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JAPANESE AMERICAN CITIZENS LEAGUE
49th JACL National Convention
Philadelphia, PA
July 19, 2018

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 Strategic Plan;
 - 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; and
 - iv) Accompanied by a designated contact person's name, telephone number, and email address.
 - b) Filing methods. Any filing required by these Procedures must use the following addresses:
 - i) JACL:
 - (1) Email: resolutions@jacl.org;
 - (2) Mail: JACL Headquarters, 1765 Sutter Street, San Francisco, CA 94115,
Attention: Resolutions Committee
 - (a) "Mail" may be sent by US Postal Service or a commercial delivery service;

- 47 (b) Mail is deemed sent on the date postmarked by USPS or the date received by
48 a commercial delivery service;
- 49 (3) Fax: (415) 931-4671
- 50 ii) Committee Co-chair: Joy Goto, JGoto@csufresno.edu
- 51
- 52 c) **Optional Preliminary Review.** The Committee encourages, but does not require, that
53 resolution proponents file their draft proposal with the Committee as soon as possible for
54 non-binding review. The optional review provides a process for a preliminary review of
55 the proposal and the benefit of early committee feedback and discussion. Proposals must
56 be submitted as follows:
- 57 i) Comply with the requirements of 2 and 3(a) above;
- 58 ii) Filed no later than **April 30, 2018** by *one* of the following methods:
- 59 (1) Email to JACL *and* the Committee Chair with the proposal attached in Word
60 format. Proponents are strongly advised to submit using this method;
- 61 (2) Sent by US Mail or commercial delivery service; or
- 62 (3) Fax to JACL time stamped by the deadline.
- 63
- 64 d) **Formal Review.** Proposed resolutions, including those previously submitted for optional
65 review, must be filed as set forth below:
- 66 i) Comply with the requirements of 2 and 3(a) above;
- 67 ii) Unless stated in the proposal that there is no fiscal impact, the proposal must be
68 accompanied by a properly completed Fiscal Impact Statement in the format provided
69 by the Committee;
- 70 iii) Proponents are strongly encouraged to file proposals as soon as possible to allow time
71 for committee review and changes. All proposals *must* be filed no later than **May 21,**
72 **2018**, by either of the following methods:
- 73 (1) **Electronic.** Email the proposal in Word format to JACL *and* to the Committee
74 Co-chair with signature documented by either:
- 75 (a) An original signed copy mailed to JACL no later than **May 21, 2018**; *or*
- 76 (b) A PDF is attached to the email showing an image of the proposal with the
77 required signature; or
- 78 (2) **Non-electronic.** Send the signed proposal as follows:
- 79 (a) Fax to JACL, time stamped by the deadline; *or* mail to JACL by the deadline;
80 and
- 81 (b) Save the proposal in Word to a CD or flash drive and mail to JACL by **May**
82 **21, 2018.**
- 83
- 84 e) **Emergency Resolutions.** Proposals for Emergency Resolutions may be submitted until
85 11:59 pm on **July 18, 2018** local time at the location of the convention, subject to the
86 following requirements:
- 87 i) All requirements for Formal Review as set forth above in paragraph 3(d)(i) and (ii)
88 have been met;
- 89 ii) The proposal includes additional signatures of three (3) delegates from three (3)
90 different districts not including the proponent's district;
- 91 iii) The proposal reasonably explains that the circumstances or issue giving rise to the
92 need for the resolution had not occurred or could not have been known early enough

- 93 to allow filing for formal review.
94 iv) The proposal is filed as follows:
95 (1) The proposal must be delivered in electronic form either
96 (a) By email to JACL and the committee co-chair in Office format; or
97 (b) By hand delivery of a flash drive containing the proposal in Office format to
98 JACL and the committee co-chair; and, in addition,
99 (2) Unless an image of the signed copy is electronically delivered with the proposal,
100 an original signed copy must be hand delivered by the deadline to JACL *or* the
101 committee co-chair.
102

103 4) Committee Review of Proposed Resolutions

104 a) Preliminary Review

- 105 i) The Committee must promptly review all proposals properly filed for
106 preliminary review.
107 ii) The Committee will advise the Proponent:
108 (1) Whether the proposal meets the requirements set forth herein;
109 (2) The existence of possible conflicts with the Constitution and Bylaws, prior
110 resolutions or JACL policy, or other issues not addressed by the proposal;
111 and
112 (3) Any suggestions for alternate language, approach, or other disposition of
113 the proposal, including the need to consolidate the proposal with another
114 proposal with similar content, or to split the proposal into two or more
115 parts restricted to a single issue or set of issues.
116 iii) The Committee must communicate its response to the Proponent no later than
117 **May 14, 2018**.
118 iv) The preliminary review of the Committee is advisory only and does not bind
119 the Committee or the Proponent.
120 v) Proposals filed for *preliminary* review will not be *formally* reviewed unless:
121 the Proponent has requested such review in writing or by email after the
122 preliminary review; and the filing has complied with all Section 3(d)
123 requirements.
124

125 b) Formal Review

- 126 i) The Committee must review all proposals properly filed for formal review.
127 ii) The Committee will advise the Proponent of:
128 (1) Whether the proposal meets the requirements set forth herein;
129 (2) The existence of possible conflicts with the Constitution and Bylaws, prior
130 resolutions or JACL policy, or other issue not addressed by the proposal;
131 and
132 (3) Any suggestions for alternate language, approach, or other disposition of
133 the proposal, including the need to consolidate the proposal with another
134 proposal with similar content, or to split the proposal into two or more
135 parts restricted to a single issue or set of issues.
136 iii) The Committee must communicate its response to the Proponent no later than
137 **June 4, 2018**, and will work with the Proponent in amending the proposal
138 when appropriate.

- 139 iv) The Committee will thereafter decide to a) approve the proposal with or
140 without a recommendation to the National Council; or b) reject the proposal
141 for failure to comply with requirements.
142
- 143 c) **Review of Proposed Emergency Resolutions.**
144 i) The Committee will review proposed emergency resolutions for compliance
145 with all requirements as soon as is practicable.
146 ii) The Committee may discuss any concerns with the proponent.
147 iii) The Committee will decide to a) approve the proposal with or without a
148 recommendation to the National Council; or b) reject the proposal for failure
149 to comply with requirements.
150
- 151 **5) Committee Report to the National Council**
152 a) The Committee must prepare a report for distribution to the Chapters or National
153 Council as soon as is practicable after completing review of all proposals timely
154 filed for formal review.
155 b) The report must include:
156 i) Copies of all proposals submitted for formal review;
157 ii) The decision of the Committee to accept or reject each proposal filed for
158 formal review;
159 iii) Any Committee recommendations relating to the amendment, rejection, or
160 consolidation of a proposal; and
161 iv) Any analysis or recommendations of the Committee to the National Council
162 or to the Proponent in connection with the consideration of any proposal.
163
- 164 **6) National Council Review of Proposed Resolutions.** Upon motion of a delegate, the
165 National Council may debate, amend, adopt, or reject those resolutions set forth
166 below. The National Council may only consider proposals:
167 a) Accepted by the Committee;
168 b) Rejected by the Committee and placed on the floor by motion for reconsideration by vote
169 of the Council; and
170 c) Any emergency resolutions approved by the Resolutions Committee.