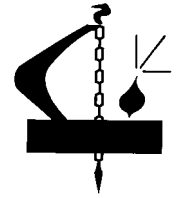


American Association of Family and Consumer Sciences



RESOLUTIONS GUIDELINES

Resolutions are a key component of the framework of the American Association of Family and Consumer Sciences. These guidelines were developed to provide information to Affiliate officers; chairs of Affiliate resolutions and legislative committees; national officers; and national section, division, committee, council, unit, and commission chairs, to facilitate their work with Association members. It is also expected that the guidelines will facilitate understanding of the resolutions process and the role of resolutions within the Association.

The record of previous resolutions furnishes valuable documentation regarding the issues of concern to the Association and the historic positions taken. Part of the material in these guidelines has been adapted from the *American Association of Family and Consumer Sciences Policy and Procedures Handbook*, II-65/66 (June 1998); other information is derived from recent practice and in response to changes in Association needs.

1. Definition

Within AAFCS, an approved resolution:

- a. defines the Association's position on an issue, articulates and gives support to common concerns, and helps sway public opinion; and
- b. stands as the Association's official position until rescinded by The Senate, or unless a fixed life is indicated at the time of its passage.

2. Purposes

Resolutions have the following purposes:

- a. to shape group opinion or policy within the Association in accordance with the Association's goals;
- b. to direct the Association's Strategic Plan;
- c. to serve as a means of support for the positions of other groups who share the Association's goals; and
- d. to affirm an already acknowledged stance of the Association.

3. Criteria

Resolutions shall be:

- a. within the purview of and consistent with the mission of the Association;
- b. of broad concern for and supportive of the Association's Strategic Plan established by the Association;

- c. defensible as to fact with consistency between the rationale and resolution;
- d. definitive, realistic, and achievable within the structure and resources of the Association;
- e. and different from (i.e., does not duplicate) existing resolution(s).

4. **Submission and Approval Process**

The process through which resolutions are submitted and approved is indicated below.

- a. Any Affiliate or official group of AAFCS may submit a resolution.
- b. Any individual member of AAFCS may submit a resolution through any of the official entities of the Association.
- c. Resolutions must be submitted by the published due date, using the established AAFCS resolutions format.
- d. **The submitter of a resolution must prepare and attach the following documents:**
 - 1) **a rationale, which provides background for the resolution, clearly indicating why the issue is appropriate for and important to the Association. References must be included, with photocopies of relevant information and with the most important sections highlighted. APA style is to be used.**
 - 2) **an impact statement, which includes an analysis of costs and benefits to the Association.**
 - 3) **suggested implementation strategies, which suggests what is to occur should the resolution be approved.**
- e. Resolutions should be addressed to: Chair, Public Policy Committee, Office of Public Policy, AAFCS, 1555 King Street, Alexandria, VA 22314-2752.
- f. When all the resolutions are received, the staff liaison will distribute the proposed resolution and the accompanying documentation to the Public Policy Committee for consideration.
- g. Following action of the Public Policy Committee, accepted resolutions will be forwarded for consideration by The Senate at the Annual Convention.
- h. Persons submitting resolutions are asked to attend the Open Forum and the Senate Meeting at the convention at which time resolutions will be discussed.
- i. Resolutions are either accepted, refined, rejected, or referred to the Public Policy Committee or amended by The Senate.
- m. Resolutions may not be proposed from the floor at The Senate unless the rules of The Senate are suspended by the Senators.

5. Suggestions for Implementation

a. Uses

- 1) AAFCS Councils and Committees
 - a) Review when establishing the Strategic Plan.
 - b) Use to support the Strategic Plan.
 - c) Share with entities important to AAFCS to foster a sense of partnership on an issue or to build coalitions.
 - 1) Use as a basis for establishing a partnership or joining an existing coalition.
 - 2) Use as a basis for gaining respect as a member of a coalition or partnership.
- 2) Members and Affiliates
 - a) Develop a network within the community or with related organizations.
 - b) Rally broad-based public support.
 - c) Help synthesize a concrete approach to difficult and complex issues.
 - d) Support AAFCS's efforts to influence legislation.
 - e) Support AAFCS's efforts to bring about educational reform.
 - f) Design or establish new programs or revise existing ones.
 - 1) Use to gain support for requests for new course offerings in inservice or preservice educational programs.
 - 2) Use to support funding requests for research and demonstration projects and programs.
 - 3) Use to support funding requests for legislative initiatives.
- 3) AAFCS and all units
 - a) Use for public relations initiatives.
 - 1) Proclamations
 - 2) Print media articles
 - 3) Press releases
 - 4) Talk shows and radio/TV interviews
 - 5) Influence public policy
 - b) Steps
 - 1) Use exact wording in resolutions or prepare a position paper using the process described in 5b & 5d.
 - 2) Send the resolutions with a cover letter, to entities important to AAFCS.
 - a) Organizations whose work focuses on the topic of the resolution.
 - b) Organizations whose work includes the topic of the resolution.
 - c) Organizations which disseminate educational information to their members.
 - d) Sponsors of local and state referenda and laws.
 - e) Sponsors of federal legislation.

- f) Federal, state, county and local agencies with responsibilities related to the topic.
- 3) In the cover letter to the important entities, indicate the purpose, such as for information or to develop a partnership working together on an issue.
- 4) Provide information for the entity to contact the resolution sender for further information and/or for plans for working together.
- 5) Follow up with a letter or phone call to determine whether information was of value, whether more is needed, and how the entity could work with the AAFCS affiliate or unit.