

ACP Board of Governors Resolutions Process

I. Board of Governors

430 A. Six months prior to each Board of Governors meeting, the Chair Board of Governors will
431 remind Governors of the importance of the strategic plan and offer College assistance, if
432 needed, to promote the strategic plan at the chapter level. Governors are responsible for
433 explaining the College's strategic plan to their Governors Advisory Council (GAC) and
434 engaging the GAC in resolution development.

435
436 Six months prior to each Board of Governors meeting, the Call for Resolutions will be
437 given. Resolutions may be initiated at any level of a chapter, including members,
438 committees, councils, officers, or Governors. Resolutions may also be submitted from
439 sources other than chapters, specifically the Board of Regents and the committees or
440 councils of the College; however, resolutions submitted by a committee or council must be
441 sponsored by a member of the Board of Governors (e.g., Committee/Council Vice Chair or
442 Chair-elect in lieu of a Vice Chair, or Chair, BOG). Resolutions may address any topic of
443 interest to the author. Resolutions initiated at the chapter level are to be presented first to
444 the Governor and chapter council for approval. Governors are encouraged to seek
445 additional sponsors to increase the likelihood of acceptance.

446
447 B. In advance of the deadline for formal submission, Governors will be responsible for
448 performing a critical evaluation of past resolutions (using the Electronic Resolutions
449 System [ERS]) and existing policy (using the Public Policy Virtual Library). Governors or
450 their staff should discuss the potential resolution with staff content experts in the domain
451 of the resolution to determine if a resolution is consistent with or advances College policy
452 and goals.

453
454 C. At least four months prior to each Board of Governors meeting, resolutions approved at the
455 chapter or committee level are submitted to ACP headquarters staff with a copy provided
456 to the Chair of the BOG. Governors must submit each resolution along with a brief
457 application/checklist to address the following:
458 1. Identify how the resolution links to the strategic plan; and if it does not link,
459 indicate why the resolution should be heard.
460 2. Identify research the Governor or chapter has done in developing the resolution.
461 3. Affirm that the Chapter's Council has approved submission of the resolution.
462 4. Identify whether the resolution is asking the Board of Regents to take an action or
463 is a reaffirmation of existing policy.

464
465 D. The Executive Committee of the Board of Governors (ECBOG) will review proposed
466 resolutions considering their relevance to ACP's current Strategic Plan and the ACP
467 Mission and Goals. The resolution sponsor will be notified if the ECBOG has concerns
468 and recommends that the resolution be modified or withdrawn. The sponsor may
469 withdraw, modify, or continue to move the resolution forward without modifications, in
470 which case the ECBOG's concerns and recommendations will be presented at the
471 Reference Committee hearing.

472
473 E. After the four-month deadline, the Resolutions Administrator posts all new resolutions to
474 the LeaderNet for the Board of Governors to review with their councils and committees

475 prior to the BOG meeting. This will enable the Governors to more effectively report the
476 thoughts of their members.
477

478 F. Reaffirmation Calendar

479 A reaffirmation calendar is a means to identify those resolutions that are submitted during
480 the call for resolutions for which ACP already has an existing policy or customary practice.
481 The process will entail a staff review of all resolutions submitted for hearing. Those that
482 the Reference Committee feels are addressed by current College policy or customary
483 practice will be assigned to the Reaffirmation Calendar. The Reference Committee will
484 provide reasons for a reaffirmation assignment. Staff will inform the resolution sponsor of
485 the assignment and provide the Reference Committee's rationale for reaffirmation. If the
486 sponsor agrees, the resolution will not be debated in a hearing, but will be presented as a
487 reaffirmation at the Business Meeting.
488

489 G. Late Resolutions

490 A Late Resolution shall be defined as a resolution submitted after the deadline date due to
491 sudden developments in the political, medical, and/or College environments. In order to be
492 included on a Reference Committee hearing agenda, a Reference Committee of the Board
493 of Governors shall evaluate each late resolution, along with a rationale from the submitter.
494 The rationale will identify the sudden developments the resolution addresses. The
495 Reference Committee shall decide the appropriateness of hearing a late resolution. If the
496 author of a resolution disagrees with the Reference Committee's recommendation, a vote
497 will be taken by the ECBOG.
498

