

De Anza Associated Student Body Senate

**Resolution of [Subject Name]**

**Authors**:

**Sponsors**:

**WHEREAS**, [Statement #1];

**WHEREAS**, [Statement #2]; and

**WHEREAS**, [Statement #3, add additional *Whereas* if necessary]; now, therefore, let it be

**RESOLVED**, [Action to be taken that will address/solve the problem, add additional *Resolved* if necessary].

Resolution Writing Notes

1. *Authors* are those who **wrote** the resolution; they can be individuals and/or a group of individuals other than the sponsors (the De Anza Associated Student Body Senate or a De Anza Associated Student Body Committee).
2. *Sponsors* are those who **endorse** the resolution; they can be individuals and/or a group of individuals other than the authors.
3. *Whereas* are sections of the resolution that can 1) state **events**/**evidence** relating to the **purpose** of the resolution (e.g. evidence of an individual’s incompetence), 2) reference certain **governing** **text/documents** that shows **violations** or basic **principles**, 3) give **history** in order to supplement **context** of the subject, or 4) provide “**cause and effect” scenarios** (e.g. if. . . then. . .) that can show the **costs** and **benefits** of passing the resolution.
4. Add **footnotes** when necessary to cite sources of information stated in the *Whereas* sections.
5. *Resolved* are sections of the resolution that provides **possible** **actions** that will **address/solve** the problem; remember to state **who** will take the action.
6. All *Whereas* and *Resolved* sections must end with a **semicolon**, except for the last *Resolved* section, which will end with a **period**.
7. The second to last *Whereas*, if more than one (1) *Whereas*, must add “**and**” after the **semicolon**.
8. The last *Whereas* must add “**now, therefore, be it**” after the **semicolon**.
9. The second to last *Resolved*, if more than one (1) *Resolved*, must add “**and**” after the **semicolon**.
10. Delete the Resolution Writing Notes when finished writing.