

UNIVERSITY OF MAINE STUDENT GOVERNMENT, INC.
GENERAL STUDENT SENATE RESOLUTION
"STANDARDIZED RESOLUTION WRITING"

Date: 02-04-2026

Resolution #: 47S-POL-12-02-10-2026

AN ACT TO: Standardize Official Governing Document Changes.

WHEREAS, currently, the way Resolutions are written are up to the discretion of the author. This makes reading and comprehending past resolutions unnecessarily difficult; and

WHEREAS, standardizing the format will improve clarity for future UMSG students, our Executive Administrator, and Auditors; and

WHEREAS, through this format, changes in governing documents are clear and easily understood; and

WHEREAS, although some of the bold can be misunderstood, there are three codes to learn which if taught initially to those unfamiliar and through repeated exposure, they will become second nature. These codes are also stated in a clear example to the template for visual aid.

RESOLVED, all citations mentioned are referencing The Standing Rules.

RESOLVED, Rule V, Section 1, Subsection C, shall be resolved to read:

Resolutions shall take the form of a document written to express the desired action to be taken by the Senate. The format of the document shall follow the template printed at the end of this document and the following list of requirements:

1. The font shall be Times New Roman with size 12 pt.
2. The document shall be single-spaced.
3. There shall be a centered, bold heading printed as written in the template.
4. There shall be a centered, bolded, and italicized title below the heading as written in the Template.
 - a. Titles shall be required for all resolutions passed through the Senate, with the exception of resolutions passed through the Executive Budgetary Committee regarding funding requests for totals under \$1,000.00; otherwise, the 'An Act To:' clause shall function as a title.
 - b. Titles may only include the term, year, and relevant information on the content of the resolution. Relevant information includes, but is not limited to, function, document changes, budget expenses, organizations referenced, and anything sanctioned by the committee. Resolution titles may not include profanity, hate speech, misinformation, or anything unbecoming of the General Student Senate.

5. The date and number shall be printed in bold. The date shall **be the date passed through committee and** take the form **MM-DD-YYYY** ~~Month DD, YYYY (eg. July 16, 1995),~~
6. The number shall take the form **##S-Committee Acronym-##-MM-DD-YYYY**. **##S-Committee Acronym-##-MM-DD-YYYY**, where the first two digits are the Session number; the committee acronym **shall be 3 capitalized letters (in reference to the UMSG Committee Bylaws), with Cabinet = CAB and Executive Meetings = EXE, representing the committee name, and the date presented to senate.** ~~could be as follows: CAB = Cabinet, EBC = Executive Budget Committee, SOC = Student Organizations Committee, SE = Student Entertainment Committee, POL = Policy & Procedure, S = Services, MPR = Marketing and Public Relations.~~
7. **The numbers listed after the Committee Acronym shall list the** ~~Third and fourth,~~ digits corresponding to the number of Resolutions which have been Presented thus far in the Session, plus the number of Resolutions already listed in "New Business" for the next Meeting of the Senate, plus one (1); and the last numbers shall be the day, month, and year as shown.
8. There shall be a section, **titled "WHEREAS"**, wherein to list relevant facts related to the Resolution, formatted as shown in the template. The content of this section may be expository and factual, but not speculative. This section is not required.
9. There shall be a statement or several statements, **titled "RESOLVED"**, of what is to be enacted by the Senate, formatted as shown in the template.
10. There shall be space allotted to print the name(s) of Author(s) and, below that, Sponsor(s) of the Resolution, should it apply (the sponsor line may be removed if not applicable.)
11. There shall be space allotted to print the outcome of the vote of the Senate. This section shall either read "PASSED", "PASSED WITH AMENDMENTS", or "FAILED".
12. There shall be space allotted to print the recommendation of the Committee to which the Resolution was assigned, as well as the name of that Committee.
13. There shall be space allotted for the signatures of the President and Vice Presidents of UMSG, should the Resolution be passed by the Senate and the President's Cabinet.

RESOLVED, Rule V, Section 1, Subsection D, shall be resolved to read:

D. Resolutions to Amend

Resolutions which intend to modify any official document of UMSG, including this document, shall contain the relevant language currently written in the document in question as well as the proposed changes. ~~The locations of each listing of the languages within that document shall be clearly stated.~~ **The original text shall be written into a resolved with a citation. All text that is to be removed shall be struck out and all new text should be in bold. All text from the document that was originally bold shall also be underlined and any additions shall be encased in brackets [] as shown in the template.**

RESOLVED, A third resolved section shall be added as the third and final resolved section to the Resolution Template, located at the end of the Standing Rules. For clarity and to differentiate due to the fact that this formatted as a resolved section, this shall be written in italics, however the addition to the Standing Rules shall **not** be italicized in any way.

RESOLVED, [Citation]

[Any original text from an official governing document. ~~Any original text that is to be removed.~~ Any text that is to be added. Any original text that is already bolded, [if bolded text is added] and if it is deleted.]

AUTHOR(S): Senator Sparks
COMMITTEE: Policy and Procedure
RECOMMENDATION: [4-0-0] OTP

SENATE VOTE: [PASSED WITH AMENDMENTS]

SIGNATURE:



President, University of Maine General Student Senate

SIGNATURE:



President, University of Maine Student Government, Inc.

UNIVERSITY OF MAINE STUDENT GOVERNMENT, INC.
GENERAL STUDENT SENATE RESOLUTION
“BRIEF TITLE FOR ORGANIZATIONAL PURPOSES”

Date: MM-DD-YYYY

Resolution #: ##S-HHH-##-MM-DD-YYYY

AN ACT TO: [Briefly state the action to be performed; for example: “Modify the Standing Rules of the General Student Senate, Rule II, Section 9, Subsection (a)”]

WHEREAS, [This is an optional section wherein facts may be stated. Ensure that all statements made here are indeed factual and as unbiased as possible. Remember also that these clauses are not required, and should only be included if necessary.]

WHEREAS, [That having been said, statements of fact may be separated and listed in this way, and as many clauses as are indeed necessary may be included. Place, for example, the current language of a document here, but write other facts related to the resolution in other clauses.]

RESOLVED, [State what is actually going to be done with this resolution. For example: “The Standing Rules of the General Student Senate, Rule II, Section 9, Subsection (a) shall now read: ...”]

RESOLVED, [Several clauses of this type may also be included in a resolution provided that they all relate to the same issue pursuant to. Separate them in the same way that statements of fact are separated.]

RESOLVED, [Citation]

[Any original text from an official governing document. ~~Any original text that is to be removed.~~ **Any text that is to be added. Any original text that is already bolded, [if bolded text is added] and if it is deleted.**]

AUTHOR(S): **Title(s) and Name(s) of Author(s)**
SPONSOR(S): **Title(s) and Name(s) of Sponsor(s)**
COMMITTEE: **Name of Committee**
RECOMMENDATION: **[Y-N-A]**

SENATE VOTE: **[PASSED/PASSED WITH AMENDMENTS/FAILED]**

SIGNATURE:

President, University of Maine General Student Senate

SIGNATURE:

President, University of Maine Student Government, Inc.