

RESOLUTIONS CHAIR

Purpose:

To inform the state board and the branches of the opportunity to submit resolutions; the rules to be followed; and to review, present or submit resolutions to the state or National AAUW as required.

Responsibilities of the Chair

- Chair the resolutions committee.
- Inform the state board of directors and branch presidents of the purposes and procedures for proposing resolutions and the deadlines involved.
- Review and edit, if necessary, all submitted resolutions.
- Present proposed resolutions to the state board at least six (6) weeks before convention.
- Prepare sufficient copies of debatable resolutions for distribution at convention. Present resolutions for adoption at convention and lead discussion.
- Be prepared to edit and/or draft resolutions introduced from the floor at convention. Prepare courtesy resolutions to present at the end of convention (previous notice not required.)
- Coordinate with the public policy vice president and parliamentarian.
- Maintain contact with National committee on resolutions as appropriate

Functions of the Resolutions Committee:

1. Inform branches and members of the opportunity to submit resolutions, dates for submission, and rules to be followed.
2. Review submitted resolutions and synthesize or reword them as necessary.
3. Observe a timetable specified in the state bylaws. Proposed resolutions shall be presented to the branches and the board of directors at least six (6) weeks before the convention. Courtesy resolutions may be presented by the resolutions committee without previous notice.
4. Present resolutions for discussion at state convention. The committee is not required to submit all proposed resolutions to the convention but may select those it considers most suitable.
5. Submit final report to state board of directors and branches, usually via the Marylander.

Qualifications:

- Experience with bylaws or as a parliamentarian
- Writing skills

Timeline

Dates are flexible

July	Summer board meeting Summer conference
October	Call for resolutions to branches and state board Fall board meeting+ Fall conference
December	Compile and edit resolutions
January	Winter board meeting Present proposed resolutions at meeting
February	E-Mail proposed resolutions to branches and state board six (6) weeks before state convention
April	Spring board meeting
April or May	State convention Prepare sufficient copies of debatable resolutions for distribution at convention Read resolutions. The president leads discussion Be prepared to draft and/or edit resolutions introduced from the floor Prepare courtesy resolution to present at the end of convention
May	Assist in the drafting of resolutions to be submitted to National AAUW as required

Resolution Form

RESOLUTIONS TO BE SUBMITTED TO AAUW MARYLAND

Whereas,

Whereas,

And

Whereas,

; now, therefore, be it Resolved, That

Submitted by:

Signed by:

Address:

NOTE. A resolution does not necessarily have three “whereas” clauses; a resolution may consist of only a simple statement.