

## Resolutions Rules and Process Update

It has been over three years since the WSDCC Rules for Resolutions have been updated. The WSDCC Committees, Caucuses, and Local Party Organizations (LPOs) have grown greatly and become more active over this time period. To help LPOs, Committees, and Caucuses be more successful in supplementing the Party Platform through the resolutions process, the Resolutions Committee recommends the following updates to our process. We believe these changes will help us hear more voices in a timely manner at our meetings and be sure our resolutions are crafted as clearly and strongly as possible to advocate for appropriate policies and actions. The need of our “customers” (Current federal, state and local , Elected Officials, as well as Candidates) should remain at the very front of all our actions within the Resolutions Committee. Our Resolutions provide our sitting federal state and local Elected Officials with the voice of the people, as well as provide Candidates with crucial information and research that they need in order to run a successful campaign.

### Summary of Proposed Updates for WSDCC Resolutions Process:

- Standardize submission of REGULAR resolutions ahead of upcoming scheduled WSDCC meeting.
  - Intent** - Create process consistency between LPOs, Committees and Caucuses and allow enough time for the Resolutions Committee to thoroughly review all resolutions and make well-reasoned recommendations to the WSDCC.
  - Impact** - Resolutions passed at Caucus meetings occurring during the State Committee Meeting weekends will be taken up for consideration by Resolutions Committee at the next State Committee meeting or Convention.
- Standardize submission of URGENT resolutions by clearly defining “URGENT”, , and add the requirement for submission of an accompanying up to one-page explanation why the resolution requires urgent action. An “URGENT” resolution is now defined as, “requiring immediate action or attention by Washington State Government Representatives and done in response to a time-sensitive or critical situation that will reach its conclusion before the next planned meeting of the Resolutions Committee.”
  - Intent** - The WSDCC needs a method to pass URGENT resolutions during the State Committee Meeting. These types of resolutions will not have the same level of process and scrutiny as resolutions submitted in advance. Clearly defining Urgent, , as well as requiring a short explanation of the need for urgent action will help ensure the content is better vetted and understood by State Committee Members.
  - Impact** - Better understanding and broader support required for passing Urgent resolutions drafted on site and outside of Committees and Caucuses during State Committee Meetings.
- Advocacy subcommittee language removed from Resolutions Committee scope of work due to creation of the standing Advocacy Committee and appropriate references to the Advocacy Committee inserted.

**Intent** - Remove overlap in Resolutions Committee scope from that of the new Advocacy Committee. Advocacy Committee will work in partnership with the Resolutions Committee on tracking policy priorities where possible and appropriate.

**Impact** - Advocacy Committee is given full responsibility over tracking legislative proposals.

- Removal of the WSDCC Executive Board language. The “Executive Board” is technically actually the Executive Committee and therefore already included in the mentions of standing committees of the WSDCC.
- Shifting of the resolution deadline from 14 calendar days to 30 calendar days before an upcoming State Committee Meeting to provide the Resolutions Committee ample time to process submitted resolutions

