

Arizona Democratic Party Resolutions Committee Guidelines

Submitted by Andres S. Gardner, LD3, on December 2013

Revised by Rina L. Wojcik, Yuma County on 1 August 2021

In accordance with the ADP Bylaws, Article VIII, Section 11, 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.

Guiding Principles

1. The purpose of the Resolutions Committee is to provide an avenue for State Committee members to advance an urgent and critical policy statement.
2. Policy statements without urgency should be referred to the Platform Committee for consideration.

Timeline

3. The ADP Executive Director or their designee shall send a notice to all State Committee Members (SCMs) at least 60 calendar days announcing the date of the State Committee meeting and the deadline to submit a resolution for committee consideration.
4. Resolutions for committee consideration must be received by the ADP Secretary or their designee thirty (30) calendar days prior to a meeting of the State Committee. The ADP Secretary or their designee shall respond to submitted resolutions within 48 hours, notifying the submitting party of receipt and at which Resolutions Committee the resolution will be considered.
5. All timely filed resolutions shall be sent to the Resolutions Chair for committee consideration.
6. The Committee shall convene a meeting with a majority of the appointed members of the committee prior to the State Committee meeting. The official roster of committee members is held by the Executive Director or their designee.
7. The Resolutions Committee will present resolutions in the committee report to the State Committee body and posted to the ADP website.

Format

8. Inducement (e.g., Whereas) clauses shall be limited to five (5) or less, and resolve clauses shall be limited to three (3) or less.
9. All resolutions must include appropriate citations using footnotes to reference statistics or findings of facts from reports or documents.
10. Party titles shall not be used in sponsoring or endorsing ADP resolutions.

Committee Tasks

11. Pursuant to ADP Bylaws, Article VI, Section 2(b), the Resolutions Committee shall recommend approval, rejection, or amendments.
12. If amendments are added to the proposed resolution, the amended resolution shall be posted on the ADP website.
13. The Resolutions Committee shall hold an informational hearing on recommended resolutions prior to the start of the plenary session of the State Committee meeting to ratify the committee report.

14. The Resolutions 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.
15. The Resolutions Committee shall vote to ratify the committee report.

Resolutions without Prior Committee Consideration

16. Pursuant to ADP Bylaws Article VIII, Section 11, Paragraphs 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 SCMs at the State Committee meeting

Procedures for Approved resolutions by the ADP State Committee

17. The ADP Executive Director or their designee shall post all approved resolutions on the ADP's website under a permanent page entitled "RESOLUTIONS." The page 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.

Other Considerations

18. 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.
19. The determination of the personnel, size and other details of the composition of the Resolutions Committee shall be as described by ADP Bylaws, Article VI, Section 2.