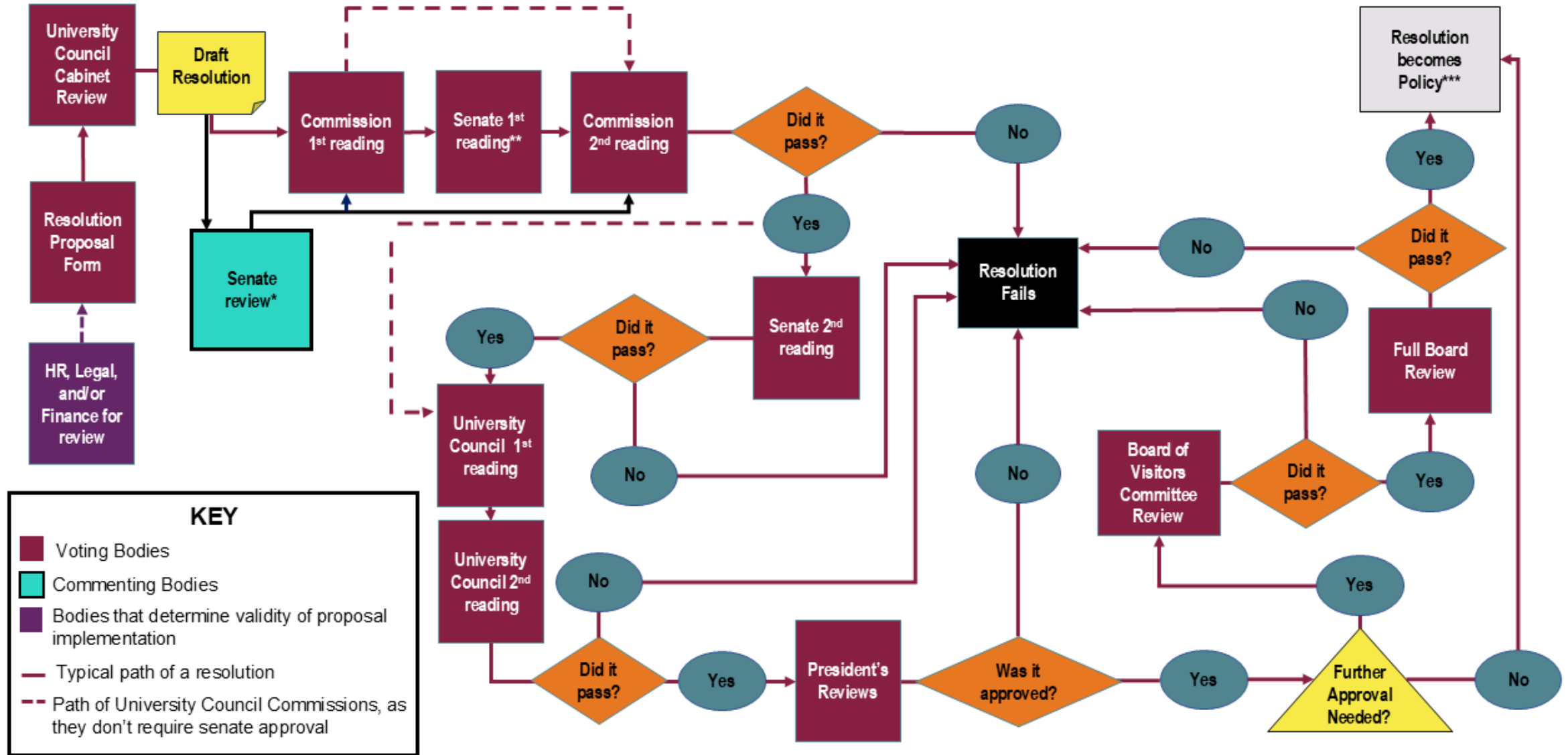


# Resolution Flowchart



\* Senates that do not have to approve a commission resolution before it advances to University Council (UC) have the right to comment. Such comments should be made no later than after the voting senate approves a resolution and before it is read at UC

\*\* Senates that have 1<sup>st</sup> and 2<sup>nd</sup> readings are those that commissions report to and, therefore, senate approval is required. COED and COIA report directly to UC, so they do not have senate readings.

\*\*\* Some resolutions require approval outside of the University from SCHEV and/or SACSCOC.

# Resolution Approval Process Guide

## Pre-Process

### Initiation of a resolution

The resolution idea comes from a commission whose charge the topic falls under.

**OR**

The resolution idea comes from a senate whose charge the topic falls under and then forwarded to the appropriate commission that reports to them.

**OR**

The resolution idea comes from a committee whose charge the topic falls under and then forwarded to the appropriate commission, or University Council Cabinet, depending on what body they report to.

