

**MACD**  
**RESOLUTION PROCEDURAL POLICY**  
**APPROVED APRIL 8, 2019**

Resolution is defined by Meriam Webster Dictionary as: “a formal expression of opinion, will, or intent voted by an official body or assembled group”. For the purposes of the Montana Association of Conservation District’s (MACD) business, a resolution will be the instrument guiding MACD’s direction regarding policy development and engagement on local, state, national, legislative, or congressional conservation issues. All resolutions passed by the MACD Board will have a sunset date of 5 years, unless otherwise assigned. The Standing Committees assigned a resolution(s) will review the sunset dates annually and make recommendations to the Board at the MACD Annual Convention Business Meeting with regard to any necessary date changes.

This policy establishes the procedures and timeline for resolution processing. The procedures focus on seven main components:

1. adequate input, representation, and consideration by the MACD membership,
2. sufficient legal review to provide timely developmental guidance,
3. reducing duplication with respect to a resolution(s) currently in force,
4. consideration of Conservation District (CD) open meeting requirements and respective responsibilities,
5. timely development so potential resolution amendments are fully considered before the annual convention,
6. to provide resolution process efficiencies, and
7. a template for submission to improve consistency: (**resolution drafting guidance [pg.6] & sample resolution [ pg. 7]**).

**NOTE: According to the by-laws, Section 12 F states: “Members in good standing may vote at the annual meeting, special meeting, and area meetings”. Section 12 E states: “Each district shall select one supervisor as their representative”.**

## RESOLUTION PROCEDURES AND PROCESS TIMELINE

STEP	DELIVERABLE	DEADLINE
1.	<p>A Conservation District (CD) drafts a resolution and submits a copy of the document to MACD.</p> <ul style="list-style-type: none"> <li>• Make sure some type of legal review has been completed and considered during development to make sure there are no potential liability or constitutional issues, and</li> <li>• Make sure open meeting requirements were followed for proposal development and acceptance by the sponsoring CD.</li> </ul>	<b>6/30</b>
2.	<p>The MACD Executive Director (ED) will:</p> <ul style="list-style-type: none"> <li>• Include the MACD tracking format at the top of the resolution,</li> <li>• Assign the resolution(s) a temporary tracking number,</li> <li>• Assigns the resolution to the appropriate MACD Standing Committee, and</li> <li>• Forward the resolution for Standing Committee consideration.</li> </ul>	<b>7/5</b>
3.	<p>The MACD Standing Committee will:</p> <ul style="list-style-type: none"> <li>• Review the draft resolution to determine if it conflicts with any current MACD resolutions,</li> <li>• Research any potential conflicts the resolution may create,</li> <li>• Review for formatting, clarification, typographical, or grammatical errors, and</li> <li>• Return any recommendations to MACD.</li> </ul>	<b>7/26</b>
4.	MACD will forward all resolution suggestions to the sponsoring CD.	<b>7/31</b>
5.	<p>The sponsoring CD will consider the MACD response at their monthly Board Meeting or Special Meeting and notify the MACD ED of their intentions by either:</p> <ul style="list-style-type: none"> <li>• Leaving the resolution as drafted and submit to MACD for Area Meeting consideration, or</li> <li>• Amend the resolution and submit to MACD for Area Meeting consideration, or</li> <li>• Notify the ED the resolution is being withdrawn from consideration.</li> </ul>	<b>8/23</b>
6.	<p>The ED will process the CD resolutions received as follows:</p> <ul style="list-style-type: none"> <li>• Complete a final review for any format or grammatical errors,</li> <li>• Post the resolutions to the MACD website,</li> <li>• Notify the MACD Board of submitted resolutions, and</li> <li>• Forward the resolutions to the CDs in the Area where the resolution(s) originated.</li> </ul>	<b>8/30</b>

