

# Guidelines for Drafting a Resolution for Consideration by the Democratic Party of Oregon

## What is a resolution?

A resolution is a written motion, adopted by majority or super-majority vote of the State Central Committee (SCC) of the Democratic Party of Oregon (DPO). It may express the formal opinion of the DPO on a specific topic, or direct the party officers or staff to take specific action.

## What is the purpose of passing a resolution?

Resolutions expressing the formal opinion of the DPO may serve as a rallying point for political action, to be led by the proponent of the successful resolution and their fellow activists. Resolutions may also direct specific party actions sought by the State Central Committee (SCC).

## What bylaws apply to the adoption of resolutions by the DPO?

The proposal and passage of resolutions by the DPO is controlled by Article XVI of the Bylaws of the Democratic Party of Oregon:

## ARTICLE XVI - RESOLUTIONS

*Section 1 – Submission of resolutions - Any member of the SCC may submit a resolution to the State Chair for consideration at the first meeting of the SCC to take place more than 25 days after the submission.*

*A. These resolutions will be included in the notice of the next meeting and the Chair will submit them to the appropriate committee.*

*B. The committee receiving the resolution may recommend adoption, rejection, or offer a substitute, or make no recommendation.*

*C. If the committee to which the Chair submitted a timely filed resolution fails to bring the resolution to the floor at the next SCC meeting, then the SCC may ask the committee to report, after which the SCC may vote, by a two-thirds majority, to bring the resolution to the floor.*

*D. Resolutions, unless otherwise specified in these Bylaws, require a majority vote.*

*Section 2 – Types of resolutions - A substantive resolution is one that requires the DPO to take action, as opposed to a resolution that expresses a point of view.*

*A. A resolution is initiated by a member of the SCC, submitting it to the Chair.*

*B. A substantive resolution requires a two-thirds majority for passage.*

*Section 3 – Resolutions submitted after the deadline - Any resolution that has not been submitted to the Chair at least 25 days before a meeting of the SCC requires a two-thirds majority vote for passage.*

[ DPO Bylaws, rev: 12/2/2006 ]

## What types of resolutions may be proposed?

The DPO Bylaws recognize two types of resolutions: those which require the officers or staff of the DPO to take action, referred to as "substantive" resolutions, and those which express the formal opinion of the

party. A resolution is considered substantive if it requires the expenditure of any funds by the DPO, or any specific effort of any officer or staff of the DPO beyond the Media Policy Guidelines. A resolution is not considered substantive if it requires no funding, nor any specific action by any officer or staff of the DPO beyond the Media Policy Guidelines. Substantive resolutions require a two-thirds super-majority vote of the SCC for passage. All other resolutions require a simple majority vote of the SCC for passage.

### **How do I draft a resolution?**

1. Thoroughly review this Guide to Submitting DPO Resolutions
2. Download the Sample Resolution Style Sheet and Resolution Face Sheet
3. Review existing resolutions for examples
4. Draft your Resolution and Resolution Face Sheet, in conformance with this Guide and DPO Bylaws

### **When and where do I submit my resolution for consideration?**

If not a State Central Committee (SCC) member, find an SCC member to submit the resolution. *NOTE: most County Chairs are SCC Delegates and many counties list their SCC delegates on their websites.*

Proposed resolutions must be submitted to the Chair of the Democratic Party of Oregon not less than 25 days before the SCC Meeting during which the resolution may be considered. Resolutions will be sent via first class mail to all members and alternates of the SCC along with the provisional agenda for the meeting.

Submissions should be made to: [resolutions@dpo.org](mailto:resolutions@dpo.org) or mailed to Resolutions, DPO, 232 NE 9<sup>th</sup> Avenue, Portland, OR 97232 or faxed to 503-224-5335 – Attention: Resolutions. [*Note: submission in electronic form, by email, is very strongly preferred. Time required to type your proposal into electronic form may delay consideration of your proposal.*]

The proposed resolution will be forwarded by the Chair to the appropriate committee - most typically, the Platform and Resolution (P&R) Committee. The committee receiving the resolution may recommend adoption, rejection or offer a substitute or make no recommendation. The committee may also refer the resolution back to its drafter(s) with requested changes.

### **What factors will be considered by the P&R Committee before voting on a resolution?**

*Note: These questions simply serve as discussion guidelines for the P&R Committee. A “yes” response to all of the following questions is not necessary for a resolution to be adopted.*

1. Required Format: does the resolution follow the required format defined by the Sample Resolution Style Sheet and include a filled-out Resolution Face Sheet?
2. Concisely Stated Facts: does the resolution concisely assert facts (the “Whereas”) describing a problem or issue which is properly addressed by the solution or action proposed by this resolution?
3. Concisely Proposed Solution or Action: does the resolution concisely propose a solution or action (the “Therefore”) which directly relate to the problem or issue described by its factual assertions?
4. Verified Facts: have all factual assertions within the resolution been verified by its proponent? (footnotes encouraged)

5. Proper Scope: is the problem or issue presented statewide and/or national in scope?
6. Relates to Legislation: does the resolution support pending legislation, or propose its creation?
7. Proposed Legislation Reviewable: if the resolution supports pending legislation, have the title, a synopsis, and other pertinent details of the proposed legislation been submitted along with the resolution for review? Also, if available, has an online link to the proposed legislation been provided?
8. Enhances Support: will passage of this resolution enhance voter support for the DPO?
9. Timely or time-sensitive: does the resolution deal with timely and/or time-sensitive issues?
10. Platform Relevancy: does the resolution clearly identify the specific plank of the Platform of the Democratic Party of Oregon to which it relates?
11. Substantive: does the resolution require the expenditure of party funds, or specific action by any party officer or staff? [*Note: substantive resolutions require 2/3 vote of SCC for approval*]
12. Timely Submitted: has the resolution been timely presented, in conformance with DPO Bylaws? [*Note: resolutions submitted after the 25-day deadline require 2/3 vote of SCC for approval*]

### **What are the responsibilities of the proponent(s) of a resolution?**

1. Draft: To draft the proposed resolution and resolution face sheet in line with this document's guidelines
2. Submit to DPO Chair: To submit the proposed resolution and resolution face sheet to the DPO Chair (submission must be through a SCC member)
3. Participate in Review: Proponent(s) are asked to be available to the committee reviewing the proposed resolution to provide addition information or supporting documentation. If changes to the original proposed resolution are necessary, proponents are asked to participate in revising and amending it.
4. Be Present for SCC Consideration: If the resolution is referred to the SCC, at least one of the proponents is expected to attend the SCC meeting at which their proposed resolution is to be considered, and be available to respond to questions raised during its consideration
5. Make Revisions: If the resolution is referred back to committee by the SCC, proponents are asked to make revisions to the resolution which are responsive to the reasons for its referral back to committee
6. Serve as Advocate: If the resolution is adopted by the SCC, the proponent(s) are expected to be publicly available to serve as an ongoing advocate for the resolution

### **What happens to a Resolution after it is adopted by the SCC?**

All resolutions, whether “substantive” or not, will be publicized and disseminated under the provisions of the Media Policy Guidelines adopted by the DPO Administrative Committee on 10/3/07.