



## Pennsylvania School Librarians Association

### Administrative Policies

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#### RESOLUTIONS POLICY

The following guidelines are addressed to individuals and committees preparing resolutions to come before the membership:

- I. A resolution shall be complete so that, upon passage, it becomes a clear and formal expression of the opinion or will of the membership.
- II. Terms used shall be readily understandable or have a specific definition.
- III. The intent, objective, or goal of the resolution shall be clear.
- IV. If the resolution calls for a specific action or course of action it shall be so stated.
- V. The Resolution Form shall be made available on the PSLA website under Policies.
- VI. Resolutions, including memorials, tributes, and testimonials, shall show the names, addresses, and affiliation of the initiator(s), mover(s) and the second(s).
- VII. Care shall be taken to avoid repetitious resolutions.
- VIII. Each resolution shall address only one topic or issue.
- IX. Resolutions shall be presented in a readable form to the Chair(s) of the Operations Committee one week prior to the annual conference whenever possible.
- X. Chair(s) of the Operations Committee shall present resolutions to the membership and the President shall conduct the vote.
- XI. Copies of the resolution shall be retained by the President of Association, the Secretary of the Association, the Operations Committee, and presented to the person(s) named in the resolution.

*(Adopted, Board of Directors, Feb 5, 2000)*

*(Amended, Board of Directors, October 11, 2014)*

*(Amended, Board of Directors, January 14, 2017)*