

# INSTRUCTIONS TO UNITS FOR SUBMITTING RESOLUTIONS

## THE RESOLUTIONS PROCESS

A resolution submitted to the NAACP Resolutions Committee is a formal request of the NAACP's Annual Convention to change or amend the programs or policies of the NAACP or to establish new policies. The resolution should be clear, concise, and specific. The substance should be well researched and must have been approved by a majority vote of the sponsoring Unit.

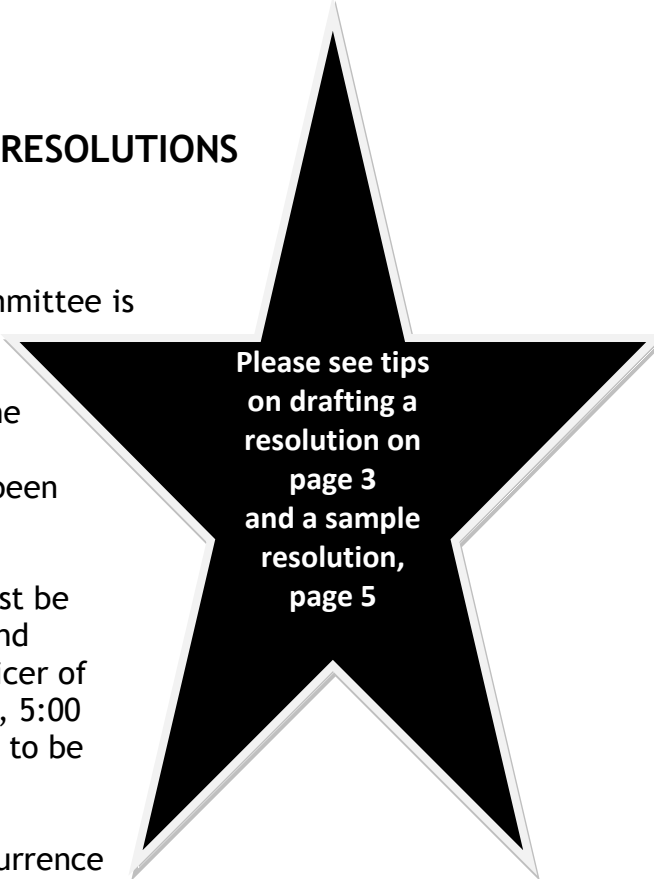
Resolutions having been approved by this method must be signed by the unit President and the unit Secretary and transmitted to the President and Chief Executive Officer of the NAACP at the National office by close of business, 5:00 p.m. eastern time, on **Tuesday May 1, 2018** in order to be considered by the Resolutions Committee.

Only resolutions which are recommended for concurrence by the Resolutions Committee will be put to discussion and a vote during the Legislative Session of the NAACP's Annual Convention. The Committee will review and may alter any resolution received in this process, in order to ensure that it comports with the Constitution and Bylaws and that the substance is new.

Resolutions adopted by the delegates at Convention must be submitted to the Board of Directors for ratification at their October Board meeting. Resolutions submitted for consideration by the Resolutions Committee become the province of the committee and are subject to recommendations or referral as the Committee deems necessary. Resolutions which are approved by the Resolutions Committee, which meets in May, and the delegates at the Legislative Session of the Convention and are then ratified by the national Board of Directors at their October Board meeting become official NAACP policies or programs. The adopted resolutions are published in The Crisis magazine.

## SUBMITTING A RESOLUTION

- ***Submission deadline:*** Hard copies (as opposed to fax copies or electronic copies) of all resolutions must be **received** (not postmarked) in the Office of the President and CEO office by close of business, 5:00 p.m. eastern time, on **Tuesday, May 1, 2018**. Units are encouraged to submit early (**up to a week prior to the May 1 deadline, which this year is Tuesday, April 24, 2018**) to ensure receipt and proper review.
- ***E-mailing resolutions:*** Units are requested to e-mail a copy of their resolution to the national office at [resolutions@naacpnet.org](mailto:resolutions@naacpnet.org) to ensure accurate duplication. This is an administrative request only. The resolution must still be submitted by United States mail, FedEx or UPS with the original signatures of



Please see tips  
on drafting a  
resolution on  
page 3  
and a sample  
resolution,  
page 5

the Unit President and Secretary in order to be considered by the Resolutions Committee. In other words, each resolution must be submitted in hard copy.