# Rules for the Consideration and Adoption of Resolutions by the WSDCC

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- 1 I. Resolutions submitted for consideration and adoption by the Washington State  
2 Democratic Central Committee (WSDCC) must be submitted in accordance with the  
3 following rules.
- 4 II. Resolutions must be submitted by either:
  - 5 A. A Recognized Democratic Party Organization (Organization) in the state of  
6 Washington (Legislative district or county Democratic central committees)
  - 7 B. One of the standing or ad-hoc committees of the WSDCC created pursuant to the  
8 Bylaws of the WSDCC (Committee), a Caucus of the WSDCC (Caucus), or the  
9 Washington State Democratic Convention.
  - 10 C. A general member of the WSDCC (ONLY under the definition of URGENT  
11 resolution in section III B. and via the process outlined in section V B.)
- 12 III. Resolutions are defined as either:
  - 13 A. REGULAR (to be submitted IAW (In accordance with) section IV)
  - 14 B. URGENT (to be submitted IAW section V). For the purpose of Resolution  
15 Submission, an URGENT resolution is defined as: "requiring immediate action or  
16 attention done in response to a time-sensitive or critical situation that will reach  
17 its conclusion before the next planned meeting of the WSDCC."
- 18 IV. Requirements for the submission of REGULAR resolutions by Organizations,  
19 Committees, or Caucuses (as defined in Section II).
  - 20 A. To be considered at the next meeting of the WSDCC, a resolution must be  
21 emailed to the State Party (Party Affairs Director) no later than thirty (30)  
22 calendar days before that WSDCC meeting. The State Party will then transmit  
23 those Resolutions to the Resolutions Committee Co-Chairs as expeditiously as  
24 possible.
    - 25 1. Resolutions must be submitted by the Chair or Vice Chair of the  
26 Organization, Committee, or Caucus submitting the resolution.
    - 27 2. Resolutions should include a Primary and Secondary Contact Person  
28 (including contact information) in order to be available for questions  
29 during the review process.
    - 30 3. Resolutions should be emailed in a format that can be easily edited,  
31 preferably Microsoft Word.
  - 32 B. Resolutions submitted in this manner will be compiled for review and action by  
33 the WSDCC Resolutions Committee.
    - 34 1. The resolutions to be considered will be made available to Resolutions  
35 Committee members and Caucus Chairs as they are ready for review, but  
36 no later than seven (7) business days before the WSDCC meeting.
    - 37 2. The entity that submits a resolution is highly encouraged to have a  
38 representative (ideally the Contact Person named during submission)

- 1 attend the Resolutions Committee meeting to be available for clarification
- 2 of the resolution, and provide supplemental materials.
- 3 3. The concerns of any Caucus regarding Resolutions should be submitted in
- 4 writing ahead of the meeting of the Resolutions committee for review.
- 5 4. The Resolutions Committee may make recommendations to amend the
- 6 resolution, combine the resolution with other resolutions addressing a
- 7 similar issue, or recommend the resolution be returned to originator. The
- 8 report of the Resolutions Committee to the WSDCC shall clearly set forth
- 9 the Committee's action.
- 10 5. The Resolution Committee's action will be submitted to the WSDCC for
- 11 consideration at the general meeting of the WSDCC.
- 12 C. A resolution not submitted by this deadline will be deemed automatically
- 13 submitted for the next WSDCC meeting and will not be considered by the
- 14 Resolutions Committee for action at the upcoming general meeting of the
- 15 WSDCC.
- 16 V. Requirements for the submission of URGENT resolutions by an LPO, Committee, or the
- 17 general membership of the WSDCC immediately prior to or during a WSDCC meeting
- 18 (as defined in Section II).
- 19 A. Requirements for submission of URGENT resolutions by one of the standing or
- 20 ad-hoc committees, and caucuses of the WSDCC.
- 21 1. The chair of the LPO or Committee is responsible for making sure that
- 22 URGENT resolutions are submitted electronically to the State Party
- 23 Affairs Director immediately following passage.
- 24 2. Resolutions submitted must include: an electronic version of the
- 25 resolution text, and an up to one-page explanation of the need for
- 26 URGENT action by the WSDCC.
- 27 B. Requirements for submission of URGENT resolutions by any member of the
- 28 WSDCC general membership.
- 29 1. An URGENT resolution shall be submitted to the State Party Affairs
- 30 Director provided it meets the definition of an URGENT Resolution in
- 31 Section III, and is signed by fifty (50) WSDCC members (including
- 32 proxies registered with the Secretary at or by the time of submission.)
- 33 Resolutions must be turned into the State Party Affairs Director PRIOR to
- 34 the gaveling in of the State Committee meeting General Session to be
- 35 considered.
- 36 2. The full text of the resolution to be submitted will be made available for
- 37 review by potential signatories prior to signing, and signatures plus
- 38 printed names and LPO identification will be clearly placed on the back
- 39 of the resolution to be submitted.
- 40 3. Submitted resolutions must include: an electronic version of the resolution
- 41 text, and an up to one-page explanation of the need for URGENT action
- 42 by the WSDCC, and plus a clean hard copy of the resolution with fifty

(50) signatures including printed names and LPO identification clearly placed on the back of the resolution.

