**NAEA Resolutions Procedure**

Excerpt from NAEA Committee, Member, and Officer Handbook

VII. **Resolutions**

A resolution is a formal statement to bring forth an item to be addressed and voted on by the entire NAEA membership.

 a. Resolutions may be submitted by any NAEA individual or NAEA entity.

 b. Resolutions must be submitted on the form available in the NAEA Handbook. (Appendix K)

 - outline included below

 c. Resolutions must be submitted to the Resolutions Committee by the Opening Session of the NAEA Annual Conference.

 d. At the NAEA Annual Conference First Regular Business Session, the Committee will read all

 resolutions and may refer resolutions to a specific Committee for discussion and recommendations

 only.

 e. All resolutions will be voted on by the entire NAEA Membership at the NAEA Annual Conference Final Business Session using the process as follows:

 **Process:**

 1. Read resolution in entirety;

 2. Move and second the adoption of resolution as presented;

 3. Ask for Committee recommendations, if applicable;

 4. Open resolution for discussion; and

 5. Vote

 f. Resolutions Committee will consist of 3 members appointed by the NAEA Vice-President.

**NAEA RESOLUTION SUBMISSION FORM**

The resolution may be typed in a separate document, however, shall have the following items and sections.

Resolution Title:

Submitted by:

Where as:

Therefore be it resolved:

Budget Item

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_