

**NATIONAL GUARD ASSOCIATION
OF CONNECTICUT**

NGACT



**RESOLUTIONS COMMITTEE
(SOP) STANDING OPERATING
PROCEDURES**

MAY 2012

National Guard Association of Connecticut

RESOLUTIONS COMMITTEE STANDARD OPERATING PROCEDURE (SOP)

- 1. PROPONENT:** This SOP is established by the Chairperson of the NGA CT Resolutions Committee. Submit suggested changes to this SOP to NGA CT, ATTN: Executive Director, 360 Broad Street, Hartford, CT 06105. Suggested changes will then be forwarded to the current NGA CT Resolutions Chairperson.
- 2. AUTHORITY:** The NGA CT Resolutions Committee Chairperson is appointed by the President of NGA CT.
- 3. PURPOSE:** The purpose of this SOP is to establish guidelines for the submission, processing, review and potential adoption of resolutions presented to EANGUS/NGAUS by NGA CT. Additionally, this SOP clearly defines the duties and responsibilities of all individuals involved in the NGA CT resolutions process.
- 4. INTENT:** The intent of this SOP is to provide for an orderly and professional manner of submitting resolutions. This SOP is not intended to constrict or discourage our membership from active participation in the resolutions process. If this guidance conflicts with an individual member's ability to submit resolutions, the NGA CT Resolutions Chairperson will make every effort to resolve the conflict. It is the goal of NGA CT to promote a free exchange of ideas and issues by making the resolutions process as user friendly as possible.
- 5. ACRONYMS AND DEFINITIONS:** Throughout this SOP the following acronyms, words and phrases are used, as defined:
 - A. Agency Comment Period** – The time provided to an agency affected by a proposed EANGUS/NGAUS Resolution(s), defined as the month of June.
 - B. Area Resolutions Chairperson** – The individual appointed by an EANGUS/NGAUS Area Chairperson to coordinate their respective state's resolution(s) submission. In the absence of an appointed Area Resolutions Chairperson, the EANGUS/NGAUS Area Chairperson will act as the Area Resolutions Chairperson.
 - C. NGA CT Resolutions Chairperson** – The individual appointed the NGA CT President to coordinate the state's resolutions submissions.
 - D. EANGUS RESCOM Form 1** – The form used to initiate the resolutions process. Use this form for the initial submission of a proposed resolution from the chartered state association, through the responsible Area Resolutions Chairperson, and to the EANGUS Resolution Chairperson (see Appendix A). *One form must be attached to EACH resolution sent.*
 - E. NGA CT** – National Guard Association of Connecticut
 - F. EANGUS** – Enlisted Association of the National Guard of the United States
 - G. NGAUS** – National Guard Association of the United States
 - H. NGA CT President** – Per the definition of the NGA CT By-Laws, the person elected by the general membership of NGA CT to serve as NGA CT President.
 - I. NGA CT Executive Director** – The individual employed by NGA CT as the Executive Director of the Headquarters of NGA CT, located in Hartford, Conn.
 - J. NGA CT Resolutions Chairperson** – The individual appointed by the NGA CT President, and approved by the Executive Board to serve in accordance with this SOP.
 - K. NGB-LL** – National Guard Bureau, Office of Legislative Liaison.
 - L. SOP** – Standard Operating Procedure

6. DUTIES AND RESPONSIBILITIES: Several individuals or groups are involved in the successful processing of resolutions. The following is a list of duties and responsibilities of those individuals or groups. The list is not all-inclusive but provides a basic understanding of the resolutions process.

A. NGACT Members – Each member who so desires will insure resolutions submitted to their State Resolutions Chairperson are in the proper format, utilizing EANGUS RESCOM Form 1; and transmitted in accordance with the time frames established by this SOP. Individuals will not submit resolutions directly to the National EANGUS/NGAUS Offices. All resolutions must be processed through the State Resolutions Chairperson to the Area Resolutions Chairperson to the EANGUS/NGAUS Resolutions Chairperson with the exception of those presented at the Annual National Conference.

B. NGACT Resolutions Chairperson– The NGACT Chairperson shall solicit, coordinate and insure proper formatting of NGACT’s resolutions. Using the EANGUS RESCOM Form 1; properly formatted resolutions will be forwarded to the EANGUS Area Resolutions Chairperson in accordance with the timeframe established by the EANGUS Resolutions Committee SOI. The NGACT Resolutions Chairperson will also follow proper NGAUS guidance for submittal of NGACT’s Resolutions to NGAUS.

