if necessary. However, with both legislation and propositions, the resolution should focus on the principles and concepts therein, both in “whereas” and “resolved” statements.
- B. Assistance in writing resolutions is available from all Executive Committee members. For specific assistance, contact Area Representatives, committee chairs, or members of the Resolutions Committee.
  - C. Resolutions that require substantial resources in time or funds will be carried out by the Executive Committee only if the resources are available.
  - D. Resolutions that attempt to address local problems should be framed in such a way as to assist all local senates, faculty or students.

### **RESOLUTIONS PRIOR TO AREA MEETINGS**

- A. Prior to the Area meetings in the fall and spring, the Executive Committee meets to review resolutions developed by the standing and ad hoc committees of the Senate. In addition, individual Executive Committee members may develop resolutions prior to Area meetings based on their experiences working with other groups and organizations around the state.
- B. The Executive Committee reviews all such resolutions prior to the Area meetings and determines which of these resolutions to forward to the Area meetings where they are discussed and reviewed. Resolutions not forwarded by the Executive Committee may be shared at Area meetings or Plenary Session by interested faculty willing to follow the steps listed below.

### **RESOLUTIONS AT AREA MEETINGS**

- A. Area meetings of the Senate are scheduled two to three weeks prior to the Plenary Session. Resolutions adopted and moved forward by the Executive Committee are reviewed at Area meetings along with:
  1. Resolutions brought by faculty in that Area.
  2. Resolutions adopted by local senates.
  3. Resolutions developed during the Area meetings by those in attendance.

In addition, amendments to the resolutions forwarded to the Area meetings by the Executive Committee may be introduced.

- B. The Resolutions Committee of the Senate meets to review all pre-session and Area resolutions and amendments and combines, re-words, appends, or renders moot these resolutions and amendments as necessary
- C. After review by the Resolutions Committee, all resolutions and amendments are provided to local senates in preparation for the Plenary Session. All attendees of the Plenary Session receive copies of the resolutions and amendments upon check-in.

## **RESOLUTION AND AMENDMENT WRITING AT THE PLENARY SESSION**

- A. All new resolutions or amendments written on the first day of Plenary Session must be submitted to the Resolutions Chair by a time established in the adopted program of events for the Plenary Session.
- B. New resolutions submitted on the second day of the Plenary Session will be held to the next Plenary Session unless the resolution is deemed urgent.
  - 1. An urgent resolution means:
    - a. A time critical issue has emerged after the resolution deadline on Thursday and new information is presented on Friday which requires an established Senate position before the next plenary session.
  - 2. The Executive Committee meets after the resolution deadline on the second day to determine whether those submitted as urgent should be presented for voting on the last day of session.
- C. Amendments to resolutions must be moved
  - 1. by consensus at Area meetings of the Senate, or
  - 2. by a registered faculty attendee at Plenary Session with four delegate seconders.
- D. Amendments must be presented in writing to the Resolution Committee Chair by the posted deadline of the second day of Plenary Session.
- E. Robert's Rules of Order Newly Revised shall govern the scope and use of amendments.
- F. The Resolutions Committee reviews all submitted resolutions and amendments and combines, re-words, appends or renders moot the resolutions and amendments as necessary.

Note: See procedures below for appealing a resolution declared non-urgent by the Executive Committee.

- G. General Timeline:
  - 1. Resolutions and amendments submitted by the deadline of the first day of Plenary Session will be available for discussion and amendment at Area meetings on the second day of Plenary Session.
  - 2. Anyone who authors or amends a resolution or offers an urgent resolution on the second day of Plenary Session, or his or her designee, is expected to attend a 45 minute meeting that day to mitigate unintended conflicts or confusion that might otherwise result during the final day's resolutions' debates (see the Plenary Session program for location and time). The meeting will also be attended by Area Representatives, members of the Resolution Committee, and any Executive Committee members who so desire.

3. Resolutions and amendments submitted by the posted deadline and those resolutions ruled urgent will be available by 7:30 a.m. on the third day of Plenary Session.
4. It is the policy of the Academic Senate not to make changes in resolutions or amendments during the Plenary Session on the third day. Therefore it is strongly urged that the authors of resolutions and amendments, or designees, as well as Area and committee chairs, read resolutions and amendments carefully by 8:00 a.m. on the third day. Please bring any omissions or errors to the Resolutions Chair in the main meeting room so adjustments can be made, preferably in written form. No changes can be made after the general session begins at 8:30 a.m.

Note: Please look for the resolution or amendment you've authored, and if it is not included, contact the on-site Senate Office immediately.

### **RESOLUTION AND AMENDMENT PRESENTATION**

In deliberating a resolution or any amendment(s) to it by the general session, the resolution or amendment:

- A. Must be duplicated with copies made available for distribution. (Duplication is the responsibility of the Executive Committee, not the author.)
- B. Will be presented in the order decided by the Resolutions Committee, except as provided in Robert's Rules of Order Newly Revised for changing the agenda.
- C. Is read by the President and may be introduced by the maker or a seconder of the resolution or amendment, or a designee.

### **RESOLUTION AND AMENDMENT DEBATE**

- A. Debate on any resolution including any amendment(s) thereto, shall be limited to 15 minutes with an option to extend by a vote of a simple majority.
- B. The President will recognize pro and con arguments alternately. When there is no speaker on the side of the motion that is to be heard next, debate on that question is closed.
- C. Each speaker who wishes to address a motion, a resolution, or an amendment shall:
  1. Come to the pro or con microphone as appropriate.
  2. State his or her name and college.
  3. Be limited to five minutes in making a presentation.
  4. Not speak again until all others desirous of speaking have expressed their opinions, including members of the Executive Committee.
  5. Debate the merits of the resolution and refrain from personal attacks.
- D. Any attendee at the Plenary Session may participate in the debate.
- E. A "middle" microphone will be used for parliamentary inquiries and related procedures.

