

# International Chiropractors Association Representative Assembly



## **PROCEDURES FOR WRITING RESOLUTIONS**

The Representative Assembly of the International Chiropractors Association is empowered with an important and powerful voice in the development of policy, programs and the administrative direction of the Association. The means by which that voice is communicated to the Board of Directors, the Association at large and the profession or the general public if appropriate, is the resolution process.

This process is established in ICA's Constitution. Article VI, Sections 3 A and 3 B address this right and read as follows:

### Section 3-Duties

#### A. Statements of Official Policy

As provided in Article II, the Representative Assembly may initiate statements of official policy, and shall pass such statements to the Board for consideration.

#### B. Approval of Resolutions

The Representative Assembly may initiate Resolutions or motions concerning the business of the Association for consideration by the Board of Directors. Upon passage by the Representative Assembly, such resolutions shall be conveyed to the Board of Directors for consideration no later than the next Board meeting. In the event that the Board of Directors shall decline to act on an Assembly resolution or vote to reject such resolution(s), the Chairperson of the Board shall report in person to the Annual Meeting of the Representative Assembly, to explain the Board's position. Upon a two-thirds vote of the Assembly, resolutions rejected or not acted upon by the Board may be re-submitted for immediate re-consideration by the Board of Directors.

The resolution process should, in the absence of an unforeseen emergency, be part of the formal and published agenda of the Representative Assembly meeting which is developed and circulated in advance. The Standing Rules of the Representative Assembly provide that:

*“The only business to be conducted be duly announced in the presence of a majority for consideration of consent or in writing mailed 30 days prior to calling of the Assembly meeting.”*

Therefore, resolutions should be submitted well enough in advance to comply with this time window. Provisions do exist to suspend the rules to consider emergency situations but this option should be reserved for unforeseen, unpredictable situations.

There are many purposes for which resolutions may be written. The principal purposes of resolutions include: to encourage the establishment or adoption of a specific policy, to demand the enforcement of an existing policy, to acknowledge or reward the activities of members, and to promote the change of the governing documents and procedures of the organization.

When drafting a resolution and the supporting documents to be presented before the Assembly the first thing you must determine is whether any subject or issue is worthy of the time of the Representative Assembly. This may seem like an obvious statement. The fact of the matter is that many of the things that we think of initially as marvelous ideas lose something once they come before a group. Please consider the broader implications of the ideas you bring to the resolution process and focus on issues and statements that reflect broad-based ideas, concerns or opportunities. Personal situations, concerns with a specific individual or a limited business situation or problem may not be appropriate for the resolution process.

The next key factor in effective resolution development and presentation is careful advance preparation. The meeting time of the Representative Assembly is extremely limited. Please honor the Assembly's time by doing your homework before presenting a motion to the floor. Write your idea down and put it away for a week. Then look at it again. If it still sounds good, discuss it with several other members of the Assembly and/or an officer of the Assembly. Get their feedback. Sharpen and polish what you want to accomplish with your resolution. Get a very clear idea of what you want to have happen when your resolution is passed. After all, it is designed to make something happen, isn't it? It must make people think. Even if they eventually vote it down, it should provoke discussion and potentially initiate movement toward passage of similar legislation at a future date.

The most important step in the development process is the creation of the initial draft of the resolution you are considering bringing forward. The process by which this can most efficiently be accomplished is as follows. This may seem somewhat backwards but write the ending first. This is not a novel; you need to know how it comes out...first. The ending is the "Therefore be it resolved . . ." clause which embodies what you want. The rest of the "Whereas . . ." clauses are all there to build your case as to why this great idea should become reality and make everybody who reads it say, "Wow! That makes so much sense. I don't know why I didn't think of that. Of course I'm gonna vote for that. Why do we need to even discuss it?" (Well, that's what you want them to say, anyway.) The better you do your job of preparing your document, the better your chances of having that happen. You can have as many of the "Whereas..." clauses as you like. There should be enough to

build a strong case for what you want to have happen, and not so many that people start leaving the room, turning to converse, or falling asleep while your legislation is being read.