The NGACT Resolutions Chairperson, upon appointment by the NGACT President and approval by the Executive Board, will:

- (1) Review, update and publish this SOP for distribution to NGACT Membership, the NGACT Executive Board and for posting to the NGACT Website.
- (2) Solicit, coordinate, receive and insure proper formatting of resolutions from NGACT Members.
- (3) Combine resolutions of similar topics into one NGACT resolution, insuring the intent and purpose of the similar resolutions is conveyed in the combined NGACT resolution.
- (4) If time allows, prepare a draft resolutions report to be presented at the NGACT Annual Conference for approval by voting members of NGACT.
- (5) Compile a draft resolutions report to be forwarded to all NGACT Executive Board Members prior to National EANGUS/NGAUS Conferences; providing sufficient time for each NGACT Executive Board member to review proposed resolutions.
- (6) Provide a copy of the NGACT Draft Resolutions to the Adjutant General for review and comment.
- (7) Forward to the EANGUS Area I Resolutions Chairperson and/or the NGAUS Legislative Director, all NGACT Resolutions referred to in paragraph (3) above.
- (8) Forward a copy of the draft resolutions to the NGACT Legislative Committee Chair prior to the annual conference.
- (9) Accomplish all duties listed in sub-paragraphs C (1) through C (8) in accordance with the timeframes established.
- (10) Conduct the NGACT Resolutions Committee meeting at the NGACT Annual Conference as directed by this SOP. Insure the decisions and recommendations of the committee are properly documented as a report to the General Membership.

D. NGACT President – The NGACT President will:

- (1) Appoint the NGACT Resolutions Committee Chairman.
- (2) Review all NGACT Resolutions forwarded to the NGACT Executive Board by the NGACT Resolutions Chairperson and provide comment as appropriate.

7. NGACT RESOLUTIONS TIMEFRAMES: The following is a suggested timeframe for the resolutions process. As indicated in paragraph 4, the intent of this SOP is not to mandate specific requirements, but to establish guidelines to provide for an orderly resolutions process.

1 March – 1 April

NGACT President appoints the NGACT Resolutions Chairperson.

1 January – 15 February

NGACT Resolutions Chairperson distributes current Resolutions Committee SOP. Because the NGACT State Conference is held in March each year, a newly appointed Resolutions Chairperson may review and modify the existing SOP, and after receiving NGACT Executive Board approval, may distribute the updated SOP as it becomes approved.

1 January –15 May

Members of NGACT may submit proposed Resolutions to the NGACT Resolutions Chairperson. Resolutions that are received PRIOR to the NGACT Annual Conference will be organized into a Draft Resolutions package to be voted on by the Membership at the Conference. Resolutions received after the conference will be organized into a second Draft Resolutions package to be presented to the NGACT Executive Board for approval. The NGACT Resolutions Chairperson will provide a copy of all Resolutions to the Adjutant General for review and comment.

16 February –30 May

NGACT Resolutions Chairperson will submit the NGACT Resolutions to EANGUS and/or NGAUS using the proper forms and procedures as outlined by EANGUS and NGAUS.

30 May – August/Sept.

NGACT Resolutions Committee Chairperson will continue to accept any proposed resolutions that may come in from members and will provide reports as necessary to the NGACT Executive Board for action. Such resolutions, if approved by the NGACT Executive Board, will be forwarded to EANGUS and/or NGAUS to be brought up at their respective annual conferences.

July

NGACT Resolutions Chairperson receives the EANGUS Draft Resolutions from the EANGUS Resolutions Chairperson and distributes to NGACT Executive Board members and other interested parties for review and discussion. NGAUS distributes its Resolutions in March and the NGACT Resolutions Committee Chairperson shall ensure distribution to the NGACT Executive Council and general membership.

August/Sept.

Ensures that someone knowledgeable on NGACT's Resolutions represents NGACT at both EANGUS and NGAUS National Conferences during the respective Resolutions Committee Meetings.

8. NGACT RESOLUTIONS FORMAT: The required format for NGACT Resolutions submissions is provided below. Resolutions will be submitted by members in a typewritten format, in an electronic medium such as a Microsoft Word Document (xxx.doc). No pdf documents will be accepted. Resolutions will be submitted via e-mail to the NGACT Resolutions Chairperson.

Begin Sample Resolution Format

Pertaining to: *(Enter 'short title' of resolution – one line if possible)*

Issue:

(Enter the synopsis of the issue this resolution will address. While brevity is important, make this section as clear as possible)

Background:

(enter an expanded narrative of the issue providing references to regulations, instructions, laws, rules, or policies that are related to this issue. Write this section so someone who is not familiar with the issue can clearly understand what you believe the issue and its impact is)

Recommendation:

(enter what you want to be done. Include all entities that you want NGACTION to work with to resolve your issue. A sample recommendation is provided below. This sample is urging Congress. Others may urge the Department of the Army or Air Force or DoD or NGB. Be sure to include all that you need to address this issue)

That the Enlisted Association of the National Guard of the U.S. urges the Congress of the United States to enact legislation to ensure that Reserve Component members shall reach paid-up status upon paying premiums for 30 years or the death of the service member, whichever comes first.

Sponsor: **Name of person(s) introducing the Resolution.**

End Sample Resolution Format

9. EFFECTIVE DATE: The effective date of this SOP is 16 May 2012.