

# Arizona Democratic Party

## Resolutions Committee

### REVISED Guidelines

Adopted by the Arizona Democratic Party State Committee on January 26, 2008:

In accordance with the ADP Bylaws, the resolutions committee adopts the following guidelines to be adhered to when submitting a resolution to the committee for recommendation of approval, rejection, or amendment. **Article VI. Section 2(b).**

#### Timeline

1. The ADP Executive Director or her/his designee shall send an e-mail to all Committee members at least 60 calendar days announcing the date of the State Committee meeting and the deadline to submit a Resolution for committee consideration.
2. Resolutions for committee consideration must be received by the ADP Executive Director or her/his designee forty-five (45) calendar days prior to a meeting of State Committee Meeting.
3. All timely filed resolutions shall be sent to the Resolutions Chair for committee consideration.
4. The Committee shall convene a meeting with a majority of the appointed members of the committee between the 45<sup>th</sup> and 31<sup>st</sup> day prior to the State Committee meeting. The official roster of committee members is held by the Executive Director of the Party or her/his designee.
5. Resolutions Committee will present prioritized resolutions in the committee report to the State Committee body and mailed to all State Committee members in the official 30 day notice packet.

#### Format

6. Inducement (e.g., Whereas) clauses shall be limited to three (5) or less, and resolve clauses shall be limited to two (3) or less.
7. All resolutions must include appropriate citations using footnotes to reference statistics or findings of facts from reports or documents.

#### Committee Tasks

8. Pursuant to ADP Bylaws, the Resolutions Committee shall recommend approval, rejection, or amendments. **Article VI. Section 2(b)**
9. If amendments are added to the proposed resolution, the amended resolution shall be sent to all State Committee members in the 30 day notice packet.

10. The Resolutions Committee shall hold an informational hearing on recommended resolutions on the day and prior to the start of State Committee meeting to ratify the committee report.
11. The Resolution Committee chair holds the right to limit debate to give all parties appropriate opportunity to fully discuss procedural and substantive matters of the committee report.
12. The Resolutions Committee shall vote to ratify the committee report.

### **Floor Resolutions and without Resolution Committee Consideration**

13. Pursuant to ADP Bylaws, proposed resolutions may be submitted either by submission thirty (30) days prior to the State Committee Meeting to the ADP Executive Director or her/his designee in order to be included in the notification packet, or by providing enough copies for all state committee members at the State Committee Meeting. **Article VI. Section 2(b).**

### **Procedures for Approved Resolutions by the ADP State Committee**

14. The ADP Executive Director or her/his designee shall issue a press advisory listing the title and summary of approved resolutions within ten (10) days of State Committee action.
15. The ADP Executive Director or her/his designee shall post all approved resolutions on the ADP's website under a permanent tab entitled "RESOLUTIONS." The tab will be linked to a list of resolution titles listed in chronological order of State Committee action. The title will be linked to a copy of the entire resolution.
16. The ADP Executive Director or her/his designee shall mail all approved resolutions to all Arizona federal and statewide Democratic elected officials and all Arizona State Legislative leadership officials within thirty (30) days of State Committee action.

### **Guiding Principles**

17. The purpose of the Resolutions Committee is to provide an avenue for State Committee members to advance an urgent and critical policy statement.
18. Policy statements without urgency should be referred to the Platform Committee for consideration.
19. Any resolution that addresses a local issue or policy that does not rise to statewide significance should not be recommended by the Resolutions Committee for State Committee action. Such resolutions have served their purpose upon adoption by the local County or Legislative District.
20. The determination of the personnel, size, and other details of the composition of the Resolution Committee shall be the duties of the State Chair or as directed by the State Committee. **Article VI. Section 2.**