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**JAPANESE AMERICAN CITIZENS LEAGUE**  
**48th JACL National Convention**  
**Washington, D.C.**  
**July 7, 2017**

**RESOLUTION PROCEDURES**

- 1) **Overview.** This document, together with the Standing Rules, sets forth the rules for the submission, review, consideration, and adoption of a resolution by the JACL Resolutions Committee and the National Council.
- 2) **Subject matter.** A resolution is a formal statement of JACL position, policy, recommended action, or appreciation adopted by the National Council.
  - a) A resolution may express the views of the National Council on a matter on which it cannot otherwise act and refer the matter to another JACL component for consideration.
  - b) A resolution may not:
    - i) Violate the JACL Constitution and Bylaws or applicable law;
    - ii) Propose a specific amendment to the Constitution and Bylaws;
    - iii) Propose a specific change to the JACL Program for Action;
    - iv) Except to the extent that the implementation of the resolution may have a fiscal impact on the budget, it may not otherwise seek to adopt or amend the JACL budget;  
or
    - v) Restate a resolution previously adopted.
- 3) **Filing procedure.** All proposed resolutions must be submitted to the Resolutions Committee for review.
  - a) All proposed resolutions must comply with the following requirements:
    - i) Submitted in the format specified by the Resolutions Committee;
    - ii) Written in language that is clear and concise;
    - iii) Proposed by the National Board, the National Youth/Student Council, a District Council, or a Chapter and signed by:
      - (1) A National Board member if proposed by the National Board;
      - (2) The Governor or designee of the Governor if proposed by a District Council;
      - (3) The Chair or the National Youth/Student Representative if proposed by the National Youth/Student Council; or
      - (4) The Chapter President if proposed by a Chapter.
  - b) Filing methods. Any filing required by these Procedures must use the following addresses:
    - i) JACL: c/o Ms. Rebecca Ozaki
      - (1) Email: [rozaki@jacl.org](mailto:rozaki@jacl.org);
      - (2) Mail: JACL Midwest Regional Office, 5415 N. Clark St, Chicago, IL 60640;
        - (a) "Mail" may be sent by US Postal Service or a commercial delivery service;
        - (b) Mail is deemed sent on the date postmarked by USPS or the date received by a commercial delivery service;
      - (3) Fax: (773) 728-7231

- 47 ii) Committee chair: Paul Uyehara, [puyehara@gmail.com](mailto:puyehara@gmail.com)  
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- 49 c) **Optional Preliminary Review.** The Committee encourages, but does not require, that  
50 resolution proponents file their draft proposal with the Committee as soon as possible for  
51 non-binding review. The optional review provides a process for a preliminary review of  
52 the proposal and the benefit of early committee feedback and discussion. Proposals must  
53 be submitted as follows:  
54 i) Comply with the requirements of 2 and 3(a) above;  
55 ii) Filed no later than **April 15, 2017** by *one* of the following methods:  
56 (1) Email to JACL *and* the Committee Chair with the proposal attached in Word  
57 format. Proponents are strongly advised to submit using this method;  
58 (2) Sent by US Mail or commercial delivery service; or  
59 (3) Fax to JACL time stamped by the deadline.  
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- 61 d) **Formal Review.** Proposed resolutions, including those previously submitted for optional  
62 review, must be filed as set forth below:  
63 i) Comply with the requirements of 2 and 3(a) above;  
64 ii) Unless stated in the proposal that there is no fiscal impact, the proposal must be  
65 accompanied by a properly completed Fiscal Impact Statement in the format provided  
66 by the Committee;  
67 iii) Proponents are strongly encouraged to file proposals as soon as possible to allow time  
68 for committee review and changes. All proposals *must* be filed no later than **May 8,**  
69 **2017**, by either of the following methods:  
70 (1) Electronic. Email the proposal in Word format to JACL *and* to the Committee  
71 Chair with signature documented by either:  
72 (a) An original signed copy mailed to JACL no later than **May 8, 2017**; *or*  
73 (b) A PDF is attached to the email showing an image of the proposal with the  
74 required signature; or  
75 (2) Non-electronic. Send the signed proposal as follows:  
76 (a) Fax to JACL, time stamped by the deadline; *or* mail to JACL by the deadline;  
77 and  
78 (b) Save the proposal in Word to a CD or flash drive and mail to JACL by **May 8,**  
79 **2017.**  
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- 81 e) **Emergency Resolutions.** Proposals for Emergency Resolutions may be submitted until  
82 11:59 pm on **July 6, 2017** local time at the location of the convention, subject to the  
83 following requirements:  
84 i) All requirements for Formal Review as set forth above in paragraph 3(d)(i) and (ii)  
85 have been met;  
86 ii) The proposal includes additional signatures of three (3) delegates from three (3)  
87 different districts not including the proponent's district;  
88 iii) The proposal reasonably explains that the circumstances or issue giving rise to the  
89 need for the resolution had not occurred or could not have been known early enough  
90 to allow filing for formal review.  
91 iv) The proposal is filed as follows:  
92 (1) The proposal must be delivered in electronic form either

