**UA Resolution # X**

**[Subject of Resolution]**

**Sponsored by: [Name or Names. At least one must be a UA Member]**

**Whereas**, [Main Problem Definition. Be as specific as possible; unemotional; and factual. Avoid inflated superlatives. If issue is complex, the problem definition can be broken into multiple Whereas Clauses. Facts stated in the Problem Definition must include appropriate citations that substantiate what is asserted.]

**Whereas,** [Followed with additional facts necessary to build the case. Facts should be as specific as possible and “unemotional.” All facts should include citations that give credibility to what is being asserted or advocated.]

**Whereas,** [If not already addressed, the next section should identify what steps have been taken to address the problem and why those results have been unsatisfactory. In other words, we shouldn’t request the President handle an issue that we haven’t first attempted to resolve ourselves. This section also puts into the record what coordination has been attempted or accomplished.]

**Whereas,** [If not already addressed, the final Whereas Clause must confirm the problem comes under the authority of the University Assembly. Essentially, this clause should reference an item listed in the UA Charter, or must confirm that this issue affects more than one of our constituent groups.]

**Be it therefore resolved,** [state what action you want the President’s Office to take. Be as specific as possible. The action should logically follow the facts built into the Whereas Clauses. Can be broken into multiple clauses.]

**Resolved,** [list additional actions, as necessary. Ensure all Resolved Clauses are “unemotional” and realistic.]

**Be it finally resolved,** [as appropriate, state what follow-on monitoring should be taken. For instance, a status update to the UA each academic semester; or appointment of a UA liaison, etc. Most Resolutions will take more than the current UA session to implement. How do we help future UA’s keep track?]

**Respectfully Submitted,**

[Primary UA sponsor]

[UA Title, i.e., Member, UA; Chair, Campus Infrastructure Committee of the UA]

[Additional Sponsors and affiliation listed in logical order. When in doubt, go alphabetically. May include non-UA Members]