

**CALIFORNIA STATE FEDERATION OF CHAPTERS
POLICY 8
CONVENTION RESOLUTION PROCESSING**

References to ARTICLES and SECTIONS are those in the current issue of the Federation Constitution & Bylaws, references to Robert's Rules of Order are to be cited as RONR(10TH ed.), with the page and line numbers. The subjects are in the proper sequence for processing resolutions. A thorough review of instructions for completing the appropriate resolution form is required.

I RESOLUTION PROCESSING:

- A. Chapters should be notified to start a thorough review of the current issue of the Federation Constitution & Bylaws (C&BLs) upon receipt from the Federation Secretary. The purpose is to determine the need for any constructive changes in the C&BLs and subsequent processing of resolutions.
- B. The decision to file a resolution should be made as soon as possible. Resolutions must be filed-using the most current issue of the **Bylaw Amendment/Convention Resolution Form CSFC-18**. The current issue can be downloaded from the CSFC web site. Instructions for filling out the form are on the reverse side.
- C. Resolutions must be computer generated or typewritten. All parts of the form must be completed including part 6, "ESTIMATED Costs" if the resolution will result in additional cost to the Federation. If no cost or the cost is unknown, state so.
- D. A proposed convention resolution must contain only one major subject. If more than one subject is cited, it may be rejected and not processed at the convention. If the "one" subject is a major change and, if approved, will require other related changes, the related changes should also be included in the original resolution. If the action to be taken involves deletion of words, the existing language will be included on the resolution with a line drawn through the words to be deleted. If the action to be taken involves the changing of wording, the existing language will be included on the resolution, with a line through the words to be changed and new wording included in bold type or other emphasis. If the action involves the addition of wording, the new wording will be included in bold type or other emphasis. Refer to instructions on reverse side of form and **Bylaws Article VI, Section 3**.
- E. Resolutions proposing changes to the Federation Constitution & Bylaws cannot conflict with requirements of the current issue of the National Bylaws.
- F. One copy of each resolution should be forwarded to the Federation Secretary as soon as possible. The deadline for submitting resolutions is seventy-five (75) days prior to the opening date of the Federation convention. Those received by the Secretary after the deadline will not be accepted. Refer to Bylaws.
- G. The Secretary will assign an identification number to each resolution received and forward, by email, a copy to the appropriate committee chair for processing. It is the responsibility of the Committee Chair to determine if a resolution meets the

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requirements in this policy. The Committee Chair must notify the Secretary of those resolutions meeting the requirements within ten (10) days of receipt of the proposed resolutions. A resolution that **does not** meet these requirements will be returned to the originating chapter or committee by the committee chair with an explanation of the reason(s) for non-acceptance. Refer to Bylaws.

- H. The Secretary will compile **the** resolutions **accepted by the committee chairs** into one **resolution book** and send one copy to each Chapter President, registered convention delegate, Federation Officer, Federation Past President, **and Standing Committee Chair** fifty (50) days prior to the opening of the Federation Convention, for review and determination of chapter position for each resolution. Refer to Bylaws.
- I. The Committee will analyze resolutions assigned to them and provide recommendations to the convention body as to adopt, adopt as amended, or reject. Resolutions that are merged, modified or amended should not change the intent or purpose of the original resolution in any way.
- J. The committee report and recommendations **(per ¶ I., above)** will be sent by GEMS to all Chapter Presidents and Standing Committee Chairs at least 14 days prior to the date of the convention. The committee report is to include an opportunity, at the convention, for the resolution author/chapter to appear before the committee and present their views on the subject at a time scheduled by the committee, (RONR 10th ed.p.483,30-36).
- K. The adoption of a resolution to amend the Constitution & Bylaws at a convention requires a two-third (2/3) vote of the delegates present and becomes effective at the close of the convention unless **otherwise** specified.

END