

NCEA Resolution Process

Guidelines

The following guidelines detail the basis for introducing resolutions and the resolution approval process of the National Community Education Association. It is the intent of NCEA to encourage voting members to actively participate in the resolution adoption process.

1. Resolutions should be clear, concise and be of national significance, consistent with the mission and purpose of NCEA.
2. Resolutions may address issues relative to the direction or policies of the organization, and may also address national legislative issues.
3. Resolutions submissions must provide appropriate rationale and/or background information.
4. Resolutions must be submitted using approved layout resolution formatting.
5. Only current NCEA members, with voting privileges, may participate in the submission, discussion and adoption of resolutions.
6. Resolutions shall be submitted to the Chair of the NCEA Resolutions Committee no less than thirty days prior to the NCEA annual conference. The resolutions committee will notify members of pending resolutions no less than two weeks prior to the annual conference.
7. Resolutions will be brought forward for vote during the business meeting at the annual conference. The Board will ratify resolutions at the first Board meeting following the annual business meeting.

Process

1. **State Associations** are encouraged to prepare and submit resolutions to NCEA for consideration. Resolutions should be voted on by either their designated delegates or the members in attendance at the state annual meeting. Resolutions will be brought forward at the NCEA annual conference.

The National Council of State Community Education Associations (NCSCEA) is encouraged to develop and submit resolutions to the NCEA Resolution Committee Chair following their annual summer leadership institute.

2. **If a member** has no affiliated state organization, they may submit their resolutions directly to the Chair of the NCEA Resolutions Committee.

At the annual conference each regional meeting should discuss the business of the region and consider resolutions that have been submitted to the NCEA Resolution Committee. Additional resolutions may be developed during the regional meeting and submitted to the NCEA Resolution Committee prior to the annual meeting provided they are presented in approved resolution format.

3. **The NCEA Legislative Committee** shall appoint a Resolution sub-committee for the purpose of preparing resolutions for the NCEA membership to consider for adoption at their annual conference, and send forward for ratification by the NCEA Board of Directors.

The Resolution Committee will consist of three members of the Legislative Committee. These members should be familiar with the process for developing resolutions. Multiple resolutions of similar nature may be merged. Members of the Legislative Committee will have the opportunity for input before resolutions are presented to the membership. The Resolutions Committee shall review, revise and submit resolutions to the membership to consider at the annual business meeting.

(continued...)

Resolution approval process:

- a. At the annual meeting there will be time allocated for the membership in attendance to participate in adopting resolutions for NCEA.
- b. Roberts Rules of order shall prevail during the resolution adoption process.
- c. To facilitate the resolution adoption process there shall be a presider (convener), Sergeant at Arms (rules interpretation and timekeeper), and recorder.
- d. Resolutions shall be presented to the assembly by the Presider.
- e. Discussion shall alternate (support of resolution; opposition to resolution). Discussion may be terminated if it becomes repetitious as determined by the presider.
- f. Appropriate and respectful decorum of participants is required.

4. Resolution transmittal to NCEA Board:

- a. Upon approval of resolution during the annual meeting, the Resolution Committee shall submit all approved resolutions to the NCEA Board for ratification.

NCEA board shall act upon the resolutions as it deems appropriate (e.g. ratification of all resolutions as approved at the annual meeting, or ratification of those the NCEA Board deems appropriate and rejection of those deemed not applicable at this time.)

5. **Development of Platform:** Upon ratification of those resolutions deemed appropriate by the NCEA Board, the Legislative Committee shall develop a platform to be included in the board handbook, posted on the association website, and notification to the membership. The Board will determine the disposition of other policy/association direction resolutions.
6. **Upon ratification of the Resolutions,** the information will be disseminated to the membership via electronic communications (email) and will be posted on the NCEA website.