**OR**

The resolution idea comes from another area or group within the university and forwarded to the appropriate commission whose charge the topic falls under.

### HR, Legal, and/or Budget Review

While not formally part of the approval process, it is highly encouraged that the resolution idea is shared and discussed with HR, Legal, and/or the Budget Office prior to starting the process to ensure all HR, legal, and/or financial implications are considered.

## Resolution Proposal Form

- The Commission Chair fills out the Resolution Proposal Form and uploads it to the Resolution Tracker.
- The University Council Secretary is alerted that a new Resolution Proposal Form has been uploaded and adds the form to the upcoming University Council Cabinet Meeting agenda.

## University Council Cabinet Review

- The Resolution Proposal Form is reviewed by the University Council Cabinet to ensure the resolution topic falls under the charge of the commission who submitted the proposal.

**If it does, the resolution is approved for drafting and a first reading at the commission level.**

**OR**

**If it does not, the resolution is not approved for drafting and a first reading at the commission level.**

- The commission can appeal the decision to University Council, but must get 2/3 of the voting council members present to vote in their favor to overrule cabinet decision.

## Draft Resolution

- University Council Cabinet is only required to review the Resolution Proposal Form, so some group's may opt to wait to draft the resolution until after their review.

## Senate Review (All Senates)

- All five of the constituent senates (faculty, AP faculty, staff, and undergraduate and graduate students) have the right to comment on all resolutions, regardless of whether the sponsoring commission reports to them or not.
- The right to comment is not a right to vote, only the senate the commission reports to can vote on the resolution.
- The right to comment can be waived if a senate does not wish to comment.

- Comments should be sent to the commission no later than one week after commission approval, but ideally before their second reading.

### **Commission 1<sup>st</sup> Reading**

- The draft resolution is presented to the commission for first reading and a discussion; no vote is taken.
- This is when most discussion should occur, as recommended changes can be made without a formal motion and vote.

**If commission reports to a senate, the resolution is sent to that senate for a first reading.**

**OR**

**If commission does not report to a senate, the resolution remains with the commission for its second reading.**

### **Senate 1<sup>st</sup> Reading**

- The resolution is presented to the senate for first reading and a discussion; no vote is taken.
- This is when most discussion should occur, as recommended changes can be made without a formal motion.

### **Commission 2<sup>nd</sup> Reading**

- The resolution, with any updates made from previous readings, is presented for a second reading.
- Should additional changes be made at this time, they must be made with a motion to amend the resolution.
- Once presented and discussed, the resolution is voted on.

**If approved and the commission is a Senate Commission, the resolution is forwarded to the senate for second reading.**

**OR**

**If approved and the commission does not report to a senate, the resolution is forwarded to University Council for a first reading.**

**OR**

**If not approved, the resolution fails and does not move forward in the process.**

### **Senate 2<sup>nd</sup> Reading**

- The resolution, with any updates made from previous readings, is presented for second reading.
- Should additional changes be made at this time, they must be made via a motion to amend the resolution.
- Once presented and discussed, the resolution is voted on.

**If approved, the resolution is forwarded to the University Council for a first reading.**

**OR**

**If not approved, the resolution fails and does not move forward in the process.**

### **University Council 1<sup>st</sup> Reading**

- The resolution is presented for first reading and discussion; no vote is taken.
- This is when most discussion should occur, as recommended changes can be made without a formal motion.

## University Council 2<sup>nd</sup> Reading

- The resolution, with any updates made from previous readings, is presented for second reading via a formal motion to approve the resolution.
- Should additional changes be made, they must be made via a motion to amend the resolution.
- Once presented and discussed, the resolution is voted on.

**If approved, the resolution is forwarded to the President for review.**

**OR**

**If not approved, the resolution fails and does not move forward in the process.**

## President's Review

- The president approves or rejects the resolution.

**If approved:**

**The resolution becomes policy if no further approval is needed.**

**OR**

**The resolution is forwarded to the Board of Visitors for review and approval.**

**OR**

**If not approved, the resolution fails and does not move forward in the process.**

## Board of Visitors Committee Review

- The resolution is sent to the Board of Visitors Committee whose charge encompasses the topic of the resolution.
- The committee reviews and votes on the resolution.

**If approved, the resolution is forwarded to the Full Board for review and approval.**

**OR**

**If not approved, the resolution fails and does not move forward in the process.**

## Full Board Review

- The Full Board reviews and votes on the resolution.

**If approved, the resolution becomes policy.**

**OR**

**If not approved, the resolution fails.**

**NOTE:** Some resolutions might require external approval from the State Council of Higher Education for Virginia (SCHEV) and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).