USC Staff Assembly

Resolution SA19/20-04

USC Staff Assembly Formal Advisory Communication Mechanisms

Mode I and II Advisory Communication

It is proposed that the USC Staff Assembly adopt the following two modes and six vehicles of formal advisory communication mechanisms to express the group's feelings, opinions, viewpoints, and/or suggestions. All communications expressing the Assembly's collective viewpoint would require an official vote in which 75% or more of voting members cast votes in favor of the proposed communication. Votes will normally be conducted during General Assembly meetings, however, in some cases where a more immediate response is required, votes may be conducted via a secure process (Qualtrics Survey) with unique ballot links sent to each member via e-mail. Deadlines may be set for each vote in order to ensure these communications are distributed in a timely fashion. Those not responding to the vote will be counted as "abstentions", and only "in favor" or "opposed" votes will be counted for the purposes of determining the 75% acceptance rating. Vote statistics will be published in the relevant minutes to show density of support/criticism. Individual votes will not be published and will only be visible to the Rules and Elections Chair.

Mode I: External Resolution or Policy
This mode supports or comments on resolutions or policies created outside the Staff Assembly. This action can be prompted by a request from an external party (other governance bodies, units, or Administration) or can be initiated from the Assembly beginning with a committee or officer recommendation. Communications would require Executive Committee review and approval followed by a full Assembly vote as detailed above.

Letter of Support
This vehicle would contain a brief statement of support, with possible element amplifications, and a complete copy (or reference to a complete copy) of the Resolution or Policy being addressed.

Letter of (Constructive) Criticism
This vehicle would contain a brief macro response followed by point-by-point comments of concern accompanied by constructive solution/alternative suggestions, and a complete copy (or reference to a complete copy) of the Resolution or Policy being addressed.

Mode II: Internal Resolution or Policy Draft
This mode announces resolutions or policy suggestions/drafts created inside the Staff Assembly. This action can be prompted by a request from an external party (other governance bodies, units, or Administration) or can be initiated from the Assembly beginning with a committee or officer recommendation. Communications would require Executive Committee review and approval followed by a full Assembly vote as detailed above.

Resolution
This statement suggests actions the Assembly will resolve to do themselves (or by broader context all the staff of USC resolve to do).
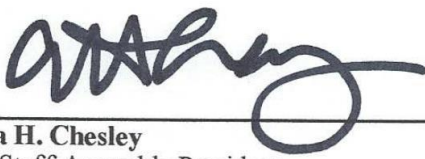
Policy Draft
This is a suggestion and statement about an effort, Initiative, or policy that the Assembly would like to propose other entities adopt (or resolve to do).

Proposal/Advocacy
This is a suggestion and statement about an action that the Assembly would like to propose other entities adopt (or resolve to do).

Community Message
In times of tragedy or other Assembly-wide impact, this vehicle could be used to express the collective feelings of the group (ex…empathy, sadness, support).

X _____   Date **7/27/2020**
Erika H. Chesley
USC Staff Assembly President