



Construction Specifications Institute, Inc.

Rules on Drafting Resolutions

The business conducted at the Annual Meeting includes resolutions and requests for consideration of other business. If passed, they do not constitute a CSI election nor will they be binding to the Board or association. These are a formal expression of opinion, will, or intent in the case of a resolution; or a preliminary consensus or “sense of the meeting” in the case of other business.

This document includes general instructions for crafting a Resolution to be presented to the members present at the CSI Annual Business Meeting. If passed, it will be forwarded to the CSI Board of Directors for consideration and formal action.

Please follow the rules and procedures below so that all resolutions presented to the voting members at the CSI Annual Business Meeting are uniform and easily read and understandable.

1. Determine the actual need for a resolution. If possible, attempt to resolve problems through the Board, without resorting to a resolution.
 - a. Topics and subjects must be researched thoroughly before preparing the resolution.
2. Each resolution must be submitted via email to the CSI Board Secretary, c/o The Construction Specifications Institute office (tsullivan@csinet.org), properly signed, by **Monday, August 10, 2026**, which is 60 days prior to the Annual Business Meeting, as outlined in the [CSI Bylaws](#) and the [CSI Annual Business Meeting Regulations](#).
 - a. Staff will acknowledge and confirm all resolutions received.
 - b. Resolutions will be presented to the CSI Board Governance Committee for consideration.
3. Resolutions
 - a. Resolutions must be submitted using the attached form.
 - b. Each resolution must cover only one subject.
 - c. The resolution must be brief; keep the number of clauses to a minimum, omitting all unnecessary words or phrases.
 - d. Information presented in the Resolution must be checked for accuracy and must provide reference citations to facilitate independent review.
 - e. Resolutions must reference existing policy from the [Board Governing Policies Manual](#) or the [CSI Bylaws](#). Consistent with the [CSI Annual Business Meeting Regulations](#), resolutions that are contrary to CSI policy may be ruled improper and rejected.
4. Operational and Budgetary Implications
 - a. If the resolution involves a cost to CSI, the Operational and/or Budgetary Implications portion of the form must be completed. A cost estimate for implementation of the action must be provided. This is especially relevant if an adopted resolution requires further study, research, or investigation, followed by an appropriation by the Board.
 - b. Operational implications include proposed staff engagement.



5. Resolutions will be submitted by a sponsor or sponsors who will be one of the following:
 - a. At least one region of the Institute if approved by the region board.
 - b. At least one chapter of the Institute if approved by the chapter board.
 - c. At least twenty-five members of the Institute representing at least five chapters

Each resolution shall be certified by the signatures of the sponsors. In the case of a region or a chapter, the resolution shall be certified by the signature of its president and secretary.

If the resolution comes from multiple regions or chapters, a separate letter or email of endorsement from each of the region or chapter presidents must accompany the resolution. Endorsement letters can be attached to the email or embedded in the body of the email.

6. Resolutions must begin with a WHEREAS statement, which provides the background information, basic facts, reasons, and rationale for the resolution. It must conclude with a RESOLVED statement, which identifies the specific proposal or action sought by the submitter.
 - a. WHEREAS statements lead the reader to the conclusion (the RESOLVED statement). WHEREAS statements begin by introducing the topic of the resolution. They must be factual rather than speculative, and provide or reference statistics whenever possible. WHEREAS statements must be well-researched, truthful, and fact based. They must be brief, identifying the problem, advising on the timeliness or urgency of the problem, and the effect of the issue.
 - b. RESOLVED statements are the only parts of a resolution that will be acted on by the Board of Directors. Statements must be clear, identifying the entire action being sought. Each RESOLVED statement must contain an actionable request, able to stand by itself and make sense when read alone, since the RESOLVED clause represents the policy that will be adopted. Each RESOLVED clause must be a single sentence in length.
7. Please refer to the CSI Annual Business Meeting Regulations for information on the treatment of resolutions once received and acknowledged, the timing of the process, and any expected responses as a result of the submission of a resolution.