

# Michigan Association of Conservation Districts Annual Meeting Resolution Process and Instructions

## **MACD Resolution Process**

Annual Meeting Resolutions are accepted throughout the year for proposed resolutions to be considered at that year's Annual Meeting. The deadline for submission of resolutions is September 1st, with resolutions distributed to membership by September 15.

Resolutions submitted after September 1, shall be made available to the Assembly at the Annual Meeting, with a majority vote of the quorum of the Assembly required for each late resolution to be considered.

Resolutions are to be submitted via email with the title "MACD 2019 Resolution – Title of Resolution" to [lori.phalen@macd.org](mailto:lori.phalen@macd.org)

## **MACD Resolution Format**

### RESOLUTION TITLE

The title of the resolution must appropriately reflect the intent.

### SPONSORING ENTITY(IES)

List sponsoring entity(ies).

*Individual Districts, Regional Councils, Association Committees, and the State Council may file a resolution with the Association for consideration at the next annual meeting.*

### STATEMENT OF ISSUE: Whereas

Statements of fact and reasons for the resolution are noted within the Whereas section of the resolution. Each is listed individually. Every issue brought up in the whereas clauses should be dealt with in the resolved clauses.

### STATEMENT OF ACTION: Resolved

Statements of action are noted within the Resolved section of the resolution. Each action to be enacted if the resolution is passed is listed individually.

### POTENTIAL FINANCIAL IMPACT ON MACD (budget, staff time, etc)

Describe any potential financial impact on MACD that may result from the change.

### SUPPORTING ENTITIES

Include a list of supporting entities, however support is not required.

### VERSION & DATE

Note the version of the resolution and date submitted to MACD.

## MACD BYLAW AMENDMENTS

In writing a resolution for a Bylaws amendment, be sure to specify the Article number and Section to be amended.

Show the current language with changes indicated as follows: new language should be **bolded and underlined**, and language to be deleted should be shown in red, strike-through text (~~delete~~).