- **Organizational priorities:** Units submitting resolutions are encouraged to carefully review the NAACP website for information on existing policy and current organizational priorities.
- **Newness:** Pursuant to Article IX, Section 9(b)(1)(A)(iv), on page 22, of the NAACP Constitution, “The Resolutions Committee shall be responsible for determining, for each proposed resolution, whether it meets the criteria of newness or material modification of existing resolutions.” Resolutions must have national significance to be considered by the Resolutions Committee and the National Convention.
- **Required Signatures:** Attached letters or cover letters are not accepted as substitutes for signed resolutions. The resolution itself must be signed. The president and secretary's signature must appear on the resolution. No other signatures are accepted (i.e. 1<sup>st</sup> vice president, assistant secretary, etc.).
- **Adopted date:** Please include on the resolution the date it was adopted by the general membership of the Unit. A resolution can only be submitted after a favorable vote at a regular legislative meeting of a Branch, Youth Council, Junior Youth Council, College or High School Chapter, Prison Branch or State Conference.
- **Resolutions regarding the Constitution:** Issues pertaining to the **Constitution of the NAACP** cannot properly come before the Resolutions Committee. Those issues must go before the National Board of Directors.
- **Resolutions regarding Bylaws:** Changes to the **State/State Area Conference Y&C Division Guidelines** cannot properly come before the Resolutions Committee. Those issues must go before the National Board of Directors.
- **Support/Evidence:** When drafting resolutions, prior resolutions and statistical evidence supporting the Unit's position can be researched and attached. This supporting documentation does not have to be a part of the actual resolution. It can be included in your submission packet to bolster the case for adoption of the resolution. Such information will be considered by the Resolutions Committee; however, it will not be submitted to the Convention.
- **Reaffirming prior resolutions:** If a prior resolution exists, specifically state that you are seeking reaffirmation of existing policy and why or articulate any new issues. Please identify the previous resolution by title and date of adoption.
- **Good standing:** Only Resolutions submitted by Units in good standing will be considered by the Committee. A Unit in good standing, pursuant to Article III, Section 3 et.al., of the Bylaws for Units, must have the required minimum membership. Branches must have a minimum of fifty (50) members, prison

branches twenty-five (25) members, youth Units twenty-five (25) members, and State Conferences must have a minimum of six (6) adult and six (6) youth Units above these minimum membership requirements to be considered in good standing. Units must have filed their 2017 Year End Financial Report.

## **DRAFTING RESOLUTIONS**

Resolutions should be clear, concise, and specific. The substance should be well-researched and reflect the majority view and interests of the sponsoring Unit. Units submitting resolutions are encouraged to carefully review the NAACP website for information on existing policy and organizational priorities. While it is important for the Association to offer opinions on a wide range of issues, resolutions submitted for consideration during this process should call for a specific NAACP action.

All resolutions must have a common format. Each resolution has three parts: the heading, the perambulatory (“whereas”) clauses and the operative (“resolved”) clauses. The resolution is one long sentence with commas and semi-colons throughout the resolution, and a period only at the very end (please see the sample resolution on page 5 of this document.)

Attached to these instructions is a sample resolution for NAACP Units to use as a guide when drafting resolutions. The sample is a resolution presented in 2000 by the Boston Branch. Please note that it includes places for proper signatures and the date the Unit adopted the resolution. It is important to include a contact telephone number.