- VI. Resolutions submitted via methods outlined in Section V will be compiled for review and action by the WSDCC at General Session. Any resolution deemed NOT URGENT will be considered at the next meeting.
- VII. Both "REGULAR" and "URGENT" resolutions must be drafted in the same manner as the resolution attached to the end of these rules and titled "**Sample Resolution - Commemorating National Star Wars Day.**" Resolutions lacking important elements may be edited in good faith by State Party staff that, in the event editing is undertaken, will endeavor to preserve any obvious intent of the resolution. Important elements of this formatting include the following:
- A. The title of the resolution must be clearly and concisely stated at the beginning of the resolution.
  - B. The resolution must be no more than two (2) pages in length.
  - C. The resolution must contain at least two (2) "**WHEREAS**" stating the situation to be addressed by the resolution.
    - 1. "Whereas" statements should be limited to five (5) and directly support the action requested in the "Therefore" statements.
    - 2. "Whereas" statements should be supported by documented references.
  - D. The resolution must contain at least one (1) "**THEREFORE BE IT RESOLVED**" stating the action or actions to be taken if the resolution is adopted.
    - 1. "Therefore" statements should be limited to three (3) and directly provide actions to situations defined in the "Whereas" statements.
  - E. Clauses should be worded as if written from the point of view of the WSDCC and not the organization originally submitting the resolution.
  - F. The resolution must contain the name of the Committee, Caucus, or Organization submitting the resolution, a named Contact Person, contact information and the date it was submitted at the bottom of the resolution.
  - G. Citations will not be included for passage by the full body but are recommended for context and background as the committee considers submitted resolution(s).
- VIII. Responsibilities of the Resolutions Committee.
- A. The Resolutions Committee Chair (or their designated representative) will review each proposed resolution upon submission for the following elements and shall immediately return to sender any resolutions not meeting these requirements:
    - 1. Timely submission, as specified in Sections IV
    - 2. Proper submission, as specified in Sections II, IV, and V.
    - 3. Proper elements, as specified in Section VII.
  - B. The Resolutions Committee will review each proposed regular resolution that complies with Section VII for a reasonable, attainable, and limited scope of action in the "Resolved" clauses.
    - 1. Any action resolved must be within the power of the Chair and staff, or the State Central Committee.

- 1                   2.       Any action resolved must be appropriately limited in scope, difficulty,  
2                                   and cost appropriate to the resolution.
- 3       C.       The Resolutions Committee will amend or reject any properly submitted regular  
4                   resolution that has not met these criteria.
- 5   IX.   The Resolutions Committee will have a dedicated sub-committee, as appointed by the  
6           Co-Chairs of the Resolutions Committee, that will be responsible for reviewing Urgent  
7           Resolutions, when possible, ahead of the General Session. Regular resolutions  
8           submitted for consideration and action at the general meeting of the WSDCC by the  
9           Resolutions Committee.
- 10   A.    All resolutions shall be distributed to WSDCC Members and their proxies prior  
11           to the general meeting of the WSDCC.
- 12           1.       The resolutions will reflect any changes adopted by the Resolutions  
13                   Committee.
- 14           2.       The resolutions will include the recommendation of the Resolutions  
15                   Committee.
- 16           3.       In all other matters not covered expressly by these rules, the Charter and  
17                   Bylaws of the WSDCC and *Robert's Rules of Order, Newly Revised*, shall  
18                   prevail.
- 19   X.    The Chair of the WSDCC and the Advocacy Committee shall be responsible for acting  
20           on resolutions passed by the WSDCC.
- 21    A.    Following adoption of a resolution by the WSDCC the Chair or designated staff  
22           shall transmit resolutions to named elected officials and any further appropriate  
23           action shall be taken by the Chair or staff of the WSDCC and the Advocacy  
24           Committee as directed in the resolution "Therefore Be It Resolved" statements.
- 25    B.    The Resolutions Committee shall maintain a subcommittee which will do an  
26           annual review of resolutions to ensure their continued relevance and importance  
27           and present their recommendations for "closing" Resolutions to the State  
28           Committee.
- 29           1.       "Closed" Resolutions will be stored electronically by WSDCC Staff for  
30                   historical reference and no longer be considered in effect.

