

## XII. Councilor Resources

- **Councilor Getting Things Done Guide:**  
<http://staffcouncil.unm.edu/councilors/procedures-forms/flowchart---councilor.pdf>
- **Committee Chair Getting Things Done Guide:**  
<http://staffcouncil.unm.edu/councilors/procedures-forms/flowchart---chair.pdf>
- **Councilor Resource Page (includes form templates and other guidelines):**  
<http://staffcouncil.unm.edu/councilors/staff-councilor-resources.html>

## XIII. Resolutions

A resolution usually requests that action on a particular issue be taken. It may also express an opinion or position of an organized body. All resolutions must be submitted to the Council in writing and to the Council office either electronically or on disk prior to presentation at the Council meeting. This allows the office to number the resolution and begin the history/tracking of its life. Usually, resolutions must be introduced at one meeting and discussed and voted on at the next regularly scheduled Council meeting, but this is tradition and not a rule.

A resolution should begin with a preamble, "Whereas," and should not end with a period but with a semicolon. Each "Whereas" should be simple, express a complete thought, and follow a logical train of thought. The summary statement of a resolution begins with the phrase "Resolved, That... (State action to be taken)", or "Resolved, That... (State further action to be taken)".

Usually after the adoption of a resolution a member of the Council, the resolution sponsor, or any other member of the body may request that the resolution be directed to one or more University Officials for consideration and action. It is the responsibility of the Executive Committee to ensure that a resolution is sent and reviewed by the person or the office to which it is sent. It is also their responsibility to report back to the Council on any action or non-action taken. Any Councilor may write and introduce a resolution. All resolutions must state the author's name and position (Grade or Precinct). Resolutions may be sent directly to a Staff Council standing committee for discussion, review, and recommendations. A Councilor may also present a resolution to a standing committee. Resolutions may be submitted to the Executive Committee for similar action.

Once a resolution is moved, seconded, and stated by the Speaker, it is no longer the property of the author. The full body now owns the resolution. It can be adopted, amended, or rejected by the Council.

See <http://staffcouncil.unm.edu/about/resolutions.html> for examples of recent resolutions to help you in drafting your own resolutions.