

## **RESOLUTIONS GUIDELINES**

Resolutions are a key component of the framework of the American Association of Family and Consumer Sciences. These guidelines were developed to provide information to Affiliate officers; chairs of Affiliate resolutions and legislative committees; national officers; and national leaders of committees, communities, assemblies, councils, and units to facilitate their work with Association members. It is also expected that the guidelines will facilitate understanding of the resolutions process and the role of resolutions within the Association.

The record of previous resolutions furnishes valuable documentation regarding the issues of concern to the Association and the historic positions taken. These guidelines are derived from common practice and in response to Association needs.

### **1. Definition**

Within AAFCS, an approved resolution:

- a. defines the Association's position on an issue, articulates and gives support to common concerns, and helps sway public opinion; and
- b. stands as the Association's official position until rescinded by The Senate, or unless a fixed life is indicated at the time of its passage.

### **2. Purposes**

Resolutions have the following purposes:

- a. to shape group opinion or policy within the Association in accordance with the Association's goals;
- b. to direct the Association's Strategic Plan;
- c. to serve as a means of support for the positions of other groups who share the Association's goals; and
- d. to affirm an already acknowledged stance of the Association.

### **3. Criteria**

Resolutions shall be:

- a. within the purview of and consistent with the mission of the Association;
- b. of broad concern for and supportive of the Association's Strategic Plan established by the Association;

- c. defensible as to fact with consistency between the rationale and resolution;
- d. definitive, realistic, and achievable within the structure and resources of the Association;
- e. and different from (i.e., does not duplicate) existing resolution(s).

#### **4. Submission and Approval Process**

The process through which resolutions are submitted and approved is indicated below.

- a. Any Affiliate or official group of AAFCS may submit a resolution.
- b. Any individual member of AAFCS may submit a resolution through any of the official entities of the Association.
- c. Resolutions must be submitted by the published due date, using the established AAFCS resolutions format.
- d. The submitter of a resolution must prepare and attach the following documents:
  - 1) a rationale, which provides background for the resolution, clearly indicating why the issue is appropriate for and important to the Association. References must be included, including relevant information and with the most important sections highlighted. APA style is to be used.
  - 2) an impact statement, which includes an analysis of costs and benefits to the Association.
  - 3) suggested implementation strategies, which suggests what is to occur should the resolution be approved.
- e. Resolutions should be sent to [publicpolicy@aafcs.org](mailto:publicpolicy@aafcs.org) or addressed to: Public Policy Committee, AAFCS, 400 North Columbus Street, Suite 202, Alexandria, VA 22314.
- f. When all the resolutions are received, the staff liaison will distribute the proposed resolution and the accompanying documentation to the Public Policy Committee for consideration.
- g. Following action of the Public Policy Committee, accepted resolutions will be forwarded for consideration by The Senate at the Annual Convention. The submission date of a complete and well-prepared resolution to the Public Policy Committee will dictate whether it can be considered by the Senate at their next meeting or in the subsequent year. Timing to allow affiliate notification and consideration prior to the Senate discussion is important.
- h. Persons submitting resolutions are asked to attend the Open Forum and the Senate Meeting at the convention at which time resolutions will be discussed.

- i. Resolutions are accepted, refined, rejected, or referred to the Public Policy Committee or amended by The Senate.
- j. Resolutions may not be proposed from the floor at The Senate unless the rules of The Senate are suspended by the Senators.