**IACP Resolutions Process**

**Who can submit resolutions?**
Resolutions can be drafted by IACP Committees, Sections, or Divisions; individual members; or the Governing Body.

**When can resolutions be submitted?**
Resolutions can be submitted at any time of the year to ensure time-sensitive topics are being addressed. Resolutions will be considered by the IACP Governing Body on a quarterly basis.

**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.

1. **Develop Concept**
   - Initial written notification sent to the resolutions committee by submitters. Submitters should complete the resolutions proposal template and email it to resolutions@theiacp.org.

2. **Concept Review by Resolutions Committee**
   - Resolutions Committee checks for duplication or conflict and ensures relevant committees/sections/divisions are involved. This includes engaging the global advisory group to ensure that resolutions are global in nature, where appropriate.

3. **Resolutions Committee Feedback**
   - After review, Resolutions Committee requests submitters to draft formal resolution in consultation with appropriate Policy Council(s).

4. **Create**
   - Submitters draft formal resolution.

5. **Submit**
   - Resolution is submitted to the Resolutions Committee at resolutions@theiacp.org.

6. **Resolutions Committee**
   - After Resolutions Committee approval, the resolution will be forwarded to the IACP Board of Directors.

7. **Submit to Board**
   - The Board of Directors reviews the resolutions prior to sending them to the membership for review and comment.

8. **Board Review**
   - After the membership review is completed, the IACP Executive Board will take such action as it deems appropriate.

9. **Membership Review**
   - Resolutions are sent to membership for consideration.

10. **Adopt**
    - IACP Executive Board will take such action as it deems appropriate.
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 (Committee, Section, Division, individual member, Governing Body)
- **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):**

- 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**.