499 H. For submission to the Board of Governors, the form of each resolution should reflect the
500 College's policy development process: presentation of the applicable data, brief analysis of
501 those data, and recommendation for action. Resolutions may be brief, but should contain
502 these three elements:

- 503 • Title and sponsor. Title should reflect the desired outcome/action called for in the
504 resolution.
- 505 • Sponsor's assessment of the issue, using the WHEREAS clause format.
- 506 • BE IT RESOLVED, describing the desired outcome.
507

508 I. Whereas and Resolved clauses should follow these guidelines:
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- 510 1. In the *first whereas* clause, cite pertinent, existing policy as outlined in the ACP Policy
511 Compendium or the Electronic Resolution System whenever possible. ACP staff will
512 be happy to assist when requested;
- 513 2. In the *second whereas* clause, identify the ACP strategic priority the resolution is
514 designed to support, whenever possible;
- 515 3. In the *third whereas* clause, outline the rationale for the proposed recommendation.
516 There may be circumstances where the rationale is obvious, and this portion of the
517 resolution may be omitted;
- 518 4. Identify requested action in the *resolved* clause:
519 a) Begin all policy resolves with these words: "Resolved that ACP policy...;"
520 b) Begin all directives with the phrase "Resolved that the Board of Regents..."
521
5. Do not combine a policy resolve and a directive in the same clause:

- 522 a) If the intent is to change/create policy and outline desired action in the same
523 resolution, write the policy resolve first, clearly indicating what policy change the
524 authoring chapter wants;
525 b) Identify desired action in a subsequent resolve.
526 6. No attachments or addendums will be accepted with resolutions. All pertinent
527 information should be included in the *whereas* or *resolved* clauses. Footnotes are
528 acceptable to cite supporting reference material and/or data.
529
530 J. The agenda for each Governors' meeting will contain resolutions received by the deadline.
531 Background materials generated by the Reference Committee and staff may be distributed
532 as necessary.
533

II. Reference Committee

- 534 A. Pre-hearing:
535 1. If a significant number of resolutions has been submitted, multiple Reference
536 Committees may be appointed, and similar resolutions grouped and assigned to a
537 specific Reference Committee.
538 2. The Chair of the Board of Governors will appoint a chair for each Reference
539 Committee.
540 3. The Chair of the Board of Governors will identify three or four additional Governors to
541 sit on the committee.
542 4. All Reference Committee members will be identified at least three months prior to the
543 BOG meeting.
544 5. Appropriate staff, familiar with ACP policy and BOR process, should be assigned to
545 work with the Reference Committees at least three months prior to the BOG meeting.
546 6. Each Reference Committee Chair/s will divide resolutions among their Reference
547 Committee members.
548 7. Approximately three months before the Board of Governors Meeting, Reference
549 Committee members will engage original resolution sponsors, as well as appropriate
550 Committee Chairs, Vice Chairs and Governors on key committees in a robust
551 discussion on the LeaderNet to analyze, compare, contrast, and clarify each resolution.
552 8. Staff will disseminate resolutions to Regents with instructions to respond on the
553 LeaderNet to each resolution that is relevant to their councils or committees.
554 9. Prior to the Reference Committee hearing, the Executive Committee of the Board of
555 Regents (ECBOR) and the ECBOG will review and identify resolutions that require
556 leadership comment and specify who will provide testimony at the Reference
557 Committee hearings. (BOR and BOG meeting schedules may not permit this approach
558 at both the spring and fall Reference Committee hearings.)
559
560 B. Hearing:
561 1. If more than one Reference Committee is constituted, Reference Committee hearings
562 may be held concurrently. Governors will be given advance notice of which
563 committees will discuss which resolutions, and in what order. This will enable
564 Governors to move from room to room if they choose to participate in more than one
565 hearing.
566 2. Governors and appropriate staff are encouraged to provide testimony on resolutions
567 that fall within their area of expertise and should be prepared to speak during the
568

- 569 hearing when recognized by the Reference Committee Chair. Regents, including the
570 EVP, will be encouraged to provide testimony at the hearings as well.
571 3. If the ECBOG has concerns and recommendations about a specific resolution (see
572 section I, part D) they will be presented.
573 4. The Chair of the Reference Committee is responsible for assuring that the hearing is
574 fair and equitable.
575 5. Members of the Reference Committee may ask questions of those testifying to be sure
576 they understand the opinions and information presented. Reference Committee
577 members may also answer questions posed by hearing participants. Committee
578 members may not, however, express their own opinions during the hearing.
579 6. The Chair of the Reference Committee should not ask for a demonstration of consensus
580 or an informal vote at this time.
581

