



## **MACD RESOLUTIONS PROCESS GUIDE – Updated 5/27/2020**

Resolutions are a collective statement on matters of importance to Montana's conservation districts. They provide direction for specific issues, policy, and common goals that are supported by the majority of conservation districts.

### **Deadlines**

Resolutions must be submitted to MACD prior to **September 1**.

### **Voting**

1. At the conservation district level – all voting board members
2. At the area meeting – each conservation district is allowed one vote
3. At the annual meeting:
  - a. Standing committee meetings: all supervisors present may propose and vote on amendments; then the MACD Standing committee will vote to move the resolution to the business meeting by giving it a do pass, do not pass, or pass as amended recommendation.
  - b. Business meeting: A conservation district majority must be present, with each conservation district allowed one vote.

### **Open Meetings**

Opportunities for public notice and participation in the resolution process occur at the CD level, the area meeting level, and at the annual meeting. For each of these meetings, follow normal meeting procedures for notice, agenda, and public participation.

### **Process for Resolutions Development and Consideration**

The deadline for resolutions to be submitted to MACD is **September 1**. Be sure to allow enough time to follow all the steps below prior to the deadline. This allows time to resolve any issues and distribute resolutions to conservation districts for their review prior to area meetings.

## **1. CD level:**

- a. Discuss idea, need, and intent of resolution. **Conservation districts are encouraged to start this process well in advance of area meetings when issues or concerns first arise.**
- b. Check MACD website to make sure a similar resolution does not already exist.
- c. Draft the resolution using recommended format.
- d. Allow enough time to request help from MACD, legal counsel, or other partners if necessary.
- e. Vote on the resolution during an open meeting following regular notice and agenda procedures.
- f. Submit proposed resolution along with any supporting documentation to MACD prior to September 1.
- g. All conservation districts should review applicable area resolutions, discuss the board's position, and designate a representative to vote at the area meetings.

## **2. MACD level:**

- a. Assign a resolution tracking number.
- b. Review for accuracy and grammar. Edits for grammar and typos will not need to go back to CD for approval.
- c. Post draft resolutions to MACD website and email resolutions to all CDs.
- d. If applicable, ask CD for clarification or offer suggestions for clarity. Resolve any issues with CD prior to area meetings.
- e. Ensure all area meeting host CDs receive copies of resolutions.
- f. Update resolution status on MACD website following area meetings.

## **3. Area meeting:**

- a. Area meetings will be scheduled for the last week in September and early October to allow sufficient time for all CDs to review draft resolutions.
- b. The sponsoring CD presents the resolution and moves for adoption. A second is required. The CD may explain the need for the resolution. Discussion will follow and amendments are considered. A final vote on the resolution is taken, with each CD allowed one vote.
- c. Resolutions passed at area meetings will be considered at the MACD annual meeting. Resolutions receiving a do not pass vote may not move forward to the MACD annual meeting.

- d. MACD will assign resolutions passed at area meetings to appropriate standing committee and post status on MACD website.

**4. Standing committees:**

- a. Standing committees will receive assigned resolutions prior to the annual meeting.
- b. Based on the number of resolutions, standing committee meetings may be held consecutively or concurrently at the MACD annual meeting.
- c. The committee chair will read the resolution and move for adoption. A second is required. The sponsoring CD will have an opportunity to provide an explanation for the proposed resolution. Discussion will follow.
- d. All supervisors present at the standing committee meetings may offer an amendment and vote on proposed resolutions.

**5. Business meeting:**

- a. Committee chair reads the resolution and moves for the adoption of the standing committee recommendation of do pass, do not pass, or pass as amended. A second is required. MACD chair will call for brief discussion. Amendments will not be allowed from the floor.
- b. The MACD chair calls for a vote.
- c. One designated person per district may vote.

**Resolution Implementation Process**

1. Executive Director plans steps necessary to meet resolution objectives with guidance from the MACD Executive Board
  - a. Timeline for actions is set.
  - b. MACD Board may ask for input from standing committees.
2. Executive Director places resolutions on monthly MACD Executive and Full Board meeting agendas to report on actions taken to meet resolution objectives. Standing committee chair and sponsoring CD will be notified when actions have been taken.
3. Upon meeting resolution objectives, the Executive Director will submit a final report of actions taken and results to MACD Board. The final report will be posted on the MACD Resolutions Library and be made available to conservation districts electronically.
4. If a resolution has national or federal agency implications, it may be sent to the National Association of Conservation Districts for consideration during their annual convention.

### **Sunset Provision for Existing Resolutions**

1. Resolutions 5 years or older will be reviewed annually to determine if a resolution is still relevant and should remain in the Resolution Library.
2. Executive Director will provide an update on resolution status to appropriate standing committee for review.
3. The standing committee will review resolutions to determine if the resolution as written is still applicable. The standing committee will recommend that the MACD Board retain the resolution, sunset the resolution, or refer the resolution to another committee. The standing committee is not responsible for updating or recommending amendments to the resolutions.
4. Standing committees will make a final recommendation for sunset determination to the MACD Board at the Spring Board Meeting.
5. Conservation districts will be notified of resolutions recommended for sunset and given an opportunity to raise any objection prior to the MACD Board vote.
6. MACD board members will vote to either accept or reject the recommendations.

### **Urgency Resolution Procedure**

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.
2. 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.
3. Complete a legal review if needed to identify any potential liability or constitutional issues.
4. Follow open meeting requirements for proposal development and acceptance by the sponsoring CD.
5. The MACD Board will consider the resolution at their next regularly scheduled meeting or a special meeting and determine the status of the proposed resolution.

6. If the MACD Board agrees the proposed resolution needs to be considered:
  - a. The Board may insert the proposal into the resolution procedural process timeline with their recommendations, or
  - b. The Board may accept the proposal even if unable to meet the resolution procedural process timeline.
  - c. If the Board agrees that the proposed resolution should not be considered, it will be returned to the submitter with the Board's justification for non-acceptance.
7. The MACD Board will notify the conservation districts regarding the resolution status.

## RESOLUTION DRAFTING GUIDANCE

The purpose of a resolution is to:

- a. To set policy, position, or to collectively support a particular issue
- b. To request action

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.

**Title** – the resolution should have a title describing the subject matter covered by the proposed document.

**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.

### 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 [County] Conservation District – [Contact name, phone number, email].