

King County Democratic Central Committee (KCDCC) **Standing Rules for Resolutions** *(adopted 4/26/11)*

PART I: Processing Procedures and Requirements

KCDCC will use these procedures to process all proposed resolutions.

Resolutions must be submitted as a MS Word “doc” (not “docx”), in the format described below, to the Platform, Resolutions and Bylaws Committee (PRB) Co-Chairs and the KCDCC Chair no later than noon on the 14th day before the scheduled KCDCC Executive Board meeting (normally on the fourth Tuesday of each month) at which they are to be considered.

A resolution must be submitted by a Legislative District organization in King County, or by the KCDCC Chair or a Resolutions Committee Chair.

The Resolutions Committee will collaborate online and/or in committee meeting to review resolutions for recommended PASS or NO-PASS status. The Resolutions Committee may revise a proposed resolution or combine it with other resolutions that address a similar issue, and shall clearly report its action. If the resolution merely duplicates, in substance, another recently adopted KCDCC resolution, a current platform provision (see Part II), or a portion of the current LAC agenda, it will be deemed redundant and assigned a NO PASS recommendation. A resolution that affects only a limited number of King County residents, e.g., only those within a single legislative district, will likewise be deemed NO PASS.

Resolutions with a PASS recommendation will be forwarded to the KCDCC Chair and webmaster by the third Monday of each month for copying, posting and emailing to the KCDCC Executive Board in accordance with notification requirements in the KCDCC Bylaws. Resolutions deemed DO-NOT-PASS will be included in the Committee’s report to the KCDCC Executive Board and may, if the Board so chooses, be adopted by a majority vote.

The Resolutions Committee Chair or his/her designee will email the committee’s recommendation to the sender of each resolution.

The Resolutions Committee Chair or his/her designee will send any passed resolution(s) to the Washington State Democratic Central Committee and any other persons or organizations identified in the resolution, and to the KCDCC Chair or webmaster for posting on the KCDCC website.

Time-critical resolutions may be accepted for consideration after the above deadline. "Time Critical" refers to resolutions dealing with urgent issues, situations or conditions that arose after that deadline and which must be addressed immediately.

Alternatively, in exceptional circumstances resolutions will be accepted from the floor at a KCDCC meeting; a 2/3 vote of the membership present and voting is required to allow consideration. Those wishing to present a resolution from the floor, or to urge adoption of a resolution deemed DO-NOT-PASS, must supply adequate (at least 30) paper copies for those attending the meeting.

Resolutions should be drafted in accordance with the “How-To” instructions in Part II of these rules. But the following are essential:

- A. The title of the resolution must be clearly and concisely stated at the top
- B. The resolution must contain at least one "Whereas" clause stating the situation to be addressed by the resolution
- C. The resolution must contain at least one "Therefore be it resolved" clause stating the desired action, and the parties to be notified
- D. The bottom of the page must identify, with full contact information, the person and/or organization submitting the resolution and the date it was submitted.
- E. The resolution should be no more than one page long.