582 C. Post-hearing:

- 583 1. In an executive session following the hearing, the Reference Committee reviews the
584 information presented and prepares its report. Appropriate staff familiar with ACP
585 policy and the BOR process should be included in this session. Reports must be clear,
586 succinct, and accurate:
587 a) Any ambiguity of the resolution should be removed or modified to assure that the
588 subsequent Board of Governors Business Meeting focuses on the substance of the
589 resolution and not the form.
590 b) Each resolution report should contain:
591 - identification of resolution by title and sponsor
592 - summary of testimony presented and any other data used
593 - statement of committee recommendations
594
595 2. The Reference Committee should adhere to the following guidelines:
596 a) If the Reference Committee, after considering testimony and other relevant
597 information, supports the resolution, recommend that the Board of Governors
598 forward it to the Board of Regents for adoption.
599 b) If clarity is needed in describing the desired outcome, or if testimony indicated
600 support for modification, amend the resolution and recommend that the Board of
601 Governors forward it to the Board of Regents for adoption;
602 c) If it is expected that the BOR should immediately adopt a resolution but will need
603 to refer it to a committee for implementation, recommend that the BOG forward it
604 to the BOR for adoption and referral to the appropriate committee.
605 d) If it is expected that the BOR will need to study a resolution (study might include
606 obtaining additional information or clarification) before making a decision,
607 recommend that the BOG not forward it to the BOR but to College staff or an
608 appropriate committee instead, for study and report back to the BOG. The study or
609 provision of additional information should be completed with sufficient time for the
610 resolution to be included in the usual review and discussion (LeaderNet) and heard
611 at a BOG Meeting no more than a year from the initial discussion.
612 e) If testimony demonstrated lack of support for the resolution, recommend that the
613 Board of Governors not forward the resolution to the Board of Regents.
614
615 3. The Reference Committee Chair will subsequently meet with staff and the Chair of the
616 Board of Governors to review the report. Further refinements to the resolutions report
617 can be made at this time.

III. Business Meeting

- 619 A. The Reference Committee's written report will be distributed to all meeting participants
620 prior to the session. Each resolution appears on this report with only the BE IT
621 RESOLVED clause(s), i.e., minus the sponsor's assessment (WHEREAS clauses).
622 Governors can propose real-time amendments from the floor during the Business Meeting.
623 To expedite the approval process, Governors should propose amendments during the Class
624 Breakfast Caucuses where they are stored electronically in advance of the Business
625 Meeting. This will allow meeting participants to see the proposed amendment on a screen
626 when the motion is made from the floor. In addition, to further expedite the approval
627 process, staff will revise resolution titles after the Business Meeting as warranted to reflect
628 the intent of resolutions approved with amendments and obtain the sponsor's consent.
629
- 630 B. The report will be given by the Chair of the Reference Committee. The Reference
631 Committee will be present to answer questions regarding their conclusions.
- 632 C. Parliamentary process will be used to facilitate discussion and handle the disposition of
633 each resolution.
634
- 635 D. The Reference Committee may present its recommendation in one of two ways:
636
- 637 1. The recommendation is phrased as a motion (to adopt, not to adopt, refer for report,
638 refer for decision, etc.) Discussion, debate, and further action are based on the motion.
 - 639 2. The recommendation is presented as a recommendation. The floor is then open to
640 unrestricted discussion. Any motion must be made from the floor. If no motion is
641 made, the Chair of the BOG states the question in accordance with the
642 recommendation and a vote is taken.
643
- 644 E. Regents, Chairs of major policy committees, and key senior staff especially the EVP, are
645 encouraged to testify at the BOG Business Meeting.
646
- 647 F. The BOG discusses and votes on each resolution (including modification, if any) which
648 can result in one of the following dispositions:
649
- 650 1. Resolutions that the BOG recommends for adoption or reaffirmation are forwarded to
651 the Board of Regents with these recommendations.
 - 652 2. Resolutions that the BOG does not adopt are not forwarded to the BOR.
653 Resolutions that the BOG refers for study are forwarded to College staff or an
654 appropriate committee for study and sent back to the BOG within a year for further
655 consideration/action. Staff/Committee recommendations to modify a referred
656 resolution should be included in the report to the BOG.

