

UTAH ASSOCIATION OF CONSERVATION DISTRICTS RESOLUTION PROCEDURES

Association policy is the result of a formal resolution process that culminates in the adoption of final policy statements at the business meeting at the annual UACD convention.

I. RESOLUTION ORIGINATION

A. Standard resolutions may be introduced to the full assembly at the annual business meeting in the following four ways when provided to the Resolutions Committee Chair six weeks prior to the date of the annual business meeting:

1. From a Utah CD when approved by the district board.
2. From a zone or Zone Executive Committee (ZEC) when approved by the districts in the zone or their assigned members of the ZEC.
3. From the UACD Board of Directors or Executive Committee when approved by the officers.
4. From an Association standing committee meeting when approved by the districts attending.

B. An emergency resolution may be introduced which deals with important and pressing issues that have arisen after the deadline for a standard resolution. Emergency resolutions are exempt from the six week prior requirement and district level distribution, as required in II-B below, as long as it:

1. Receives a 2/3 majority approval vote of the UACD Board of Directors or the full assembly,
2. Is labeled as "Emergency Resolution" during the annual meeting committee, and floor action.

II. RESOLUTION PREPARATION FOR ANNUAL MEETING ACTION BY RESOLUTIONS COMMITTEE

- A. The Resolutions Committee shall be made up of the full Board of Directors. A Resolutions Committee chair will be designated by the Board.
- B. Resolutions originating from I-A above method will be circulated by the Resolutions Committee staff to all districts for review and study at least four weeks in advance of the annual meeting.
- C. Compilation of resolutions for annual meeting committee and floor action.
 1. The Resolutions Committee staff will check through all resolutions for grammar and form.
 2. Each resolution will be given a reference number.

III. RESOLUTION ACTION AT THE ANNUAL MEETING

- A. Resolutions will be assigned to a standing committee by the Resolutions Committee Chair to be considered at their committee meeting held during the annual meeting.
- B. Sponsors of a resolution are expected to be present at the standing committee session in which their resolution is to be brought up for discussion and action. If not present it is the decision of the committee to consider or not consider the resolution.
- C. All resolutions going to the full assembly following standing committee action, must have secured a recommendation from the assigned standing committee before full association floor action can be taken.
- D. The Resolutions Committee Chair or other officer designated by the President will bring all resolutions to the floor of the meeting.
- E. For resolutions not recommended for adoption by a standing committee the title and action of standing committee will be read to the full assembly. A vote of the full assembly is required to ratify the committee's action or, if not ratified, the resolution is then treated as any other recommended resolution brought before the assembly.
- F. Calling for a vote on the resolutions.
 - 1. If the Standing Committee or full assembly action recommends the resolution, the chair will read the resolution and/or show so that it can be read by the full assembly and then move for its adoption.
- G. Acceptance of a resolution requires a simple majority of the voting delegates in attendance at the annual meeting.

IV. UACD POLICY FOLLOW-UP ACTION

- A. All resolutions adopted at the annual meeting become policy of the UACD.
 - 1. Each policy statement has a three-year life.
 - 2. At the end of three years, the policy is again reviewed by the original standing Committee (or another committee, if original committee not longer exists).
 - 3. The policy is either extended for another three years, is amended, or is retired.
- B. Each policy statement will be assigned to a specific standing committee or to the Board of Directors. It will be placed in the policy book under the assignee's title.
- C. Needed follow-up activities will be the responsibilities of the assigned standing committee or Board members as assigned.
- D. At each annual meeting, an action progress report will be given in the standing committee by a representative of the assigned party.