### **Headings**

The heading for all resolutions should read as follows:

**Subject:** The Topic of the Resolution  
**Sponsored by:** [XYZ Unit, State Conference]

### **Preambulatory (“Whereas”) Clauses**

The purposes of the preamble are to outline the history of the problem, to show that the topic is a proper one for the National Convention to address, and to show the need for a solution. Preambulatory clauses can and should cite precedents as well as previous resolutions. The preamble should also specifically refer to factual situations or incidents.

The preamble may also include appeals to the common sense or humanitarian instincts of convention delegates with references to basic NAACP principles. The importance of the preamble depends on the question under consideration. In some cases, the preamble is merely a formality. However, the preamble is still critical, because it provides the frame through which the problem is viewed. This having been said, the preamble or “whereas” clauses should be limited to the extent necessary to point out the importance of the subject of the resolution. More than one page of preamble is generally considered overkill, particularly when the resolve clause is limited to one or two sentences.

## Operative (“Therefore be it Resolved”) Clauses

The solution in a resolution is presented in operative or “resolved” clauses. These clauses must recommend, urge, condemn, or request certain actions, or propose a favorable or unfavorable position regarding an existing situation. Each operative clause calls for a specific action. The action may be as general as the Association’s denouncement of a certain person or event or the Association’s call for legislative action; or as specific as support for a particular federal bill.

Operative clauses are the heart of the resolution - they recommend the actions the delegates to a convention want the Association to take. They are fully debatable and amendable, and will sometimes go through a series of revisions before reaching final form. Operative clauses incite an action, condemn, recommend a shift in policy, et cetera.

### Appendix: Sample Verbs to use in Operative Clauses

Accepts	Emphasizes	Reaffirms
Affirms	Encourages	Recommends
Approves	Endorses	Reminds
Authorizes	Expresses its appreciation	Regrets
Calls	Expresses its hope	Requests
Calls upon	Further invites	Resolves
Condemns	Further proclaims	Solemnly affirms
Congratulates	Further recommends	Strongly condemns
Confirms	Further reminds	Supports
Considers	Further requests	Trusts
Declares accordingly	Further resolves	Takes note of
Deplores	Have resolved	Urges
Draws attention	Notes	Proclaims
Designates		

**SAMPLE RESOLUTION**

**Discriminatory Sub-prime and Predatory Lending Practices**

**Sponsored By : Boston, MA Branch**

**Date Adopted: April 5, 2000**

**WHEREAS**, sub-prime lending, where loans are extended to people with impaired credit, is a growing segment of the mortgage market; and

**WHEREAS**, sub-prime loans serve a function; the objective of the financial institutions should be to help applicants rehabilitate their credit, not to expand the sub-prime market; and

**WHEREAS**, such loans are increasingly targeted to African Americans, elderly and female heads of households; and

**WHEREAS**, such loans are characterized by high interest rates, excessive and unnecessary fees and costs, balloon payments, pre-payment penalties, unnecessary costs for credit life, accident or health insurance, and repeated re-financing or “flipping” of the loan; and

**WHEREAS**, discriminatory and predatory lending practices are widespread throughout neighborhoods of color and serve to deny people of color access to mainstream credit; and

**WHEREAS**, credit discrimination and predatory lending practices destroy the financial well being of its victims, as well as the financial well being of the entire community.

**THEREFORE, BE IT RESOLVED** that the National Association for the Advancement of Colored People stands opposed to the discriminatory practices associated with sub-prime and predatory lending in the United States of America and will work through the local, state and federal legislative process to make sure that such practices will be prohibited; and

**THEREFORE, BE IT FINALLY RESOLVED** that the NAACP will urge all of its Units to work to identify and assist victims of predatory lending practices, following NAACP procedures, and take action necessary to expose and halt those who engage in discriminatory and unfair lending and credit practices in our communities.

Unit President’s name (typed or printed): \_\_\_\_\_

Unit President’s signature: \_\_\_\_\_

Unit Secretary’s name (typed or printed): \_\_\_\_\_

Unit Secretary’s signature: \_\_\_\_\_

Contact phone number: \_\_\_\_\_ Contact e-mail address: \_\_\_\_\_