STEP	DELIVERABLE	DEADLINE
7.	<p>The CDs will consider the resolution(s) from their Area at their upcoming Board Meeting or a Special Meeting and decide how their representative will vote at the Area Meeting:</p> <ul style="list-style-type: none"> <li>• To support a resolution as is, or</li> <li>• Propose an amendment to the resolution, or</li> <li>• Choose to not support the resolution.</li> </ul> <p><b>During the CD Meeting, it is recommended the Board grant the voting supervisor “Unlimited Authority” to vote at the Area Meeting. The “Unlimited Authority” designation is necessary in case any amendments arise at the Area Meeting on a particular resolution.</b></p>	9/13
8.	<p>Each Area Meeting will consider the resolution(s) from the districts in their respective area. The resolution(s) may:</p> <ul style="list-style-type: none"> <li>• Pass as submitted,</li> <li>• Pass with amendment, or</li> <li>• Be withdrawn due to the lack of votes to move forward.</li> </ul> <p><b>Each Area Meeting will forward their results to the ED.</b></p>	9/28
9.	<p>After the Area Meetings, the ED will:</p> <ul style="list-style-type: none"> <li>• Prepare all resolutions and distribute them to the CDs for consideration at their upcoming Board Meeting or Special Meeting,</li> <li>• Update the MACD website, and</li> <li>• Add the resolution(s) to the MACD Annual Standing Committee meeting(s) agenda.</li> </ul>	10/4
10.	<p>CDs will consider the resolution(s) at their monthly meeting or special meeting and choose to:</p> <ul style="list-style-type: none"> <li>• Support the resolution at the MACD Annual Business Meeting, or</li> <li>• Not support the resolution at the MACD Annual Business Meeting, or</li> <li>• Develop an amendment to be presented at the MACD Annual Standing Committee meeting(s).</li> </ul> <p><b>During the CD Meeting, it is recommended the Board grant the voting supervisor “Unlimited Authority” to vote at the MACD Annual Business Meeting. The “Unlimited Authority” designation is necessary in case any new amendments are approved during the MACD Annual Standing Committee meeting(s).</b></p>	Prior to Annual Convention

<p><b>11.</b></p>	<p>Resolutions moving forward out of Area Meetings will be considered at the MACD Annual Standing Committee meeting(s).</p> <ul style="list-style-type: none"> <li>• The Standing Committee Chair will run their respective meeting. <b>(Only Standing Committee members can vote on the disposition of a resolution considered by their committee; a quorum for holding the meeting is a majority of the committee members).</b></li> <li>• Resolutions will be considered individually. <ul style="list-style-type: none"> <li>○ The chair will read the resolution,</li> <li>○ The chair will entertain a motion (move “do pass”) and second on the resolution from the committee,</li> <li>○ The chair will open discussion from the floor on the resolution. <ul style="list-style-type: none"> <li>▪ If an amendment is offered from the floor: <ul style="list-style-type: none"> <li>• The Chair will entertain a motion and second on the amendment from the committee,</li> <li>• The Chair will open discussion from the floor on the amendment, and</li> <li>• The Chair will call for a vote of the committee members on the amendment before considering the original motion:</li> </ul> </li> </ul> </li> <li>○ After discussion is complete, the committee will vote on the main motion (any approved amendment(s) is considered part of the main motion). <ul style="list-style-type: none"> <li>▪ Pass the resolution as submitted, or</li> <li>▪ Pass the resolution as amended</li> <li>▪ Do not pass due to lack of votes.</li> </ul> </li> </ul> </li> </ul>	<p style="text-align: center;"><b>During the MACD Annual Standing Committee Meeting</b></p>
<p><b>12.</b></p>	<p>At the MACD Annual Business Meeting <b>(A majority of the districts in good standing constitutes a quorum for conducting business).</b></p> <ul style="list-style-type: none"> <li>• Each resolution will be considered individually (no amendments may be offered).</li> <li>• The Chair of the respective Standing Committee assigned a given resolution will present the committee results: <ul style="list-style-type: none"> <li>○ Pass the resolution as submitted to committee,</li> <li>○ Pass the resolution as amended in committee, or</li> <li>○ Do not pass due to lack of votes.</li> </ul> </li> <li>• The Chair will read the resolution.</li> <li>• The Chair will request a motion and a second on the resolution.</li> <li>• The chair will entertain discussion from the voting supervisors regarding the pros and cons of the resolution.</li> <li>• After discussion is completed, the Chair will call for a vote on the resolution from the CD members appointed to vote on resolutions at the MACD Annual Business Meeting.</li> </ul>	<p style="text-align: center;"><b>During the MACD Annual Business Meeting</b></p>

<b>13.</b>	Resolutions receiving approval at the MACD Annual Business Meeting will be numbered (year and order approved; replacing the temporary number assigned in #2) and posted to the MACD website.	<b>12/31</b>
<b>14.</b>	MACD will track resolutions and report progress on a periodic basis.	