IV. Post BOG Meeting

- 657 A. If the BOG refers a resolution to a *committee or council* for study, the following will
658 occur:
659
- 660 1. A committee/council Vice Chair or Chair-elect in lieu of a Vice Chair is
661 responsible for presenting the resolution to the assigned group for study as soon as
662 possible.

- 663 2. Appropriate background will be provided for consideration which includes the
664 resolution as referred for study and BOG input as captured from the Reference
665 Committee hearing.
666 3. The Vice Chair or Chair-elect submits the committee's report to the BOG with
667 recommendations regarding adoption (i.e., to adopt, to adopt as amended, or to not
668 adopt).
669 4. The referred resolution will be scheduled for hearing before testimony on new
670 resolutions from the current cycle commences. The BOG will discuss and vote on
671 the referred resolution before considering new resolutions at the Business Meeting,
672 which can result in one of the following dispositions:
673 a) Resolutions that the BOG recommends for adoption or reaffirmation are
674 forwarded to the Board of Regents with these recommendations.
675 b) Resolutions that the BOG does not adopt are not forwarded to the BOR.
676
677 B. If the BOG refers a resolution to *staff* for study, the following will occur:
678 1. Appropriate background will be provided to staff for consideration which includes
679 the resolution as referred for study and BOG input as captured from the Reference
680 Committee Hearing.
681 2. Staff submits its report to the BOG with recommendations regarding adoption (i.e.,
682 to adopt, to adopt as amended, or to not adopt).
683 3. The referred resolution will be scheduled for hearing before testimony on new
684 resolutions from the current cycle commences. The BOG will discuss and vote on
685 the referred resolution before considering new resolutions at the Business Meeting,
686 which can result in one of the following dispositions:
687 a) Resolutions that the BOG recommends for adoption or reaffirmation are
688 forwarded to the Board of Regents with these recommendations.
689 b) Resolutions that the BOG does not adopt are not forwarded to the BOR.
690

V. Resolutions Review Committee

- 691 A. The Resolutions Review Committee (RRC) is comprised of the Chair and Chair-elect,
692 BOG; the Chair and Chair-elect, BOR; the Chairs of the Reference Committees; the
693 EVP/CEO; the BOG Administrator; the Associate for BOR Activity; and other relevant
694 staff. The BOG and BOR Chairs jointly preside over RRC meetings.
695 B. The RRC will meet to prepare recommendations for an upcoming BOR meeting. The
696 RRC serves in an advisory capacity and is limited to recommending which committees,
697 councils or staff as appropriate should be responsible for implementing a resolution, and if
698 two or more committees/groups are involved in implementation, recommending which one
699 will take the lead.
700 C. At the BOR meeting, the Chair of the Board of Governors presents the RRC summary for
701 BOR action. The summary is a combined report that incorporates BOG recommendations
702 regarding each resolution including all Resolved clauses as approved by the BOG. It also
703 includes the RRC recommendations, all for BOR review and vote.
704

VI. Board of Regents

705 Below are examples of possible actions that the Board of Regents may take in acting on BOG
706 Resolutions:

- 707 A. Policy resolves:
708 1. to create new policy:

