

## **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: \_\_\_\_\_