1. Dream
Brainstorm potential policies or initiatives that would benefit or fix current issues within the graduate and professional student community.

2. Assess
Determine if GPSG is the correct forum to present desired resolution and if GPSG will have the ability to put proposed resolution into action if passed in General Assembly.

3. Research
Collect information on the current issue that best illustrates the need and/or desire for the proposed resolution. This will be used to help support the argument for the proposed resolution.

4. Strategize
Devise a step-by-step plan determining who will need to be a part of the resolution’s creation as well as what actions need to be taken in order for the resolution to be put into place.

5. Draft
Complete a draft of the proposed resolution using the resolution template incorporating the phrases “Whereas,” which explains the current situation of the matter at hand and why it needs to be fixed, and “Therefore,” which addresses how the resolution will fix the current situation.

6. Submit
Turn in proposed resolution to the GPSG Executive Committee at least two weeks before the next General Assembly for revisions, which will assure the proposed resolution includes all of the necessary elements to be presented on the General Assembly floor.

7. Disseminate
One week before the resolution is scheduled to be presented at General Assembly, the proposed resolution will be sent to all representatives and posted publicly.

8. Present
Present the resolution to the General Assembly.

9. Vote
A majority of representatives must vote in favor of the proposed resolution.

10. Follow up
Once the resolution is passed, take steps to ensure the University’s Administration is aware of GPSG’s position. Keep the Assembly aware of updates and news impacting the resolved topic.