**HUMBOLDT STATE UNIVERSTIY**

**University Senate**

**Sense of the Senate Resolution on Title of Resolution**

XX-20/21-Individual/Body Moving Resolution Forward—Month Day, Year

**WHEREAS:** The ... (text of the first preamble clause);

**WHEREAS:** ... (text of the next to the last preamble clause); and

**WHEREAS:** ... (text of the last preamble clause); now, therefore, be it

**RESOLVED**: That the University Senate of Humboldt State University …; and be it further,

**RESOLVED**:

Guidelines for Formatting and Writing Policy Resolutions

* **12pt Calibri Font**.
* **Single spaced** within each RESOLVED clause and **double-spaced** between clauses.
* ​All margins (top, bottom, left, right) must be **one inch**.
* **WHEREAS** and **RESOLVED** must be in bold caps followed by a colon.
* The **title of the resolution** must appropriately reflect the intent.
* Resolutions should use gender neutral terms (they).
* **Whereas Statements** provide the rationale for the "resolved" course of action. The whereas statement(s) should lead the reader to your conclusion (resolved).  In writing whereas statements begin by introducing the topic of the resolution. Be factual rather than speculative and provide or reference statistics whenever possible. The statements should briefly identify the problem, advise the timeliness or urgency of the problem, the effect of the issue, and indicate if the action called for is contrary to or will revise current HSU policy.
* **Resolved Statements** identify the specific proposal for the requestor's recommended course of action.

Sources

Texas Library Association. 2011. Writing Resolutions. January 1. Retrieved August 25, 2014, from <http://www.txla.org/resolution-writing>

American College of Emergency Physicians. 2014. Guidelines for Writing Resolutions. January 1. Retrieved August 25, 2014, from https://www.acep.org/how-we serve/council/guidelines-for-writing-resolutions/#sm.0001oiofb07tdfo3zqf1n8i7c0aj1

American Library Association. 2013. Sample Resume Format. May 13. Retrieved August 25, 2014.

Virginia Tech Invent the Future. 2014. "How to Write an Effective Resolution."  Retrieved http://www.governance.vt.edu/governance\_instructions/resolution.html>.