



UCLA Undergraduate Student Association Council (USAC) Resolution Guide

What is a Resolution?

A resolution is an official expression of the opinion or will of a legislative body. The practice of submitting and voting on resolutions is a typical part of business in Congress, state legislatures, and student government associations. It is capable of creating an official stance for your student body, whether the administration, agrees with you or not. Resolutions allow the student's voices to be heard, create a change, and to pressure your government representatives to listen to your demands as a constituent. Resolutions are different from laws. Resolutions are limited to a specific issue.¹

A Resolution allows USAC to work on issues that affect the student body, and work to find remedies that involve all appropriate groups.²

USAC Bylaw Article VI Section A 5.:

“Resolutions shall express the opinion of the Undergraduate Students Association Council on matters that do not subject the welfare of members of the Association to a substantial harm.”

“A Resolution shall represent the opinion of the current USA Council.”³

Resolution Rules:

- 1) A Resolution must have **at least three (3) sponsors** (USAC Members).
- 2) Resolutions must receive **a majority vote** of the entire voting membership of the Council to be approved.
- 3) If the resolution is to be published, the motion must include the size and cost of the advertisement, and the date(s) that it is to run, and may be amended as to any of these factors.
- 4) Contingency Funding for publication of a resolution, as provided herein, shall be considered to be an expense of the Council.
- 5) No author or sponsor's name shall be included in any published resolution.³

1. <https://www.hrc.org/resources/how-to-pass-a-resolution#:~:text=A%20resolution%20is%20an%20official,legislatures%2C%20and%20student%20government%20associations.>
2. https://community.pepperdine.edu/seaver/studentactivities/content/sga/sga_resolution_guide.pdf
3. <https://usac.ucla.edu/docs/bylaws.2023-05-09.pdf#page=1>



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Writing and Submitting a Resolution:

- 1) Research the history and current status of the issue you want to take action on.
- 2) Contact any affiliated groups, student organizations, faculty, administrators, etc to let them know of a resolution being created on the issue, along with gaining their input.
- 3) Contact Student Government Staff to gain advice and answers to any questions you may have.
- 4) After you are done drafting the resolution, find at least two (2) other USAC members to co-sponsor the resolution alongside you.
- 5) Email the resolution to the Internal Vice President by Friday 3 PM preceding the Tuesday USAC Meeting in order for the resolution to be presented on the agenda. Email: ivp@usac.ucla.edu**
 - a) For example, if you want to present a resolution on Tuesday, November 21st, you would have to submit the resolution to the Internal Vice President by Friday, November 17th at 3 PM.
 - i) If you do not submit the resolution by the agenda deadline, it is highly recommended you do not add it to the agenda during the USAC Meeting to allow the USAC and members of the student body to read the resolution.**
 - b) If the Internal Vice President accepts your resolution, you must present your resolution in front of the USAC during the USAC Meeting on Tuesday at 7 PM.²

Presenting Your Resolution:

- 1) How to prepare to present your resolution?**
 - a) Ensure that the resolution document is viewable and NOT editable to anyone with the link in the Google Document sharing settings.
 - b) Contact all student organizations and affiliated groups who you want to present the resolution and ensure they are knowledgeable about the date, time, and location of the USAC Meeting, as well as where the resolution is on the agenda in order for them to follow along with the USAC Meeting.
 - c) Contact all student organizations and affiliated groups who you want to public comment regarding the resolution and ensure they are knowledgeable about the date, time, and location of the USAC Meeting, as well as when the public comment section is on the meeting agenda.

1. <https://www.hrc.org/resources/how-to-pass-a-resolution#:~:text=A%20resolution%20is%20an%20official.legislatures%2C%20and%20student%20government%20associations.>
2. https://community.pepperdine.edu/seaver/studentactivities/content/sga/sga_resolution_guide.pdf
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2) What do expect when presenting your resolution?

- a) Attend the USAC Meeting Tuesday Evening at 7 PM in the Bruin Viewpoint Room in Ackerman Student Union A-Level or attend the Zoom Option with the link attached to the USAC Meeting Agenda of the day.
- b) Resolutions are presented as “Old Business” if it has already been presented to the USAC in a previous meeting. Resolutions are presented as “New Business” if it is the first time the resolution is being presented.
- c) You will be asked to present the resolution to the USAC whether by reading your resolution aloud or summarizing it **based on the discretion of the USAC President**. You may be asked to explain it in further detail, and then answer questions about your resolution from the USAC Members.²

3) What do I do if the resolution passes?

- a) Work with any affiliated groups, USAC Members, Student Government Staff, and administrators to make your resolution a reality.
- b) Follow up with the USAC to give a progress report on where the resolution stands based on the timeline of the resolution.²
 - i) Ensure that this special presentation is submitted to the Internal Vice President by Friday at 3 PM. Email: ivp@usac.ucla.edu

For additional support, please contact:

Student Government Staff: sgs@asucla.ucla.edu

Internal Vice President: ivp@usac.ucla.edu

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Basic Template Structure

You do not have to follow this precisely – this is just an example of the basic structure.²

TITLE OF RESOLUTION

Primary Sponsor(s):

(USAC Member Name(s)), Position

Co-sponsors:

(USAC Member Name(s)), Position

WHEREAS, (state the current issue) and,

WHEREAS, (data and facts about the current issue) and,

WHEREAS, (what needs to be changed to remedy the issue) and,

WHEREAS, (reason why you want action to be taken) and,

WHEREAS, (research showing that people on campus want this change, this research can be surveys, testimonials, quotes – cite all references and research) and,

WHEREAS, (explain how the issue can be effectively resolved) therefore,

THEREFORE LET IT BE RESOLVED, (the specific remedy you want to be taken) and,

BE IT FURTHER RESOLVED, (the specific action plan you want to take to achieve the remedy).

*Please refer to [past resolutions](#) passed by the USAC to help with formatting and example “**WHEREAS**” and “**THEREFORE BE IT RESOLVED**” clauses.

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