

RESPONSIBILITIES OF THE RESOLUTIONS COMMITTEE

Bylaws: ARTICLE X, Section 15 and ARTICLE XV

Chair - Appointed by the President

The Committee consists of a chair and the ten zone Resolutions Committee Chairs. The Chair of the Bylaws Committee and the Vice President for Legislative Action serve as non-voting advisors.

The function of the committee is to solicit, check for compliance and to recommend or not recommend the resolutions which have been submitted for consideration. The chair will then present resolutions which have been recommended for adoption at the Annual Meeting. According to *Webster's New World College Dictionary, 4th ed.*, a "resolution is a formal statement or determination adopted by an assembly or other formal group."

The committee meets prior to the July Executive Board Meeting. An additional meeting may be held between the July meeting and the Annual Meeting if an emergency resolution comes before the committee.

Any member of NYSRTA may submit a resolution to his or her zone for consideration. The resolution should be practical, reasonable, and financially feasible. The *Zone Approval Statement* and the name and address of the person submitting the resolution must be affixed. The correct format for a resolution appears below.

After the proposed resolution has been prepared by the zone Resolutions Committee and approved by the zone governing body, a signed hard copy and an e-mail formatted copy shall be sent to the NYSRTA Resolutions Committee Chair. To ensure proper review of resolutions, copies must be mailed at least thirty (30) days prior to the July Executive Board meeting. (Required by NYSRTA Bylaws Art XV, Sect 1.)

When the committee meets in July, all resolutions are reviewed and classified as recommended or not recommended. All submitted resolutions shall be printed in the fall issue of *YORK STATE* along with the recommendations of the committee.

The recommended resolutions are presented at the Annual Meeting for acceptance or rejection by the delegates to the Annual Meeting. Resolutions not recommended by the committee may be brought up for action by a 2/3 vote of the delegates.

EXAMPLE OF A RESOLUTION

HEALTH INSURANCE

WHEREAS, The various HMOs and other health insurance plans change their coverage, and

WHEREAS, We need legislation that protects our rights when seeking health care,

Therefore, BE IT RESOLVED, That we urge The New York State Retired Teachers' Association to support (patients') Bill of Rights legislation.

Resolutions may include a cost factor, a recommended date for implementation, and a referral for action.

GUIDELINES FOR RESOLUTIONS

1. All NYSRTA members are eligible to send in resolutions to their zones for approval by their governing bodies.
2. Resolutions should be practical, reasonable, and financially feasible.
3. Resolutions must be legal and must not duplicate any resolution already adopted and included in the Master File.
4. While ARTICLE X, Section 15, and ARTICLE XV cover resolutions, the objectives of the Association are enumerated in ARTICLE II of the Bylaws. Each proposed resolution must comply with at least one of the objectives in ARTICLE II.
5. The zone Resolutions Committee must see that each of its proposed resolutions is printed in the proper format, including the following *Zone Approval Statement*, which is to appear above the title of the original resolution.

The following resolution was approved by the _____ (name of zone or out-of-state region) On _____ (date) and is signed by the zone President (or the out-of-state region President) as meeting the criteria for resolutions as stated in the Guidelines For Resolutions, item number 4.

_____, *President* _____
(signature) (date)

6. The name of the contact person, with the address and phone number, and e-mail address (if available) should be on each resolution.
7. Each zone is limited to three (3) resolutions.
8. A signed hard copy, along with an e-mail formatted copy, of each proposed resolution is to be submitted to the NYSRTA Resolutions Committee Chair.
9. Resolutions must be mailed and e-mailed to the NYSRTA Resolutions Committee Chair at least thirty (30) days prior to the July Executive Board Meeting. The Chair will transmit copies of the submitted resolutions to the Resolutions Committee members and to the Chair of the Bylaws Committee and the Vice President for Legislative Action in a timely manner.
10. The Chair of the NYSRTA Resolutions Committee will mail or e-mail copies of the proposed resolutions, noting action taken, within ten (10) days following the July Executive Board Meeting to zone presidents and out-of-state region presidents

Submission Form for Resolutions

ZONE APPROVAL STATEMENT:

The following resolution was approved by the _____ (name of zone or out-of-state region) on _____ (date) and is signed by the zone president (or out-of-state region president) as meeting the criteria for resolutions as stated in the Guidelines For Resolutions, item Number 4.

_____, President _____
(signature) (date)

TITLE OF RESOLUTION: _____

NYSRTA OBJECTIVE(S) with which this resolution is in compliance (Article II of Bylaws) _____

NAME OF CONTACT PERSON: _____
Address _____

Phone Number _____ E-mail address _____

TEXT OF PROPOSAL
(Use additional space, if necessary)

Added October 2013

What may seem like wasted space in this spot is intended
to provide integrity to the material on the pages following.

RESPONSIBILITIES OF THE SITE COMMITTEE

Bylaws: ARTICLE X, Section 16

Chair – Appointed by the President

The Committee shall consist of a chair, the Senior Vice President, the Treasurer and two (2) members appointed by the President. The Executive Office Manager shall be invited to attend all meetings.

1. The function of this Committee is as follows:
 - a. To recommend a selected site for the Annual Workshop and the Annual Convention of the Association to the Executive Board.
 - b. To investigate and consider potential site suggested by the Executive Board.
 - c. To review all contracts, item by item, prior to any approval of same.
 - d. To act as the liaison between the selected site management and the Association.
 - e. The Chair shall attend meetings as requested by the Association President
2. The President of the Association shall notify the management of the site chosen by the Executive Board.

Revised March 2009

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