

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

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- I. Resolutions submitted for consideration and adoption by the Washington State Democratic Central Committee (WSDCC) must be submitted in accordance with the following rules.
- II. Resolutions must be submitted by either:
  - A. A recognized Democratic Party Organization (organization) in the state of Washington (Legislative district or county Democratic central committees)
  - B. One of the standing or ad-hoc committees of the WSDCC created pursuant to the bylaws of the WSDCC (committee), a caucus of the WSDCC (caucus), or the Washington State Democratic Convention.
  - C. A general member of the WSDCC (ONLY under the definition of URGENT resolution in section V. and via the process outlined in section V B.)
- III. Resolutions are defined as either:
  - A. REGULAR (to be submitted in accordance with section IV)
  - B. URGENT (to be submitted in accordance with section V).
- IV. Requirements for the submission of REGULAR resolutions by organizations, committees, or caucuses (as defined in Section II).
  - A. To be considered at the next meeting of the WSDCC, a resolution must be emailed to the designated Party Affairs staff **and** the Resolutions Chair or Co-Chairs no later than thirty (30) calendar days before that WSDCC meeting.
    1. Resolutions must be submitted by the Chair or Vice Chair of the entity submitting the resolution.
    2. Resolutions should include a primary and secondary contact person (including contact information).
    3. Resolutions should be emailed in a text document format that can be easily edited.
  - B. Resolutions submitted in this manner will be compiled for review and action by the WSDCC Resolutions Committee.
    1. The resolutions to be considered will be made available to Resolutions Committee members and Caucus Chairs as they are ready for review, but no later than fourteen (14) days before the WSDCC meeting.
    2. The entity that submits a resolution is highly encouraged to have a representative attend the Resolutions Committee meeting to provide clarifications and supplemental materials.
    3. The concerns of any caucus regarding resolutions should be submitted in writing ahead of the meeting of the Resolutions Committee for review.
    4. The Resolutions Committee may make recommendations to amend the resolution, combine the resolution with other resolutions addressing a similar issue, or return the resolution to the originator. The report of the Resolutions Committee to the WSDCC shall clearly set forth the Committee's action.
    5. The Resolution Committee's action will be submitted to the WSDCC for consideration at the general meeting of the WSDCC.

- 1 C. A resolution received after the deadline will be considered by the Resolutions  
2 Committee for action at the next general meeting of the WSDCC.
- 3 V. Requirements for the submission of URGENT resolutions by an LPO, committee, or the  
4 general membership of the WSDCC immediately prior to or during a WSDCC meeting (as  
5 defined in Section II).
- 6 A. For the purpose of Resolution Submission, an URGENT resolution is defined as:  
7 “requiring immediate action or attention done in response to a time-sensitive or  
8 critical situation that will reach its conclusion before the next planned meeting of the  
9 WSDCC.”
- 10 B. Requirements for submission of URGENT resolutions by one of the standing or ad-  
11 hoc committees, and caucuses of the WSDCC.
- 12 1. The chair of the LPO or committee is responsible for making sure that,  
13 immediately following passage, URGENT resolutions are emailed to the  
14 designated Party Affairs staff **and** the Resolutions Chair or Co-Chairs.
- 15 2. Resolutions submitted must include: the resolution in a text document, and a  
16 one-page explanation of the need for URGENT action by the WSDCC.
- 17 C. Requirements for submission of URGENT resolutions by any member of the WSDCC  
18 general membership.
- 19 1. An URGENT resolution shall be submitted to the designated Party Affairs  
20 staff **and** the Resolutions Chair or Co-Chairs provided it meets the definition  
21 of an URGENT Resolution in Section V.A., and is signed by fifty (50) WSDCC  
22 members (including proxies registered with the Secretary at or by the time of  
23 submission.) Signatures may be gathered by virtual means.
- 24 2. URGENT resolutions must be turned into the State Party Chair or their  
25 designee PRIOR to the gaveling in of the State Committee meeting General  
26 Session.
- 27 3. The full text of the resolution will be made available for review by potential  
28 signatories prior to signing, and signatures plus printed names and LPO  
29 identification will be clearly placed on the back of the resolution to be  
30 submitted.
- 31 4. Resolutions submitted must include: the resolution in a text document, and a  
32 one-page explanation of the need for URGENT action by the WSDCC, and a  
33 copy of the fifty (50) signatures (either virtually or physically).
- 34 VI. Resolutions submitted via methods outlined in Section V will be compiled for review and  
35 action by the WSDCC at the General Session. Any resolution deemed NOT URGENT will  
36 be considered at the next meeting.
- 37 VII. Both “REGULAR” and “URGENT” resolutions must be drafted in the same manner as the  
38 resolution attached to the end of these rules and titled “**Sample Resolution**”. Resolutions  
39 lacking important elements may be edited in good faith by State Party staff, who will  
40 endeavor to preserve any obvious intent of the resolution in the process. Important  
41 elements of this formatting include the following:
- 42 A. The title of the resolution must be clearly and concisely stated at the beginning of the  
43 resolution.
- 44 B. The resolution must be no more than two (2) pages in length.

