

**RULES GOVERNING CONSIDERATION AND ADOPTION
OF RESOLUTIONS
ADOPTED BY THE JEFFERSON COUNTY DEMOCRATS (JCD)
JANUARY 22, 2012**

I.

A Resolution submitted for consideration and adoption by the Jefferson County Democrats (JCD) must be submitted in compliance with the following rules.

II. Resolutions must be submitted by:

- A. JCD member
- B. The JCD Executive Board
- C. The JCD Precinct Caucuses
- D. The JCD Convention.

III. Requirements for the submission of resolutions by JCD MEMBERS:

- A. The Resolution must be e-mailed to the JCD Resolutions Committee (JCD-RC) no later than fourteen(14) days prior to the JCD meeting at which the resolution is to be considered. Resolutions should be e-mailed in a format that can be easily edited, preferably Microsoft Word.
- B. A printed version of the Resolution must be received by the JCD-RC no later than two (2) days prior to the JCD meeting at which the Resolution is to be considered. The printed version must be signed by the member submitting the Resolution.
- C. Resolutions submitted in this manner will be compiled for review and action by the JCD-RC.
 - 1. The JCD member that submits a Resolution is encouraged to communicate with the JCD-RC for clarification of the Resolution.
 - 2. The JCD-RC can amend the Resolution or combine the Resolution with other resolutions addressing a similar issue and shall clearly set forth the JCD-RC's action.
 - 3. The JCD-RC's action will be submitted to the JCD for consideration at the general meeting of the JCD.

IV. Requirements for submission of resolutions by the JCD Executive Board (JCD-EB) or by the JCD Membership immediately prior to or during a JCD

meeting:

- A. Circumstances may dictate that a resolution be **drafted by the JCD-EB immediately prior to or during** a JCD meeting.
 - B. The Chair of the JCD-EB is responsible for making sure that Resolutions of this type are submitted to a member of the JCD-RC immediately following the JCD-EB meeting.
 - 1. A printed version of the Resolution must be signed by the JCD-EB Chair or Vice Chair before it is distributed to the JCD.
 - C. Resolutions submitted by the JCD-EB in this manner will be compiled for review and action by the JCD-RC.
 - D. **A Resolution may be presented during a JCD meeting if circumstances dictate.** A last minute Resolution may be presented by any JCD member provided it is signed by ten (10) JCD members.
- V. Requirements for submission by **the JCD Precinct Caucuses:**
- A. Attendees are encouraged but not required to submit Resolutions at the JCD Precinct Caucuses using the format described in VII below and available on the JCD web site (**www.jeffcodemocrats.com**).
- VI. Requirements for submission by **the JCD County Convention:**
- A. It is encouraged that Resolutions be submitted in accordance with JCD County Convention-Rules for Submission of Proposed Platform Amendments and Resolutions available on the JCD Web Site (**www.jeffcodemocrats.com**).
- VII. Resolutions submitted by a JCD Member and the JCD Executive Board must be drafted in the same manner as the Resolution attached to the end of these rules and titled **“Sample Resolution – Re-Focus Border Patrol Operations to Interdiction at the Border.”** Attendees to the JCD Precinct Caucuses and the JCD County Convention are encouraged to submit Resolutions using this same format. Important elements of this formatting include the following:
- A. The **TITLE** of the Resolution must be clearly and concisely stated at the beginning of the Resolution.
 - B. The Resolution must contain at least one **“WHEREAS”** stating the situation to be addressed by the Resolution.
 - C. The Resolution must contain at least one **“THEREFORE BE IT RESOLVED THAT”** stating the action or actions to be taken if the Resolution is adopted.
 - D. Clauses should be worded **as if written from the point of view of the JCD** and not the maker originally submitting the Resolution.
 - E. The Resolution must contain the **NAME** of the member or maker submitting the Resolution and the **DATE** it was submitted at the bottom of the Resolution.
- VIII. **Responsibilities of the JCD-Resolutions Committee**

- A. The JCD-RC will review each proposed Resolution for the following elements:
 - 1. Timely submission, as specified in III.A and III.B
 - 2. Proper submission, as specified in II, III, IV, V and VI.
 - 3. Proper elements, as specified in VII.
 - B. The JCD-RC will further review each proposed Resolution for a reasonable, attainable, and limited scope of action in the “Resolved” clauses.
 - 1. Any action resolved must be within the power of the Jefferson County Democrats (JCD) or its Chairman and officers and/or the Washington State Democratic Central Committee (WSDCC) or its Chairman and staff.
 - 2. Any action resolved must be appropriately limited in scope, difficulty and cost appropriate to the Resolution.
 - C. The JCD-RC will amend or reject any Resolution that has not met all above criteria.
- IX. Resolutions submitted for consideration and action at the general meeting of the JCD.
- A. All Resolutions shall be distributed to the JCD Members present at the JCD general meeting where the Resolution will be presented. In addition the JCD-RC will make a good faith effort to post all Resolutions on the JCD web site (www.jeffcodemocrats.com) prior to the general meeting at which the Resolution will be presented and acted on.
 - 1. The Resolutions will reflect any changes adopted by the JCD-RC.
 - 2. The Resolutions will include the recommendation of the JCD-RC (DO-PASS, PASS WITH AMENDMENT, DO NOT PASS, OR RETURN TO SENDER).
 - 3. In all other matters not covered expressly by these rules the Bylaws of the JCD and Robert’s Rules of Order, newly revised, shall prevail.
 - 4. Following adoption of a Resolution by the JCD appropriate action will be taken by the Chair of the JCD for transmission of the Resolution to the WSDCC or other parties.
- X. The **JCD BYLAWS** address Resolutions (refer Article V-Meetings, section G).
- A. A Resolution may be passed by a simple majority of JCD members present, provided it has been introduced and read at a previous meeting of the JCD.
 - B. A two-thirds (2/3) majority of those JCD members present is required to pass a Resolution at the same meeting at which it is introduced.
 - C. No proxy or absentee votes shall be recognized.