

**JAPANESE AMERICAN CITIZENS LEAGUE**  
**46th JACL National Convention**  
**Las Vegas, NV**  
**July 14, 2015**

**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 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; and
      - (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. Christine Munteanu
      - (1) Email: [cmunteanu@jacl.org](mailto:cmunteanu@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

- ii) Committee chair: Paul Uyehara, [puyehara@gmail.com](mailto:puyehara@gmail.com)
- c) **Optional Preliminary Review.** The Committee encourages, but does not require, that resolution proponents file their draft proposal with the Committee as soon as possible for non-binding review. The optional review provides a process for a preliminary review of the proposal and the benefit of early committee feedback and discussion. Proposals must be submitted as follows:
  - i) Comply with the requirements of 2 and 3(a) above;
  - ii) Filed no later than **April 29, 2015** by one of the following methods:
    - (1) Email to JACL and the Committee Chair with the proposal attached in Word format. Proponents are strongly advised to submit using this method;
    - (2) Sent by US Mail or commercial delivery service; or
    - (3) Fax to JACL time stamped by the deadline.
- d) **Formal Review.** Proposed resolutions, including those previously submitted for optional review, must be filed as set forth below:
  - i) Comply with the requirements of 2 and 3(a) above;
  - ii) Unless stated in the proposal that there is no fiscal impact, the proposal must be accompanied by a properly completed Fiscal Impact Statement in the format provided by the Committee;
  - iii) Proponents are strongly encouraged to file proposals as soon as possible to allow time for committee review and changes. All proposals *must* be filed no later than **May 15, 2015**, by either of the following methods:
    - (1) Electronic. Email the proposal in Word format to JACL *and* to the Committee Chair with signature documented by either:
      - (a) An original signed copy to JACL is sent by U.S. mail or commercial delivery service no later than **May 15, 2015**; *or*
      - (b) A PDF is attached to the email showing an image of the proposal with authorized signature; or
    - (2) Non-electronic. Send the signed proposal as follows:
      - (a) Fax to JACL, time stamped by the deadline; *or* send to JACL by U.S. mail or commercial delivery service by the deadline; and
      - (b) Save the proposal in Word to a CD or flash drive and send to JACL by U.S. mail or commercial delivery service by **May 15, 2015**.
- e) **Emergency Resolutions.** Proposals for Emergency Resolutions may be submitted until 11:59 pm on **July 13, 2015** local time at the location of the convention, subject to the following requirements:
  - i) All requirements for Formal Review as set forth above in paragraph 3(d)(i) and (ii) have been met;
  - ii) The proposal reasonably explains that the circumstances or issue giving rise to the need for the resolution had not occurred or could not have been known early enough to allow filing for formal review.
  - iii) The proposal is filed as follows:
    - (1) The proposal must be delivered in electronic form either
      - (a) By email to JACL and the committee chair in Office format; or

- (b) By hand delivery of a flash drive containing the proposal in Office format to JACL and the committee chair; and, in addition,
- (2) Unless an image of the signed copy is electronically delivered with the proposal, an original signed copy must be hand delivered by the deadline to JACL *or* the committee chair.

#### 4) Committee Review of Proposed Resolutions

##### a) Preliminary Review

- i) The Committee must promptly review all proposals properly filed for preliminary review.
- ii) The Committee will advise the Proponent:
  - (1) Whether the proposal meets the requirements set forth herein;
  - (2) The existence of possible conflicts with the Constitution and Bylaws, prior resolutions or JACL policy, or other issues not addressed by the proposal; and
  - (3) Any suggestions for alternate language, approach, or other disposition of the proposal, including the need to consolidate the proposal with another proposal with similar content, or to split the proposal into two or more parts restricted to a single issue or set of issues.
- iii) The Committee must communicate its response to the Proponent no later than **May 10, 2015**.
- iv) The preliminary review of the Committee is advisory only and does not bind the Committee or the Proponent.
- v) Proposals filed for *preliminary* review will not be *formally* reviewed unless: the Proponent has requested such review in writing or by email after the preliminary review; and the filing has complied with all Section 3(d) requirements.

##### b) Formal Review

- i) The Committee must review all proposals properly filed for formal review.
- ii) The Committee will advise the Proponent of:
  - (1) Whether the proposal meets the requirements set forth herein;
  - (2) The existence of possible conflicts with the Constitution and Bylaws, prior resolutions or JACL policy, or other issue not addressed by the proposal; and
  - (3) Any suggestions for alternate language, approach, or other disposition of the proposal, including the need to consolidate the proposal with another proposal with similar content, or to split the proposal into two or more parts restricted to a single issue or set of issues.
- iii) The Committee must communicate its response to the Proponent no later than **May 31, 2015**, and will work with the Proponent in amending the proposal when appropriate.
- iv) The Committee will thereafter 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.

- 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 consider each proposal:

- 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 properly submitted.