



NATIONAL ASSOCIATION OF VETERANS PROGRAM ADMINISTRATORS

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

Guidelines for Writing & Submitting Resolutions for NAVPA

Resolutions are the membership's method of providing input for NAVPA's Legislative Agenda, or 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" - identifies the problem(s) which need to be addressed.

"BE IT RESOLVED THAT NAVPA" - provides solutions to the problem(s) identified.

"PAYGO" - identifies potential funding impacts and solutions, if possible. This information is most critical for requested legislative actions as any new funding must be sourced.

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 by the Resolutions Chair. Voting to accept or reject resolutions may be conducted at the Business Meetings or, at the discretion of the Executive Board, electronically after the annual conference. Members who submit a resolution are encouraged to attend the Business Meeting to provide additional information 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. Resolutions assigned to committees for action may have documentation drafted which best explain, justify, and clarify the topic of the resolution, using the submitted resolution as a guide, but not necessarily its exact wording. The clearer and more concise a resolution can be, the better the assigned committee may act upon it.

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 top issues and Legislative Agenda from year to year.

Resolutions must be submitted by **October 9, 2020**, using the attached document before or during Day 1 of the annual conference. They may be submitted by email to the Resolutions Chair and include electronic signatures of appropriate NAVPA members (e.g. Adobe Sign or equivalent). Emails must include "ATTENTION RESOLUTION CHAIR" in the subject line and should be sent to resolutions@navpa.org



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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?*):