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Engage stakeholders for information, context, background.
- Administrators
- Staff colleagues
- Assembly Committees
- Community

Determine if there is enough information to proceed with the issue.

Is there a committee already addressing the issue?

- Refer to the OA Website for a list of Committee Chairs
- Contact Committee Chair and discuss plan to discuss issue with the broader Committee

If the issue is not appropriate for a specific committee or you are uncertain of which committee to work with then contact the Executive Committee to discuss the issue.

- Present the issue to a Committee (What is the issue, who is being impacted, for how long has this been an issue, etc.)
- Does a solution exist currently or is anyone else working on resolving this issue?
- Should the Committee move forward with work on this issue?

Engage with campus stakeholders, solicit their feedback.

Determine if there is enough information to move ahead with the initiative.

Yes

No

Yes

No

Draft your initial resolution

Work with and through an assembly committee

Work with units across campus to collaborate on possible issue resolution.
- Official Resolution to be presented to Cornell President
- Continued Partnership and Collaboration with units to explore future solutions and combined efforts

Once drafted, solicit feedback on written resolution from:
- Administrators
- Stakeholders
- Assembly members
- Your constituents
- Campus Community

With all of the necessary information and feedback, submit draft for final revision, and then approve to the appropriate committee.

Once approved, present at a meeting for discussion next steps can be established.

Present resolution at a meeting for discussion next steps can be established.

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Approved by the assembly, the resolution will be meeting and the president of the university will acknowledge and/or approve.

If approved by the assembly, the resolution will be conveyed to the president of the university; either for her acknowledgment, and/or approval.

Thank you!

If the issue is still unresolved, begin again...

Continue partnership and collaboration: Stay in contact with units across campus to continue discussions and work together to resolve this issue and establish a partnership.

Well done! Great work advocating for your constituents at Cornell!