- 93 (a) By email to JACL and the committee chair in Office format; or  
94 (b) By hand delivery of a flash drive containing the proposal in Office format to  
95 JACL and the committee chair; and, in addition,  
96 (2) Unless an image of the signed copy is electronically delivered with the proposal,  
97 an original signed copy must be hand delivered by the deadline to JACL *or* the  
98 committee chair.  
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100 **4) Committee Review of Proposed Resolutions**

101 a) **Preliminary Review**

- 102 i) The Committee must promptly review all proposals properly filed for  
103 preliminary review.  
104 ii) The Committee will advise the Proponent:  
105 (1) Whether the proposal meets the requirements set forth herein;  
106 (2) The existence of possible conflicts with the Constitution and Bylaws, prior  
107 resolutions or JACL policy, or other issues not addressed by the proposal;  
108 and  
109 (3) Any suggestions for alternate language, approach, or other disposition of  
110 the proposal, including the need to consolidate the proposal with another  
111 proposal with similar content, or to split the proposal into two or more  
112 parts restricted to a single issue or set of issues.  
113 iii) The Committee must communicate its response to the Proponent no later than  
114 **April, 30 2017**  
115 iv) The preliminary review of the Committee is advisory only and does not bind  
116 the Committee or the Proponent.  
117 v) Proposals filed for *preliminary* review will not be *formally* reviewed unless:  
118 the Proponent has requested such review in writing or by email after the  
119 preliminary review; and the filing has complied with all Section 3(d)  
120 requirements.

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122 b) **Formal Review**

- 123 i) The Committee must review all proposals properly filed for formal review.  
124 ii) The Committee will advise the Proponent of:  
125 (1) Whether the proposal meets the requirements set forth herein;  
126 (2) The existence of possible conflicts with the Constitution and Bylaws, prior  
127 resolutions or JACL policy, or other issue not addressed by the proposal;  
128 and  
129 (3) Any suggestions for alternate language, approach, or other disposition of  
130 the proposal, including the need to consolidate the proposal with another  
131 proposal with similar content, or to split the proposal into two or more  
132 parts restricted to a single issue or set of issues.  
133 iii) The Committee must communicate its response to the Proponent no later than  
134 **May 22nd, 2017**, and will work with the Proponent in amending the proposal  
135 when appropriate.  
136 iv) The Committee will thereafter decide to a) approve the proposal with or  
137 without a recommendation to the National Council; or b) reject the proposal  
138 for failure to comply with requirements.

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- c) **Review of Proposed Emergency Resolutions.**
  - i) The Committee will review proposed emergency resolutions for compliance with all requirements as soon as is practicable.
  - ii) The Committee may discuss any concerns with the proponent.
  - iii) The Committee will decide to a) approve the proposal with or without a recommendation to the National Council; or b) reject the proposal for failure to comply with requirements.

**5) Committee Report to the National Council**

- a) The Committee must prepare a report for distribution to the Chapters or National Council as soon as is practicable after completing review of all proposals timely filed for formal review.
- b) The report must include:
  - i) Copies of all proposals submitted for formal review;
  - ii) The decision of the Committee to accept or reject each proposal filed for formal review;
  - iii) Any Committee recommendations relating to the amendment, rejection, or consolidation of a proposal; and
  - iv) Any analysis or recommendations of the Committee to the National Council or to the Proponent in connection with the consideration of any proposal.

**6) National Council Review of Proposed Resolutions.** Upon motion of a delegate, the National Council may debate, amend, adopt, or reject those resolutions set forth below. The National Council may only consider proposals:

- a) Accepted by the Committee;
- b) Rejected by the Committee and placed on the floor by motion for reconsideration by vote of the Council; and
- c) Any emergency resolutions approved by the Resolutions Committee.