**Instructions**

1. Change the date by clicking on the header. The date should be the date of the meeting at which your resolution will be considered, not the date you’re writing this.
2. Review *Writing Resolutions: A Guide*, available on the academic governance website.
3. After erasing the material in this section, use the template below to draft a resolution. Use size 13 Century Schoolbook throughout. If space is an issue, size 12 or 12.5 works too.
4. Send proposed resolutions in .docx format to Secretary for Academic Governance Tyler Silvestri at acadgov@msu.edu. **Do not send a pdf file.** Don’t worry about removing “Draft” from the header—it will be removed if your resolution is passed.

**Template**

*Whereas,* [First reason or supporting fact. Remember that resolved clauses are not always necessary; they often give your colleagues reasons to disagree with your resolution even if they support the action called for in the resolved clause]; and,

*Whereas,* [Second reason or supporting fact]; and,

*Whereas,* [Third reason or supporting fact]; therefore be it,

*Resolved,*That [Faculty Senate do whatever you want Faculty Senate to do]; and

*Resolved,* That [(if necessary) Faculty Senate do the second thing you want Faculty Senate to do].