CREATE

Draft resolutions are submitted to resolutions@theiacp.org no later than 60 days prior to the annual conference.

What are Resolutions?
As cornerstones of IACP’s policy development, resolutions direct the efforts of the IACP and serve as guiding statements in accomplishing the work of the association.

FIRST RESOLUTIONS COMMITTEE REVIEW

The Resolutions Committee will review the submitted resolutions and identify any questions or concerns. Those who submitted resolutions will be notified as to the status of their proposed resolutions. If the Resolutions Committee has questions or concerns about a resolution, these concerns will be detailed and the submitter will be asked to provide clarifications or make modifications.

SECOND RESOLUTIONS COMMITTEE REVIEW

The Resolutions Committee will meet at the IACP Annual Conference to review the resolutions again. The submitter(s) may be requested to attend the meeting to provide the committee members with background or clarifying information. These representatives must be empowered to adjust their resolution if on site, if needed. Resolutions can also be presented for the first time at this meeting, and the submitter must attend the meeting to present the proposed resolution in person.

VOTE

After annual conference, the membership receives an opportunity to vote electronically on whether the proposed resolutions should go into effect or not.

SUBMIT

Draft resolutions are submitted to resolutions@theiacp.org no later than 60 days prior to the annual conference.

BOARD REVIEW

All resolutions are reviewed by the IACP Board of Directors for feedback and final edits prior to the Resolutions Committee meeting at the IACP Annual Conference.

EXECUTIVE BOARD REVIEW

The report of the Resolutions Committee must be presented to the Executive Board. The Executive Board will review the Resolutions Committee report prior to membership consideration.

ADOPT

When a majority of the membership votes to pass a resolution, it goes into effect for five years.

On occasion when an issue of a time-sensitive nature needs to be addressed, the IACP Governing Body can adopt a resolution outside of the process outlined above. That resolution will need to be considered by the membership as part of the resolutions process.
Crafting a Resolution

HEADER: At the top of each resolution submitted should be identifying information, using the following format:

- **Title**: Name of Resolution
- **Submitted by**: Original Submitter (Member, Committee, Section, Board of Directors)
- **Co-Sponsored by**: Any co-sponsors, if applicable

BACKGROUND (WHEREAS): This section should use the “Whereas” section heading. Whereas clauses are statements of fact and evidence that help to form the foundation for the purpose of the resolution. These statements should be concise and relevant and draw from statistics or facts when able. While there may be multiple whereas clauses or paragraphs, the numbers should be limited. Each clause ends with an “and” after a semi-colon. The last clause ends with “Now, therefore, be it”.

ACTION (RESOLVED): This section uses the “Resolved” section heading. Resolved clauses lay out the proposed policy change to be enacted or the action to be taken. A resolved clause should be only one sentence in length and must make sense when read alone, as they are usually the only part of the resolution that will be debated, used by media, or used by others to summarize the core of the entire resolution. This section may have more than one resolved clause, but should be limited to no more than three per resolution. The first clause begins with “Resolved” and any additional clauses begin with “Further Resolved.”

GUIDING PRINCIPLES (KEY CONSIDERATIONS): The following describe some general principles and key considerations to be taken when crafting a resolution.

- IACP is an international organization, so resolutions should be global in nature and refrain from references to the United States when appropriate or only U.S. based statistics.
- Resolutions should not direct IACP to take action on the creation of work products, such as model policies, production of videos and reports, etc.
- IACP resolutions should not endorse a certain product or company.
- To every extent possible, if a topic area overlaps with the focus of several committees, those committees should all have the opportunity to review and provide feedback on the resolution before it is transmitted to the Resolutions Committee.

Who is on the Resolutions Committee?

The Resolutions Committee is chaired by the Third Vice President. The Fourth Vice President shall serve as co-chair. The remaining committee members shall be the IACP Vice Presidents At Large and the vice chairs of the association’s divisions.

How long is a resolution valid for?

Resolutions are valid for five years.