

Resolutions

Individuals and committees preparing resolutions to come before the membership should adhere to the following guidelines:

- I. A proposed resolution shall be written as a clear, precise, and formal expression of the opinion or will of the membership.
- II. Each resolution shall address only one topic or issue.
- III. Terms used shall be readily understandable or be identified by a specific definition.
- IV. The intent, objective, or goal of the resolution shall be clear.
 - A. Resolutions recognizing appreciation for an individual's work should clearly and succinctly represent his or her achievements.
 - B. If the resolution calls for a specific action or course of action it shall be so stated.
- V. Resolutions, including memorials, tributes, and testimonials, shall show the names, addresses, and affiliation of the initiator(s), mover(s) and the second(s).
- VI. Care shall be taken to avoid repetitious resolutions.
- VII. Resolutions shall be presented as a draft to the Operation Chair(s), thirty (30) days prior to the annual business meeting if possible.
- VIII. Chair(s) of the Operations Committee shall present resolutions to the membership and the President shall conduct the vote.
- IX. Copies of the resolution shall be retained by the President of Association, the Secretary of the Association, and the Operations Committee, and shall be presented to the person(s) named in the resolution.

The Resolution Form shall be made available on the PSLA website under "Policies."

Adopted, Board of Directors, February 5, 2000
Amended, October 11, 2014; January 14, 2017; June 15, 2020