**CAL POLY HUMBOLDT**

**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 ... (stating action to be taken – e.g. That the University Senate of Cal Poly Humboldt supports… ); and be it further

**RESOLVED**, That ... (stating further action to be taken); and be it further

**RESOLVED**, That ... (stating the last action to be taken).

**Guidelines for Writing a Sense of the Senate Resolution**

**“Whereas” Statements**: Background or "Whereas" information provides the rationale for the "resolved" course of action in a Sense of the Senate Resolution. 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 or practice.

**“Resolved” Statements**: Resolve statements are the only parts of a resolution that the University Senate act upon. Each Resolved clause must contain an actionable request and makes sense when read alone. Resolved clauses should each be a single sentence in length.

**Format and Gendering Conventions**

* All resolutions should be typed **single space in 12pt Calibri Font** with **one inches margins**.
* The **title of the resolution** must appropriately reflect the intent. Resolutions begin with
* **WHEREAS** and **RESOLVED** words must be bold, all caps, and followed by a colon.
* Resolutions should use gender-neutral terms (they).

**Sources**:

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

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

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

"How to Write an Effective Resolution." Virginia Tech Invent the Future. N.p., 2014. Web. 25 Aug. 2014. <http://www.governance.vt.edu/governance\_instructions/resolution.html>.