

Arlington County Civic Federation

ACCF Resolution Process

I) Resolution Components

- A. Defined: a written resolution based on documented facts on a particular issue relevant to the ACCF membership with directives voted upon, and if a majority, sent forward as a representative opinion to the appropriate Arlington, regional, state, or national legislative body for consideration. Resolutions should refrain from personal, partisan or inappropriate statements.
- B. There are two types of resolutions: standard resolutions and emergency resolutions. An emergency occurs when time is of the essence and the resolution must be acted on before the normal Resolution process can be completed or it becomes moot or inconsequential.
- C. Composed of two parts:
 1. Whereas Clauses section: series of facts based on sound reasoning on why this topic is essential to be brought before the ACCF membership.
 2. Therefore section: series of directives based on the “whereas clauses.”
- D. Supporting documentation
 1. Provide additional reports and background information to support the Resolution with links.
 2. Document and footnote all sources of factual information, which could include white papers, county or state legislative documentation, or other documentation appropriate for the ACCF membership’s consideration.
 3. Draft resolutions must include: Title; Sponsoring Delegate/s or Committee & Chair Name, individual names of participating/contributing committee members and point of contact; Date (Month/Year) submitted to the membership for consideration.

II) Resolution Introduction

- A. A resolution is proposed in one of two ways, either by an ACCF committee (with at least three (3) committee members’ support and identified “sponsorship point of contact”) or a member delegate at a general membership meeting during “New Business” (in either case, the committee or the delegate may give the presiding member a courtesy notification before the meeting to be added to the agenda)
 1. Upon being recognized by the presiding officer, the Committee designee will introduce the Resolution with the rationale and a reading of the proposed Resolution

2. Only after a delegate resolution receives a second by a delegate from a different member organization may the Resolution proceed to be heard by the present membership
 3. Following the reading, if there is no objection from the floor, the Resolution moves to committee
 4. If there is an objection, the presiding officer will ask for a majority vote of the present membership to move the Resolution to committee
- B. If a case has been made for an Emergency Resolution, approval requires 2/3 majority vote to be considered an emergency. After a successful 2/3rds vote, the Emergency resolution is considered a Final Draft Resolution (see below) and may be immediately considered.
 - C. The presiding officer refers a standard Resolution to all committees interested in reviewing the Resolution at that time and expands consideration to all delegates and committees before the agreed upon voting meeting.
 - D. For individual delegate initiated resolutions, a committee and committee sponsor point of contact is named, which could be the proposing delegate or a committee member.
 - E. A final Membership vote may be scheduled for the next meeting or at a future date, up to one calendar year, as agreed to by the sponsoring point of contact.

III) Final Draft Resolution Presentation

- A. The sponsoring point of contact is responsible for:
 1. Coordinating for and submitting a report of any feedback from other committees and delegates.
 2. Ensuring the final draft is posted to the ACCF website.
 3. Preparing an updated draft with an accompanying report/statement and submitting it to the presiding officer at least ten (10) days before final consideration of a membership meeting, except in the event of an emergency.
 4. Presenting or naming a representative to present the Resolution for a vote.
 5. The newsletter submission
- B. Members may amend or withdraw their draft resolutions before consideration by the full membership.
- C. The presiding officer shall allow sufficient time in the scheduled membership meeting to discuss the draft resolution and any supporting documentation.
- D. The presiding officer shall call for a vote following the presentation and will report the results of the open meeting in the newsletter, the website, and, if approved, forward to the appropriate legislative body for consideration. In the case of virtual meetings, following the presentation, the presiding officer shall call for a vote. If the motion to approve receives a second, the presiding officer will announce the approval process and how the outcome will be communicated.
- E. Post Adoption of a Resolution - the resolution sponsor is responsible for preparing and submitting the final copy to the presiding officer to be archived on the ACCF website, including the voting date and tally of the membership vote for submission within ten (10) days of the membership meeting.

