



NATIONAL ASSOCIATION OF VETERANS PROGRAM ADMINISTRATORS

Suite 1975 • 2020 Pennsylvania Avenue N.W. • Washington, D.C. 20006-1846

## Guidelines for Writing & Submitting Resolutions at NAVPA Business Meetings

Resolutions are the Membership's method of setting NAVPA's agenda, or in changing the manner by which NAVPA conducts business.

Resolutions should be clear, concise, and to the point so that the member's ideas will be easily understood.

**"WHEREAS"** to state the problem.

**"BE IT RESOLVED THAT NAVPA"** to give the solution

Proposed resolutions should concern an issue that is within NAVPA's ability to act. Example: NAVPA cannot "change the law", but its members can contact members of congress regarding concerns, survey members, write letters, forward resolutions, etc.

Resolution submissions should meet the following requirements:

1. Resolutions must be type written to insure they are legible.
2. Resolutions require the signature of three members in good standing.
3. Resolutions that would seek to expand benefits must include a "PAYGO" proposal. Congress is required to offset the cost of any legislation that increases spending on entitlement programs or reduces revenues so as to not inflate the deficit. The lack of a PAYGO option can be a non-starter for any resolution with financial implications.

Resolutions are presented to the membership during the annual conference at the final Business Meetings. At this time, the membership votes to accept or reject all resolutions. If a member(s) submit a resolution, they **are encouraged to attend the Business Meeting** to defend it or further elaborate as needed. If travel plans prohibit attending this meeting they should ask a representative from their Region or a board member, to clarify the intent of the resolution as/if necessary.

Resolutions, which are accepted by the Membership, are presented to the Board of Directors and assigned to the appropriate committee(s) for action. Once a resolution is accepted by the membership it is the Boards job to assign and to act on the resolution. For example, resolutions assigned to the Legislative and Executive Committees, generally require the committee to develop a white paper to support the resolution and prepare talking points to assist all board members when we meet with our representatives and the Department of Veterans Affairs during the mid-year meeting.

White papers are intended to **support the resolution as the committee understands its purpose**, and/or intent if the author has explained such. a paper that better describes the issue, what we want changed, added, improved, etc., and why; using the resolution as a guide but not necessarily using the exact wording. This is where we have some flexibility to clarify intent. It is important for members to understand how to write resolutions and for the Executive Board to assign individuals to assist both before and during the annual conference.

It is equally important to thoroughly understand the resolutions **before** the membership votes to support or reject and for the author(s) to be present to defend them. This cannot be a hurried process as it is how we develop our Issues and Legislative Agenda from year to year.



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OFFICIAL RESOLUTION FORM

Presented By: \_\_\_\_\_ Institution: \_\_\_\_\_

Region#: \_\_\_\_\_ Subject: \_\_\_\_\_

This resolution has been co-signed by three NAVPA members, in good standing.

# 1 \_\_\_\_\_  
Name Institution Region #

#2 \_\_\_\_\_  
Name Institution Region #

#3 \_\_\_\_\_  
Name Institution Region #

Whereas:

Whereas:

Whereas:

Be It Resolved That:

PAYGO (Required for any resolution that seeks to expand benefits, i.e. *where will the funding for this expansion come from?*):