### **URGENCY RESOLUTION PROCEDURES**

Resolution proposals that are time sensitive or based on a current urgency due to legislative, congressional, state, or national policy implications may not fit the MACD procedural policy timeline. These resolutions will be processed as follows:

1. The sponsoring CD must submit the resolution proposal to the MACD Board using the format outlined in the Resolution Procedural Policy. The sponsoring CD must provide justification with their submittal as to why the proposal was not submitted as part of the normal resolution procedural process timeline. Before submitting:
  - a. Make sure some type of legal review has been completed and considered during development to make sure there are no potential liability or constitutional issues, and
  - b. Make sure open meeting requirements were followed for proposal development and acceptance by the sponsoring CD.
2. The MACD Board will notify the conservation districts electronically regarding the resolution request.
3. The MACD Board will consider the resolution at their next regularly scheduled meeting or a special meeting and decide the status of the proposed resolution:
  - a. If the MACD Board agrees the proposed resolution needs to be considered:
    - i. The Board may insert the proposal into the resolution procedural process timeline with their recommendations, or
    - ii. The Board may accept the proposal as an official association resolution if it does not fit the resolution procedural process timeline.
  - b. If the MACD Board agrees that the resolution should not be considered, it will be returned to the submitter with the Board's justification for non-acceptance.
4. The MACD Board will notify the conservation districts regarding the resolution status.

## RESOLUTION DRAFTING GUIDANCE

1. The subjects of a resolution should be researched to provide for content accuracy. This research includes:
  - a. Gathering pertinent facts,
  - b. Discovering any particular conflicts with current Montana Association of Conservation District (MACD) policy, and
  - c. Discovering any particular conflicts with current MACD resolutions.

**Please note that SHORTER IS BETTER in a resolution.** If it's too long, few people will read it. It is important to keep the "whereas" clauses to just the necessary facts supporting the request.
2. **Title** – the resolution should have a title describing the subject matter covered by the proposed document.
3. **Organization Name(s)** - If the resolution is addressed to or refers to a specific group or groups, it must name in full (for example, Montana Association of Conservation Districts) the group or groups in both the "whereas" and "resolved" clauses followed by the acronym in parenthesis (for example, MACD). Thereafter, the acronym may be used in place of the full name.
4. **Whereas Clauses:**
  - a. "Whereas" should NOT be in capitals.
  - b. "Whereas" should NOT have a comma after it.
  - c. "Whereas" should NOT have a tab after it.
    - i. Whereas clauses should be formatted as hanging indentions after the first line of text.
  - d. The word after "Whereas" should NOT be capitalized unless it is normally capitalized (so use "Whereas he..." rather than "Whereas He...").
  - e. Whereas clauses should be separated by a semicolon (;)
  - f. **ONLY** the next to the last whereas clause should have an "and" after the semicolon
  - g. After the last whereas, the semi-colon should be followed by "now, therefore, be it"].
5. **Resolved clause:**
  - a. "Resolved" should be in italics with a comma after it.
  - b. The typical phrasing before the resolved clauses is "Resolved, that the Montana Association of Conservation Districts (MACD)"
  - c. All "Resolved" clauses within a resolution **should use the objective** form of the verb (for example, "Resolved, that the Montana Association of Conservation Districts (MACD), on behalf of its members: (1) supports...; (2) provides...; and [last resolved] urges.
  - d. Resolved clauses should be presented using the numbering format.
  - e. The first letter of resolved clauses should NOT be capitalized.
  - f. Only the next to the last resolved clause should have an "and" after the semicolon.
6. **Submitted by:** at the end of the resolution, the Conservation District submitting the resolution is listed with the name and contact information for a person that can be contacted if there are any questions.
  - a. Submitted by Lincoln Conservation District – [Contact name, phone number, email].

**SAMPLE RESOLUTION**

**RESOLUTION TO REINSTATE 310 PROGRAM FUNDING**

**Whereas** the Montana legislature enacted the Natural Streambed and Land Preservation Act of 1975, commonly referred to as the 310 Law;

**Whereas** the legislature delegated the 310 Law administration responsibility to Montana Conservation Districts (CDs) without a dedicated funding source;

**Whereas** in the late 1990's, the Department of Natural Resources and Conservation (DNRC) budgeted funding to help offset CDs 310 Law administrative expenses;

**Whereas** the funding was cut for the 310 administration program due to budget reductions; now, therefore, be it

**RESOLVED**, that the Montana Association of Conservation Districts (MACD), on behalf of its members:

1. coordinates with DNRC to reinstate 310 permit application process funding in the agency budget; and
2. discovers potential solutions with DNRC to seek permanent funding through the legislature.

Submitted by: Lincoln Conservation District, [Contact name, phone number, email].