### **RESOLUTION AND AMENDMENT VOTING**

- A. Only delegates with delegate ribbons may vote (except as provided in E).
- B. Voting will be at the direction of the President (or designee as Chair).
- C. The parliamentary microphone may be used by all Plenary Session attendees in order to seek clarification or guidance, but only delegates may make motions. For example, only a delegate

may appeal decisions made by the chair, move to extend debate, or conduct any other business that requires a vote of the assembled delegates.

- D. The President or any delegate may call for a division of the house. Division of the house shall be a standing vote.
- E. For purposes of voting on resolutions and amendments only, a delegate may give his or her delegate ribbon to someone else, provided that this person is also a faculty member sent by the same college senate or, for a district delegate, a faculty member sent by the same district.

### **PARTICIPATION OF EXECUTIVE COMMITTEE MEMBERS IN RESOLUTION DEVELOPMENT AND DEBATE**

- A. To the extent possible, resolutions should be authored by local college delegates/attendees rather than Executive Committee members.
  - 1. When a resolution originates at an Area meeting, the mover should be listed as the author.
  - 2. When a resolution originates in a committee, those non-Executive Committee member delegates/attendees with primary responsibility for the subject should move the adoption of the resolution/position paper.
  - 3. During the Plenary Sessions, when a resolution is developed jointly by Executive Committee members and local college delegates/attendees, the delegates/attendees should be urged to move the resolution.
- B. During the debate on the floor, members of the Executive Committee should make every effort to encourage the field to speak.
- C. Executive Committee members have the additional responsibility of ensuring that debates are held in a professional, courteous manner that allows the Senate to reach closure on each issue expeditiously.

### **RESOLUTION TABULATION AND RECORDING**

- A. The President announces the outcome of the vote.
- B. The Chair of the Resolutions Committee shall record the results of the vote.
- C. The Chair of the Resolutions Committee shall:
  - 1. List the mover of the motion and college affiliation; the person recorded as mover shall be the person listed as such on the printed resolution/amendment form.
  - 2. List the disposition of the vote as follows:

M/S/C:	Moved, Seconded, Carried
M/S/F:	Moved, Seconded, Failed
M/S/Postponed:	Moved, Seconded, Postponed
M/S/U:	Moved, Seconded, Unanimous
M/S/R:	Moved, Seconded, Referred
M/S/A:	Moved, Seconded, Acclamation
  - 3. Record any minority reports if so directed by the majority of the voting members of the general session.

## **URGENT RESOLUTIONS AND APPEAL PROCESS FOR RESOLUTIONS DECLARED NON-URGENT**

(Adopted Spring 1996)

- A. The maker of a resolution submitted on the second day of the Plenary Session indicates on the form supplied whether the resolution is urgent or not.
- B. The maker of a resolution submitted to the Executive Committee for urgent status to be considered at this session, or the maker's designee, is invited to make a three-minute presentation to the Executive Committee when urgency of resolutions is debated. (See Plenary Session program for time and place of this meeting.) The maker of the resolution, or the maker's designee, should address the criteria for determining an urgent resolution. (See B.1. under Resolution Writing at the Plenary Session.) The Executive Committee will carefully consider presentations on behalf of urgency before voting.
- C. The Executive Committee acts on the status of resolutions and declares them urgent or non-urgent
- D. If the maker of the resolution wishes to appeal the decision of the Executive Committee, these procedures shall be followed:
  1. Within ten minutes of the opening of the resolution voting session, the maker of the resolution, or the maker's designee, will approach the parliamentary microphone and say, "I wish to appeal the urgency decision of the Executive Committee."
  2. The President then recognizes the maker of the resolution, or maker's designee, for no more than a three-minute statement at the pro microphone supporting the urgency of the resolution and seeking a "yes" vote to overturn the decision of the Executive Committee (that the resolution was not urgent).
  3. The President next recognizes the chair of the Resolutions Committee for no more than a three minute statement at the con microphone giving Executive Committee reasons for declaring the motion non-urgent and urging a "no" vote to overturn the decision of the Executive Committee.
  4. Without further debate, the President calls for a vote on the motion, explaining, "If you vote 'yes' the resolution in question will be declared urgent. If you vote 'no' the resolution will remain non-urgent."
  5. If the motion passes to overrule the decision of the Executive Committee, the resolution in question becomes "urgent" and is brought before the body for a vote at a time appropriate according to the category of the resolution.

## **WITHDRAWING A RESOLUTION**

It is the policy of the Academic Senate that a maker of a resolution or the maker's designee may ask that a resolution be withdrawn at the Plenary Session by filling out a resolution form and submitting it to the Resolutions Committee Chair by 5:00 p.m. on the second day of Plenary. Any four seconders are required to confirm the maker's motion to withdraw a resolution. The original resolution and the motion to withdraw will be included in the Saturday resolution packet to be voted upon by the delegates. The resolution may be deemed successfully withdrawn only after a majority vote of the assembled delegates in support of the motion to withdraw.

## **DISCIPLINES LIST SPECIAL PROCEDURE**

For the Spring Plenary Session (every two years), resolutions regarding the disciplines list are presented. Because the Academic Senate for California Community Colleges must consult with the CEOs, CIOs and bargaining agents in the development of the disciplines list, it is not possible to amend resolutions involving changes to the current disciplines list at the Spring Plenary Session. Proposed changes to the disciplines list must either be voted up or down as presented.

(NOTE: In all other issues, the Plenary Session shall follow Robert's Rules of Order Newly Revised.)

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