

## Explanation for Change

The Proposed Standing Rule – “Faculty Senate Resolutions; Resolutions Review Team (RRT) Guidelines for Preparation and Submission” is being offered by the Faculty Advisory Committee (FAC) after consultation with the Parliamentarian of the Faculty Senate. The proposed rule has the following goals:

1. Establishes a Resolution Review Team (RRT) to assist the makers of resolutions in Faculty Senate in bringing the Senate resolutions that are complete and ready for debate on substantive content and reduce wordsmithing during the Senate proceedings.
2. Provides upfront guidance for the preparation of resolutions.
3. Normalizes the submission process so that completed resolutions make it to the chair and the Senate’s agenda in a manner ready for debate.
4. The Rule is offered as an amendment to the “Standing Rules of the Faculty Senate” – Appendix III with the knowledge that in Robert’s Rules of Order, Newly Revised (RONR) standing rules can be easily set aside by a simple motions to “Suspend the Rule and ... “ which only requires a majority vote, rather than a two-thirds (2/3) vote and prior notice required to suspend a Bylaw.

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## Appendix III – Standing Rules of the Faculty Senate

### Rule XX - Faculty Senate Resolutions: Resolutions Review Team (RRT) - Guidelines for Preparation and Submission

The Resolutions Review Team (RRT) will:

- 1) provide an advisory function for all resolutions presented for Faculty Senate’s consideration, reviewing all resolutions submitted to the faculty senate pursuant to the criteria established by the faculty senate.
- 2) advise the makers on how to bring their resolutions into compliance with the guidelines adopted by the Faculty Senate. All resolutions shall go to the Faculty Senate with a notation that the resolution has been reviewed by the RRT.
- 3) create and maintain guidelines for the submission, review, and format of Faculty Senate resolutions
- 4) consist of two (2) at-large members of the Faculty Senate and the Parliamentarian of the Faculty Senate.

### **Preparation:**

- 1) A resolution should be complete so that upon passage it becomes a clear and formal expression of the opinion of will of the Faculty Senate.
- 2) Resolutions should show the mover and include contact information from submitting parties.
- 3) The resolution should address a specific topic or issue, use concise direct language, conform to proper grammar, and present an affirmative identifiable action.
- 4) The terms used in a resolution should be readily understandable or have specific definitions.
- 5) Resolutions should clearly reflect the will of the Faculty Senate and the Faculty of the University of South Carolina, its mission and/or its core values.
- 6) All whereas clauses that relate to a University of South Carolina at Columbia policy, must include a parenthetical notation of title of the policy and the section it can be found in the University's Policy manual.
- 7) If the resolution calls for specific action or program with a timetable, the timetable should be clear and achievable.
- 8) Resolved clauses at the end of the resolution gain in clarity, brevity and are easier to read by following the resolution methodology of Congress and other deliberative bodies. The suggested wording states the resolved phrase only once:  
  
*“now, therefore, be it; Resolved, that the Faculty Senate of the Faculty of the University of South Carolina in Columbia, on behalf its faculty ...”*  
  
after which each separate resolve is stated directly in numbered order **without repeating** “... be it Resolved by ...”
- 9) All “*Resolved*” clauses within the resolution should use verbs that are observable behaviors (e.g., “*Resolved*, that ... (1) supports ...; (2) provides....; and [last resolved] urges...” Do **NOT** use the subjunctive form of the verb, (e.g (1) support...; (2) provide...; and [last resolved] urge...”)
- 10) If the resolution is addressed to or refers to a specific group or groups, it should name in full the group or groups in both the “resolved” and “whereas” clauses followed by the acronym in parenthesis. Thereafter the acronym may be used.
- 11) Resolutions should be submitted with numbered lines to assist the senate in the amending process

12) Resolutions will be assigned a chronological number, eg. 2021-2022 #1, etc., for tracking purposes

**Submission Process:**

- 1) All resolutions submitted to Faculty Senate should be sent to the Resolutions Review Team (RRT) for review.
- 2) All resolutions must be submitted by a voting member of Faculty Senate or chair of a Faculty Senate Committee.
- 3) All resolutions should show the mover and include contact information for the mover.
- 4) If copies of the resolution are to be sent to other parties, the maker of the resolution should provide names and addresses.
- 5) All resolutions should be submitted through electronic mail to the Resolutions Review Team (RRT) one (1) week prior to a regularly scheduled Faculty Senate meeting or three (3) days prior to special called meeting.
- 6) The Chair of the Faculty Senate shall disseminate all adopted resolutions to identified and pertinent parties. Dissemination should occur as soon as possible, and not exceed the next scheduled meeting of the Faculty Senate. The Chair of the Faculty Senate will report on dissemination of resolutions at the Faculty Senate Steering Committee following passage.

Parts of this recommendation are based on American Library Association policy documents, including content and process steps.