

**Arizona Democratic Party**  
**Resolutions Committee Guidelines, Newly Revised**  
*Submitted by Andrew S. Garnder, LD3, on December 2013*

In accordance with the ADP Bylaw, Article VIII, Section 11, the resolutions committee adopts the follow guidelines to be adhered to when submitting a resolution to the committee for recommendation of approval, rejection, or amendment.

**Timeline**

1. The ADP Executive Director of her/his designee shall sent a notice to all Committee members at least 60 calendar day 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 of her/his designee forty (40) calendar days prior to a meeting of State Committee Meeting. The ADP Executive Director of her/his designee shall respond to submitted resolutions within 48 hours, notifying the submitting party of receipt and at which meeting the resolution will be considered.
3. All timely filed resolution 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 40<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 ~~five~~ (5) or less, and resolve clauses shall be limited to three (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, Article VI, Section 2(b), the Resolutions Committee shall recommend approval, rejection, or amendments.
9. If amendments are added to the proposed resolutions, 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 prior to the state of the plenary session of the State Committee meeting to ratify the committee report.

11. The Resolutions Committee chair hold 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 committee report.

### **Resolutions without Prior Committee Consideration**

13. Pursuant to ADP Bylaws Article VIII, Section 11, Paragraph B and C, proposed resolutions meeting the requirements of subparagraphs B.1 or B.2 may be brought to the meeting of the Resolutions Committee prior to the plenary session of the State Committee. The submitter shall also provide enough copies for all state committee members at the State Committee meeting.

### **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 (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) day 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 of 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 detail of the composition of the Resolutions Committee shall be described by ADP Bylaws, Article VI, Section 2.