

Staff Congress Resolution Submission Guidelines

Staff Congress members may present resolutions to be approved by the Staff Congress governing body. The below guidelines must be followed when submitting a resolution for review and approval. This form must be signed by the staff congress members presenting the resolution and the resolution attached.

1. The resolution should be submitted in writing and signed by at least two Staff Congress Representatives. Resolutions should entail a call for action or change that is of significance and relevance for ALL staff (and/or faculty and students) at the university. Comments, questions, or concerns of a lesser nature will not be considered for approval as a resolution.
2. Resolutions should be submitted to the President of Staff Congress for the executive team to review. If approved by the executive team with no suggested edits, the staff congress members presenting the resolution will be permitted to do a first reading to the full Staff Congress at the next Staff Congress meeting.
3. Staff Congress Representatives may suggest edits to the resolution during the first reading. Suggested edits do not have to be implemented into the resolution.
4. The resolution will then be presented for a second reading at the next Staff Congress meeting where the members will then, by a majority vote (provided a quorum is present), accept or reject the resolution.
5. A third reading is permitted to take place if the resolution is rejected during the second reading due to a disagreement on edits and not the purpose of the resolution.
6. In the case of a need for an emergency resolution, a special meeting may be called by the Staff Congress President and President-Elect to meet with the staff congress members who submitted the resolution. (Emergency resolutions must involve an urgent and immediate call for action. Non-urgent resolutions will not be considered for emergency approval.) At the emergency resolution meeting, the staff congress members may present their request for a single reading approval at the next Staff Congress meeting. The President and President-Elect must both agree to grant the request. If approved, only a single reading and approval or rejection will take place for the emergency resolution, with a $\frac{3}{4}$ super majority vote needed for emergency approval.
7. If approved, the resolution should be presented to Faculty Senate and the Student Government Association for feedback, if applicable.
8. The Staff Congress President should submit approved resolutions to the President of the university during their monthly meeting.

This resolution is being submitted on _____

by:

(insert name, signature)

(insert name, signature)

Approved/Rejected for first reading:

Staff Congress President _____ on _____ .

Additional Notes:

- Voting for all resolutions will be through anonymous submission by Staff Congress members.
- Resolutions brought to Staff Congress by Faculty Senate or the Student Government Association, and already approved by those groups respectively, will be subject to the same guidelines for review and approval.