

**AMERICAN COLLEGE HEALTH ASSOCIATION (ACHA)
BOARD OF DIRECTORS
POLICY AND PROCEDURE
(BOD P/P)**

BOD P/P Number:	2010-3	Date Established: August 4, 2010	
		Date Revised:	
Reference:	Executive Committee Conference Call	Term:	1 Year
			2 Years
		X	Indefinite

BOD P/P Title:	RESOLUTIONS
----------------	--------------------

BOD Authority:	ACHA Bylaws, Article VII, Section 3f.
----------------	---------------------------------------

Purpose:	To set forth a clear and concise policy and procedures for the submission and handling of resolutions submitted to the Association pursuant to Article VII, Section 3f of the ACHA Bylaws.
----------	--

Policy:	As an organization that values the perspectives of its members, the Association shall accept, and consider in good faith with all appropriate due process, any resolution submitted by a member to the Association pursuant to ACHA's bylaws. The handling of all resolutions shall be accomplished in a fair and transparent manner by all Association entities involved.
---------	--

Procedure:	<p>A member of the Association may present a resolution to the Resolutions Committee at any time during the year. Ideally, resolutions shall be submitted to the Resolutions Committee no later than 60 days prior to the scheduled annual business meeting of the Assembly of Representatives, thus providing sufficient time for members' consideration, and the provision of member feedback to their representatives on the Board of Directors and members of the Assembly of Representatives.</p> <p>The resolution shall be drafted and prepared consistent with the guidance set forth in Appendix 1: <i>ACHA Resolutions Guide</i>.</p> <p>The Chair of the Resolutions Committee shall bear the responsibility to:</p> <ol style="list-style-type: none"> 1. Immediately notify the ACHA President (to facilitate notification to the Board of Directors); 2. Immediately notify the ACHA Executive Director (to facilitate rapid national office notice/dissemination of the pending issue to the general membership); and, 3. Expedite a review of the resolution and provide the Resolutions Committee's recommendations to the Board of Directors. Such review shall assess whether the proposed resolution meets the
------------	--

	<p>criteria set forth in Appendix 1: <i>ACHA Resolutions Guide</i> and is conveyed in the appropriate form. If the proposal does not meet established criteria, the Resolutions Chair shall communicate accordingly to the resolution author with appropriate comment/documentation seeking clarification or further input. This clarification shall be provided no later than 30 days prior to the scheduled Assembly of Representatives meeting. After completion of review the Resolution Committee shall forward its recommendations and comments, as appropriate, to the ACHA President and Executive Director for inclusion as an action item on the next Board of Directors meeting agenda, at which time the Board of Directors will either accept the merits of the resolution and pass it; or if not, will refer it on to the Assembly of Representatives as an agenda item for final action.</p> <p>In situations where a member feels compelled to submit a resolution within the 60 day period prior to the Assembly of Representatives meeting, the ACHA President and Executive Director shall ensure that the proposed resolution is electronically communicated to the general membership prior to the beginning of the annual meeting and posted prominently at the annual meeting venue. Members submitting resolutions after the aforementioned 60-day deadline do so acknowledging that widest dissemination, discussion and input to Board and Assembly representatives may be compromised.</p> <p>The ACHA Board of Directors shall bear the responsibility to:</p> <ol style="list-style-type: none"> 1. Deliberate the resolution and the Resolutions Committee’s recommendation; 2. Take or direct action on any approved resolution; 3. Include any disapproved resolution, accompanied by the Board’s opinion, within the Report of the Resolutions Committee on the next Assembly of Representatives meeting agenda; and, 4. Inform the resolution’s author of the Board’s action. <p>The ACHA Assembly of Representatives shall determine the final disposition of any resolution that comes before it. Upon its final decision, the ACHA President and Executive Director shall:</p> <ol style="list-style-type: none"> 1. Take action as resolved/directed by the Assembly; 2. Inform the resolution’s author of the Assembly’s action; and, 3. Inform the general membership of the Association.
--	--

Resources:	National Office	Volunteer
Human:	Executive Director	ACHA President ACHA Board of Directors Chair, Resolutions Committee
Financial:		
Other:		

ACHA RESOLUTIONS GUIDE

WHAT IS A RESOLUTION?

A resolution is a formal expression of the opinion or will of a group (the Association) adopted by a vote. Resolutions call for action or for the establishment of a position or a policy by the American College Health Association. A resolution is an original main motion through the Board of Directors to the Assembly of Representatives, which because of its importance, length, or complexity is submitted in writing.

WHY SUBMIT A RESOLUTION?

A resolution may be submitted to the American College Health Association as a way to request action by the organization and/or its members on an issue of importance to college health or the health of college students. Resolutions are a member's opportunity to address issues, situations or concerns which they deem to affect the Association, college health, or the welfare of college/university students.

WHAT IS THE STRUCTURE/FORMAT OF A RESOLUTION?

A resolution is comprised of the following three parts:

TITLE: A sufficiently descriptive title which identifies the issue or its proposed resolution.

PREAMBLE: The "WHEREAS..." clause(s) containing the background information and the reason(s) for the resolution. There may be multiple "WHEREAS..." clauses, each setting forth distinct elements of background information/reasons for the resolution. The broader and more global "WHEREAS..." statements should appear first, followed by narrower or more specific reasons. References for the statements made in the Preamble should be included whenever possible. The PREAMBLE, regardless of its length and number of clauses, should never contain a period. Each clause should be a separate paragraph and should close with a semi-colon.

ACTION, POSITION, POLICY STATEMENT: The "BE IT RESOLVED THAT..." clause(s) immediately follow the PREAMBLE. They contain the decided upon action, position, or policy statement(s). Each action, or position, or policy statement should have its own "BE IT RESOLVED THAT" clause with any subsequent clauses after the first clause being worded as "BE IT FURTHER RESOLVED THAT..." Each clause must also end with a period or a semi-colon, but in the case of the next to the last clause, it should be followed by the phrase "; and,".

WHAT ARE THE CRITERIA FOR A SUBMITTED RESOLUTION?

1. A resolution must:
 - a. address an issue related to college health or the health and welfare of college students or an area of concern related to the functioning of the American College Health Association;
 - b. concern a matter which requires attention or action at some point in the future;
 - c. be written in language appropriate for consideration and;
 - d. be accompanied by substantiated rationale.
2. A resolution submission should include a description of the physical, human, and financial resources needed to implement the resolution.
3. A resolution may rescind, update, or expand a previously adopted position.

WHAT ARE THE STEPS IN PREPARING A RESOLUTION?

1. Identify the issue of concern.
2. Research and gather supporting background materials which are sufficient to allow a person with no prior knowledge of the subject to make an informed and prudent decision regarding the matter and the proposed “BE IT RESOLVED...” actions.
3. Write the resolution in the required format.
4. Convey the proposed resolution via a concise letter, email, fax, or other suitable written form to the Chair of the ACHA Resolutions Committee. See (http://www.acha.org/Committees_Coalitions_Task_Forces/resolutions.cfm).