- 709 a) if the recommended policy is clearly in line with already existing ACP policy, and
710 the Board of Regents supports it, it should adopt the resolved clause immediately;
711 b) if it is not clear how the recommended policy relates to existing policy, or if no
712 pertinent policy exists, the Board of Regents should refer the resolution to the
713 appropriate committee or staff group for study with a request to report back to the
714 BOR with a recommendation to adopt or not to adopt;
715 c) if the proposed policy is in line with already existing policy and the Board of
716 Regents can support it with minor changes (without changing the intent of the
717 resolution) it should amend the resolved clause and adopt the resolution.
- 718 2. to modify existing policy:
719 a) if the suggested modification is clearly in line with existing ACP policy,
720 philosophy, and/or practice, and the Board of Regents supports it, it should adopt
721 the resolution;
722 b) if the relationship between the suggested modification and existing
723 policy/philosophy/practice is not clear, the Board of Regents should refer the
724 resolution to the appropriate committee with a request to report back to the BOR
725 with a recommendation to adopt or not to adopt;
726 c) if the proposed modification is in line with existing ACP policy and the Board of
727 Regents can support it with minor changes that would not change the intent of the
728 resolution, it should amend the resolved clause and adopt the resolution.
- 729 3. to rescind existing policy:
730 a) if the policy identified for rescission is clearly obsolete or in conflict with existing
731 ACP policy, the Board of Regents should adopt the resolution;
732 b) if the implications of rescinding the specified policy are unclear, the Board of
733 Regents should refer the resolution to the appropriate committee with a request to
734 report back to the BOR with a recommendation to adopt or not to adopt.
- 735 4. If the resolution clearly restates existing ACP policy, the Board of Regents should
736 adopt the resolution as reaffirmation of existing policy, which means that no additional
737 committee/staff follow-up is required. Existing policy within the College's current
738 collection stands and by the BOR's action is considered to encompass the resolution's
739 intent.

740
741 B. Directives:

- 742 1. to undertake action with regard to an existing policy:
743 a) if it is clear that the financial impact of implementing the proposed action is within
744 current budgetary constraints and the Board of Regents favors it, it should adopt the
745 resolution immediately and refer to the appropriate committee/staff group for
746 implementation;
747 b) if the financial and/or programmatic implications of the proposed actions are not
748 clear, the Board of Regents should refer the resolution to the appropriate
749 committee/staff group for study with a request to report back to the BOR with a
750 recommendation to adopt or not to adopt.
- 751 2. to study a topic and provide findings or recommendations to the Board of Regents:
752 a) if the study parameters are clearly outlined, the financial/staff resources necessary
753 to conduct the study are within current budgetary constraints, and the Board of
754 Regents agrees there is need, it should adopt the resolution immediately and refer
755 to the appropriate committee/staff group for implementation, with a request to
756 report findings within a specified time frame;

- 757 b) if the study parameters are not clearly outlined and/or it is not clear that the
758 financial/staff resources are currently available to conduct the proposed study, but
759 the Board of Regents is in support of the concept, it should refer the resolution to
760 the appropriate committee/staff group with a request for a recommendation to adopt
761 or not to adopt.
- 762 3. to study an issue and take appropriate actions:
- 763 a) if the Board of Regents is in support of both the proposed study and actions, and it
764 is clear that the financial/staff resources are currently available to carry out both,
765 the BOR should adopt the resolution and refer it to the appropriate committee/staff
766 group for study and implementation of action, with a request to report outcomes
767 within a specified time period;
- 768 b) if the Board of Regents is ambivalent about the proposed study and/or
769 recommended action, or it is not clear that financial and staff resources are
770 available to implement the study and/or the action, the
771 BOR should refer the resolution to the appropriate committee/staff group with a
772 request for a recommendation to adopt or not to adopt;
- 773 c) if the Board of Regents feels that the action proposed by the directive is not
774 consonant with the College's overall strategic plan, is not within budgetary
775 constraints, or is not likely to produce positive or useful outcomes for the College
776 or its members, it should vote to not adopt the resolution.
- 777
- 778 C. If the Board of Regents chooses to refer a resolution to more than one committee, it will
779 indicate which should take the lead.
- 780

781 VII. Committees

782 When resolutions have been referred to an ACP Committee or Council for review, a Vice Chair or
783 Chair-elect in lieu of a Vice Chair is responsible for presenting resolutions assigned to their
784 respective group. In preparation for discussion, the Vice Chair or Chair-elect should consult with
785 the resolution sponsor to review the resolution's intent as agreed upon at the BOG meeting.
786 Committees or Councils should follow these guidelines:

- 787 A. As soon as the Board of Regents has referred a BOG resolution, place it on the upcoming
788 agenda, conference call, or appropriate electronic network for presentation by the Vice
789 Chair or Chair-elect if appropriate:
- 790
- 791 1. The background material generated by staff is provided to assist the committee or
792 Council in its decision making, but is not considered part of the resolution and should
793 not be acted on;
- 794 2. The whereas clauses of the final resolution are provided as the chapter's rationale for
795 the resolution, but have no legal standing and should not to be acted on;
- 796 3. Policy resolves:
- 797 a) Implement adopted or amended policy as directed by Board of Regents;
- 798 b) Develop recommendation for policy development as requested and report back to
799 Board of Regents.
- 800 4. Directives:
- 801 a) Implement action as directed by Board of Regents;
- 802 b) Develop recommended plan of study and/or action as requested and reports back to
803 Board of Regents.
- 804

805 B. When more than one committee or council receives a referral, the lead committee/council
806 should coordinate consideration of the resolution, and whenever possible, take the
807 responsibility for issuing a joint report.

