

**Ward 3 Democratic Committee
Policy Memorandum on Resolutions**

I. DEFINITIONS

For purposes of this Policy Memorandum, the following definitions shall apply:

- a) "Resolution" means any proposal for the Committee to adopt a position as to events, occurrences, or issues external to the Committee, i.e., matters of public policy, civic or neighborhood interest or concern, or local or federal political activity.
- b) "Motion" means any proposal regarding the internal organization or operation of the Committee and its meetings, i.e., to adopt reports, minutes, or agenda, table matters, or close nominations for Committee office.
- c) "Committee members" means all delegates as set forth in section III of the By-Laws .
- d) "Voting members" means all delegates present.

II. WHO MAY INTRODUCE A RESOLUTION

Any one of the following may introduce a Resolution:

- 1. Any delegate;
- 2. The Executive Board, upon approval by a two-thirds vote of those present and voting; or
- 3. A standing committee (if it is included in a report distributed to Committee members), or a Task Force.

III. RESPONSIBILITIES OF THE SPONSOR(S) AND THE CHAIR

Before a Resolution can be scheduled for a vote by the Committee, a sponsor must:

- 1. Introduce the Resolution in writing;
- 2. Include a list of sponsors and co-sponsors if any; provided that further co-sponsors may be added prior to being voted upon; and
- 3. Submit the Resolution to the Chair, or the Chair's designee, at least eight days prior to the date of the regularly scheduled meeting,¹ unless the Resolution is introduced at a regularly scheduled meeting of the Committee.

¹ By-Laws Section X.2 ("one week's written notice, including the agenda, shall be required for meetings").

The Chair shall ensure that:

1. A copy of any Resolution timely submitted is included in the material distributed to Committee members at least seven days prior to the next regularly scheduled meeting;
2. The Resolution is placed on the agenda for that meeting;
3. The date upon which the Committee passed the Resolution is placed on the official version.

IV. REQUIREMENTS FOR VOTING ON A RESOLUTION

Except as otherwise provided below, a Resolution that meets the requirements herein may be voted upon:

1. Only at a regularly scheduled meeting; and
2. Only if the Resolution has been timely submitted to the Chair and distributed to Committee members in a timely manner.

In the event that a Resolution is introduced by a voting member at a regularly scheduled meeting:

1. If it has not been previously distributed to Committee members, the Resolution shall be read aloud and tabled until the next regularly scheduled meeting;
2. The Chair shall ensure that copies of the Resolution are included in the material mailed to Committee members at least seven days prior to the date of the next regularly scheduled meeting, at which meeting the Resolution shall be considered;
3. Notwithstanding #1 and #2 of this provision, the Committee may consider a Resolution at the same meeting at which it has been introduced if:
 - a. A copy is provided to each voting member present; and
 - b. Three-quarters of the voting members vote to waive the requirement that it be tabled.

V. TABLING A RESOLUTION

Any voting member of the Committee may move to table a Resolution brought to the floor until the next regularly scheduled meeting, or to commit the Resolution to a Special Committee or Task Force, or to take any other action permitted under Robert's Rules of Order.

VI. CONSTRUCTION

This Policy Memorandum supersedes in its entirety the Policy Memorandum approved on March 5, 1995.

Nothing herein shall be construed as amending or modifying any section of the By-Laws.

Approved October 22, 2019