

## **Construction Specifications Institute Resolution Form**

General instructions for crafting a Resolution to be considered by the membership at the CSI Annual Business meeting are as follows. Please conform to the following procedures and rules to achieve uniformity in the manner of presentation of resolutions before the members at the CSI Annual Business Meeting:

1. Determine the actual need for a resolution. Wherever possible, attempt to resolve problems through the Board, without resorting to a resolution.
2. Initiate and prepare resolutions as early as possible in the administrative year. Thoroughly research the subject prior to preparing the resolution.
3. Insofar as possible, discuss proposed resolutions at region conferences and at chapter officers meetings, to obtain a broader base of opinion.
4. Submit each resolution via email to the CSI Board Secretary, c/o The Construction Specifications Institute office ([lsidletsky@csinet.org](mailto:lsidletsky@csinet.org)), properly signed, by the established date.
5. Each resolution should cover only one subject.
6. Resolutions should be submitted in an electronic submission format, such as PDF.
7. Use headings, paragraphing, punctuation, and capitalization, increasing or reducing the number of clauses as needed.
8. Prepare the resolution as briefly as possible; omit all unnecessary words or phrases.
9. Abbreviate "The Construction Specifications Institute," when used in the text as "CSI," with no periods between initials.
10. Word the RESOLVED clauses to provide a clear statement of the entire action desired, to stand by itself as a complete resolution if read independently of the WHEREAS clauses. For example: "RESOLVED that the above matter be taken under consideration by the Board" is not a complete RESOLVED clause.
11. If the resolution involves a cost to CSI, include an estimate of the cost of implementation of the action, since an adopted resolution may require a study and an appropriation by the Board.
12. Exclude everything from the resolution that is not pertinent to the resolution.
13. Each resolution from a region or chapter shall be certified by a separate forwarding cover letter in the following manner:
  14. From a region - the signature of a majority of the chapter presidents of an unincorporated region or the Region President and majority of the Region Board of an incorporated region.
  15. From a chapter - identification of the meeting of the chapter board that endorsed the resolution plus the signature of the chapter president and secretary.
16. Consecutively number each WHEREAS clause and consecutively letter each RESOLVED clause.

**SUBJECT:** (As few words as possible describing subject matter.)

**SUBMITTED BY:** (Name of Sponsor(s))

Signature:

Date:

**WHEREAS, (1)**

**WHEREAS, (2)**

**WHEREAS, (3)**

**Now therefore be it RESOLVED, (a)**

**and be it further RESOLVED, (b)**

*The following is information to be provided to the Board and not part of the published resolution:*

**ESTIMATED CSI COST:** *(Fill in as appropriate.)*

**PROPOSED SOURCE OF FUNDS:**

**COMMITTEE ACTION:**