- 1 C. The resolution must contain at least two (2) and no more than five (5) **“WHEREAS”**  
2 clauses stating the situation to be addressed by the resolution.  
3 1. “Whereas” statements should directly support the action requested in the  
4 “Therefore” statements.  
5 2. “Whereas” statements should be supported by documented references.  
6 Citations will not be included for passage by the full body but are  
7 recommended for context and background as the committee considers  
8 submitted resolution(s).  
9  
10 3. “Whereas” clauses will be included in the final communicated and published  
11 resolution, because they provide important context and background.
- 12 D. The resolution must contain at least one (1) and no more than three (3)  
13 **“THEREFORE BE IT RESOLVED”** clauses stating the action or actions to be taken if  
14 the resolution is adopted.  
15 1. Any action resolved must be within the power of the Chair and staff, or the  
16 State Central Committee.  
17 2. Any action resolved must be appropriately limited in scope, difficulty, and  
18 cost appropriate to the resolution.  
19 3. Any action should have a clearly identified outcome.  
20 4. Clauses should be worded as if written from the point of view of the WSDCC  
21 and not the organization originally submitting the resolution.
- 22 E. The resolution must include the name of the entity submitting the resolution, a  
23 primary and secondary contact person, their contact information, and the date it was  
24 submitted at the bottom of the resolution.

25 VIII. Responsibilities of the Resolutions Committee.

- 26 A. The Resolutions Committee Chair or Co-Chairs (or their designated representative)  
27 will review each proposed resolution upon submission for the following elements  
28 and shall immediately return to sender any resolutions not meeting these  
29 requirements:  
30 1. Timely submission, as specified in Sections IV  
31 2. Proper submission, as specified in Sections II, IV, and V.  
32 3. Proper elements, as specified in Section VII.
- 33 B. The Resolutions Committee will review each proposed REGULAR resolution that  
34 complies with Section VII.D. for a reasonable, attainable, and limited scope of action  
35 in the “Resolved” clauses.
- 36 C. The Resolutions Committee will amend or reject any properly submitted REGULAR  
37 resolution that has not met these criteria.  
38 1. The Resolutions Committee may amend a resolution but may not alter the  
39 author’s intent.  
40 2. If a resolution cannot be amended to meet the above criteria without altering  
41 the author's intent (or if it is unclear if a change would alter the author’s  
42 intent) that resolution should be recommended to be returned to the  
43 originator.

- 1 D. The Resolutions Committee will have a dedicated sub-committee, as appointed by the Co-  
2 Chairs of the Resolutions Committee, that will be responsible for reviewing URGENT  
3 Resolutions, when possible, ahead of the General Session.
- 4 E. The Resolutions Committee will also review resolutions passed by the WSDCC three years  
5 prior.
- 6 1. The Committee will review each resolution for the following:
- 7 VIII.E.1.1. Whether the resolution is still applicable.
- 8 VIII.E.1.2. Whether the resolution has been replaced by a more recent and relevant  
9 resolution on the same topic.
- 10 VIII.E.1.3. Whether the clearly identified outcome specified in section VII.D.3 has been  
11 achieved or attempted.
- 12 2. After review, the Resolutions Committee will recommend each resolution be  
13 either renewed, updated or archived.
- 14 VIII.E.2.1. Renewed resolutions will be considered as passed again at that meeting of the  
15 WSDCC for the purposes of VIII.E.
- 16 VIII.E.2.2. Archived Resolutions will be stored by State Party staff and accessible upon  
17 request but will be removed from the active Resolutions on the State Party  
18 website.
- 19 VIII.E.2.2.1. Resolutions approved for update will be stored in a specific, publicly  
20 accessible ledger, with any relevant annotation and a request for rewrite and  
21 resubmission by interested parties..
- 22 IX. REGULAR resolutions will be submitted for consideration and action at the general meeting  
23 of the WSDCC by the Resolutions Committee.
- 24 A. All resolutions shall be distributed to WSDCC Members and their proxies prior to the  
25 general meeting of the WSDCC.
- 26 1. The resolutions will reflect any changes adopted by the Resolutions  
27 Committee.
- 28 2. The resolutions will include the recommendation of the Resolutions  
29 Committee.
- 30 3. In all other matters not covered expressly by these rules, the Charter and  
31 Bylaws of the WSDCC and *Robert's Rules of Order, Newly Revised*, shall prevail.
- 32 X. The Chair of the WSDCC and the Advocacy Committee shall be responsible for acting on  
33 resolutions passed by the WSDCC.
- 34 A. Following adoption of a resolution by the WSDCC the Chair or designated staff shall  
35 transmit resolutions to named elected officials and any further appropriate action  
36 shall be taken by the Chair or staff of the WSDCC and the Advocacy Committee as  
37 directed in the resolution "Therefore Be It Resolved" statements.
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1 XI. **List of Resolution Issues and Abbreviations**

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3           **AGR**                   Agriculture, Aquaculture, Fisheries, and

4                                   Forestry

5           **CORP**               Corporate Power

6           **ARTS**                Culture and Arts

7           **ECON**               Economic Justice, Jobs, and Tax Fairness

8           **EDU**                 Education

9           **ENV**                Energy, Environment, and the Climate Crisis

10          **FOR**                Foreign Policy

11          **GOV**                Government and Political Reform

12          **HEA**                Health Care

13          **HOU**                Housing Justice

14          **CIV**                Human Rights and Civil Rights

15          **HUM**                Human Services

16          **IMM**                Immigration

17          **PAR**                Internal Party Business/Party Affairs

18          **LAB**                Labor

19          **LAW**                Law and the Justice System

20          **MED**                Media Reform

21          **MIL**                Military and Veterans Affairs

22          **GUN**                Reducing Gun Violence

23          **TRAN**               Transportation

24          **TRIB**                Tribal Relations and Sovereignty