

## **Arizona Democratic Party Resolutions Committee Procedures**

*Submitted by Andres S. Gardner, LD3, in December 2013*

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

*Revised by Committee Chair Jeanne Lunn on 18 September 2025*

In accordance with the ADP Bylaws, Article VIII, Section 11, and ADP Bylaws, Article VII, Section 2 The Resolutions Committee adopts the following guidelines and procedures to be adhered to when submitting a resolution to the committee for consideration and 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.
3. When a resolutions committee determines that a submitted resolution is a duplicate of a resolution already addressed, it will recommend rejection or take no further action. The general logic is to avoid redundant and repetitive business.

### **Timeline**

4. The ADP Executive Director or their designee shall send a notice to all State Committee Members (SCMs) at least 60 calendar days in advance, announcing the date of the State Committee meeting and the deadline to submit a resolution for committee consideration.
5. Resolutions for committee consideration must be received by the ADP Secretary or their designee thirty (30) calendar days before 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.
6. All timely filed resolutions shall be sent to the Resolutions Chair for committee consideration.
7. The Committee shall convene a meeting with a majority of its appointed members before the State Committee meeting. This meeting is for the purpose of compiling the Resolutions Committee Report and is not intended for outside input or influence. The Executive Director or their designee holds the official roster of committee members.
8. The Resolutions Committee will present resolutions in the committee report to the State Committee during the plenary session and ask the ADP Staff to post them on the ADP website.

### **Format**

9. Proposed Resolutions shall be no more than 500 words, not including the title.
10. Inducement (e.g., Whereas) clauses shall be limited to five (5) or fewer, and resolve clauses shall be limited to three (3) or fewer.
11. All resolutions must include appropriate citations using footnotes to reference statistics or findings of fact from reports or documents. Resolutions will not be published without documentation.
12. Party titles shall be used in sponsoring or endorsing ADP resolutions, including but not limited to County or LD.

## **Committee Tasks**

13. The Resolutions Committee shall hold an informational hearing on recommended resolutions before the start of the plenary session of the State Committee meeting to ratify the committee report. All parties are encouraged to attend.
14. The Resolutions Committee chair has the right to limit debate to give all parties an appropriate opportunity to discuss procedural and substantive matters of the committee report fully.
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 before 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 link to a list of resolution titles, ordered chronologically by 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.