808

809 C. The Vice Chair or Chair-elect is responsible for summarizing the discussion of each
810 resolution after their committee or council meets.

811

VIII. Senior Staff

812 When the Board of Regents accepts the Board of Governors recommendation to adopt a resolution
813 and implementation does not need to be done by a committee/council, i.e., letter writing, revising
814 a staff process, etc., a resolution can be referred to the appropriate Senior Staff, who will then be
815 responsible for follow up and reporting back to the BOG or the BOR.

IX. Resolutions Follow up

816 Staff tracks follow-up to each resolution. A quarterly reminder is posted to prompt Governors to
817 check the Electronic Resolution System (ERS) and the ACP Committee/Council web sites for the
818 status of resolutions. Within one year after the resolution was discussed at the BOG meeting, a
819 final report on the disposition of each resolution will be provided to the BOG and the BOR and
820 permanently filed in the Electronic Resolution System (ERS).

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Approved by:
Executive Committee of the Board of Governors – October 2011
Board of Regents – November 2011

Flow of Resolutions

BOG RESOLUTION	REFERENCE COMMITTEE RECOMMENDATION	BOG ACTION AT BUSINESS MEETING	RESOLUTIONS REVIEW COMMITTEE	BOR ACTION	COMMITTEE RESPONSE	BOR ACTION	COMMITTEE FOLLOW UP
Policy							
<ul style="list-style-type: none"> Create new policy Modify existing policy Rescind existing policy 	<ul style="list-style-type: none"> Forward to BOR for adoption Amend to clarify or reflect testimony and forward for adoption Forward to BOR for adoption and implementation Forward to BOR for referral and policy development Refer to staff or committee for study and report back within 1 yr. with recommendations re: adoption. Not forward 	<ul style="list-style-type: none"> Approve Reference Committee recommendations Amend Reference Committee recommendations Disapprove Reference Committee recommendations Vote to approve Original resolution(s) as submitted by sponsor instead of Reference Committee recommended amendments/substitution 	<ul style="list-style-type: none"> Forward to BOR with recommendation re: referral to committee and/or staff 	<ul style="list-style-type: none"> Adopt BOG resolution Amend BOG resolution and adopt Rescind existing policy as resolved Reaffirm existing policy Adopt/amend resolution and refer to committee for implementation Refer to committee for recommendation Refer to committee or staff for study Not adopt 	<ul style="list-style-type: none"> Implement adopted or amended policy as resolved Develop recommendation re: policy development and report back to BOR 	<ul style="list-style-type: none"> Act on committee recommendation 	<ul style="list-style-type: none"> Follow up on BOR decision
Directive							
<ul style="list-style-type: none"> Take action in relation to existing policy Study issue and forward findings and/or recommendations Study issue and take action 	<ul style="list-style-type: none"> Forward to BOR to adopt resolution and take action recommended Amend to reflect testimony or clarify resolved clause to describe expected action/study, and forward to BOR for adoption Refer to staff or committee for study and report back within 1 yr. with recommendations re: adoption. Not forward 	<ul style="list-style-type: none"> Approve Reference Committee recommendations Amend Reference Committee recommendations Disapprove Reference Committee recommendations Vote to approve Original resolution(s) as submitted by sponsor instead of the Reference Committee's recommended amendments/substitution 	<ul style="list-style-type: none"> Forward to BOR with recommendation re: referral to committee and/or staff 	<ul style="list-style-type: none"> Adopt and refer to committee to implement action Amend and adopt resolution and refer to committee for implementation Refer to committee for recommendation Refer to committee or staff for study Not adopt 	<ul style="list-style-type: none"> Implement action as resolved Implement action described in amended resolve Develop recommendation and report back to BOR 	<ul style="list-style-type: none"> Act on committee recommendation 	<ul style="list-style-type: none"> Follow up on BOR decision