**List of Resolution Issues and Abbreviations**

<b>AGR</b>	Agriculture, Aquaculture, Fisheries, and Forestry
<b>CORP</b>	Corporate Power
<b>ARTS</b>	Culture and Arts
<b>ECON</b>	Economic Justice, Jobs, and Tax Fairness
<b>EDU</b>	Education
<b>ENV</b>	Energy, Environment, and the Climate Crisis
<b>FOR</b>	Foreign Policy
<b>GOV</b>	Government and Political Reform
<b>HEA</b>	Health Care
<b>HOU</b>	Housing Justice
<b>CIV</b>	Human Rights and Civil Rights
<b>HUM</b>	Human Services
<b>IMM</b>	Immigration
<b>PAR</b>	Internal Party Business/Party Affairs
<b>LAB</b>	Labor
<b>LAW</b>	Law and the Justice System
<b>MED</b>	Media Reform
<b>MIL</b>	Military and Veterans Affairs
<b>GUN</b>	Reducing Gun Violence
<b>TRAN</b>	Transportation
<b>TRIB</b>	Tribal Relations and Sovereignty

## **Summary of Resolution Notation**

All resolutions have their title listed in the upper right hand corner of the page. Here is a sample of a resolution title.

### **WSDCCRES - 522 - 550918 - SUB - ARTS - Commemorating Star Wars Day**

The title consists of several parts, which are explained below.

- WSDCCRES**      **The body that passed the resolution.** Resolutions are separated based on which body passed them. The majority of resolutions are passed by the WSDCC, and their titles begin "WSDCCRES". Resolutions passed by a State Convention are considered separate from those both resolutions passed by the WSDCC and resolutions passed by other State Conventions. Each State Convention has a unique identifier (2006SCRES, 2008SCRES, 2010SCRES), indicating which resolutions were passed by that State Convention.
- 522**              **The resolution's number.** Resolutions are given a number, based on the approximate order in which they were submitted. Resolutions should be submitted with a placeholder for where the assigned number will be inserted. Resolutions submitted to the WSDCC are numbered as a group, beginning with WSDCCRES 000 and increasing from meeting to meeting as more resolutions are submitted. By contrast, each State Convention has its own numbering system. This means that "WSDCCRES 522" is a separate resolution from "2008SCRES 522", which is separate from "2010SCRES 522".
- 550918**          **The date of last action on the resolution.** In the case of passed resolutions, like the ones listed below, this is the date the resolution passed. Dates are formatted as year, month, day, so 550918 is September 18, 2055.
- SUB**              **The last action taken on the resolution.** Examples of actions include "PASS" (passed), "NOPASS" (not passed), "TABLE" (tabled until a later date), and "REFORG" (referred to originator).
- ARTS**            **The issue category the resolution is addressing.** The State Party staff separates submitted resolutions into eighteen categories, each of which represents an issue. Examples of these issues are "Agriculture", "Human and Civil Rights", and "Law and Justice". See the previous page for a full list of issues and their abbreviations.
- Commemorating**    **The resolution's short title.** The State Party staff gives each submitted



**Star Wars Day** resolution a short title, which briefly explains the topic of the issue.

## Commemorating National Star Wars Day

1 **WHEREAS** the Star Wars franchise and films have been influential on wide reaching aspects of popular  
2 culture;  
3  
4 **WHEREAS** the origins of Star Wars Day is rumored to be a poor translation of the famous Star Wars quote,  
5 "May the force be with you" back in 2005;  
6  
7 **WHEREAS** great ways to celebrate Star Wars Day are watching any of the films or hosting a marathon;  
8  
9 **WHEREAS** Star Wars Day is known in some circles as Luke Skywalker Day; and  
10  
11 **WHEREAS** National Star Wars Day is celebrated by fans and nerds worldwide on May 4<sup>th</sup>.  
12  
13 **THEREFORE BE IT RESOLVED** that we, the Washington State Democratic Central Committee, support  
14 the celebration of National Star Wars Day;  
15  
16 **THEREFORE BE IT FURTHER RESOLVED** a copy of this resolution will be sent to Democratic  
17 Washington State legislators and congressional members; and  
18  
19 **THEREFORE BE IT FINALLY RESOLVED** that we, the Washington State Democratic Central Committee,  
20 urge our elected federal and state officials to observe National Star Wars Day.  
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22 Submitted by 50<sup>th</sup> Legislative District Democrats to the Washington State Democratic Central Committee for  
23 consideration at its September 18, 2055 meeting in Tacoma. (Date Submitted 7/8/2055)  
24