That brings us to very important point. Please remember to write in clear language with appropriate grammar and usage. All presentations coming to the floor of the Representative Assembly should be written in a basic narrative style; it does not need to be written in whatever your perception of "legalese" might be. (If the document needs to be rewritten into some type of legal language, the ICA has lawyers who are capable of doing an excellent job of translating anything you write into something you won't recognize. Leave that part to the experts.) Write your document in proper, understandable, intelligent language so that everyone can discuss it. Avoid negative statements: rather than moving to go on record as "not in favor" of something, move to "oppose" or "declare its opposition to" a particular issue.

Do not use slang expressions, and do not use foul or inappropriate language, no matter how vehemently you may feel about a topic. Remember that everything that comes to the floor of the Representative Assembly becomes part of the permanent record of the International Chiropractors Association and should represent all of us, and you, in the best light. If you have any doubts about your competence as a writer, call someone else on the Assembly you think writes well and ask them to review it for you. Feel free to tell them that you don't want an opinion on the content (good luck there), you just need their editorial input--in this case, on the clarity of the writing itself.

The last thing you need to do, if you haven't worked on your Resolution with others up to this point, is to line up at least one other person who will back your proposed statement of Representative Assembly resolve. Any individual Assembly Representative may offer a resolution for consideration. All resolutions, however, must have a second supporter to reach the floor for debate. You may have additional people who are cosponsors on your initiative, but it is critical that you have at least one to bring the matter to the discussion level.

It will help the Assembly officers and ICA Home Office administrative staff if those of you submitting resolutions would supply them on a computer disk or e-mail attachment in the latest version of Microsoft Word, Word Perfect, or a compatible ASCII file format. If this is not possible, please follow the format provided on the template form provided and use the Arial 12 pt. font, justified left text, for optimal clarity in scanning.

Here is the template for a Resolution, followed by an outline of how to prepare your Resolutions to be presented on the floor of the International Chiropractors Association Representative Assembly.

**Sample Format For Writing Your**

**ICA Representative Assembly  
MOTION for RESOLUTION**

Title of Resolution: \_\_\_\_\_

*(Title should reflect the subject and the requested action.)*

**WHEREAS,**

*(Give reasons for seeking a position or action by listing existing policy, concerns, facts, potential effects upon chiropractors, patients, practice of chiropractic, etc. Try to keep each fact/thought within a separate "Whereas.")*

\_\_\_\_\_  
\_\_\_\_\_ ; and

**WHEREAS,**

\_\_\_\_\_ ; therefore be it

**RESOLVED, That**

*(State the position(s) or action(s) you wish the ICA to take on the issue. The Resolved Clause is the only portion on which the Representative Assembly and Board of Directors will act. The "Resolved" Clause should stand alone and not contain external references.)*

\_\_\_\_\_  
\_\_\_\_\_ ; and, be it further

**RESOLVED, That**

\_\_\_\_\_ .

**Respectfully Submitted,**

*(Primary Author and State, Province or Country they are from)*

*(Only Representative Assembly members may be sponsors)*

*(Additional Sponsor and Jurisdiction)*

*(Additional Sponsor and Jurisdiction)*

**SUBMITTED ON** \_\_\_\_\_ .

(date)

**ICA Representative Assembly  
MOTION for RESOLUTION**

FOR OFFICE USE ONLY: Resolution Code: 000-\_\_\_\_\_

Resolution (to, for): \_\_\_\_\_

**WHEREAS,**

\_\_\_\_\_  
\_\_\_\_\_ ; and

**WHEREAS,**

\_\_\_\_\_  
\_\_\_\_\_ ; and

**WHEREAS,**

\_\_\_\_\_  
\_\_\_\_\_ ; therefore be it

**RESOLVED, That**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ ; and, be it further

**RESOLVED, That**

\_\_\_\_\_  
\_\_\_\_\_ .

**Respectfully Submitted,**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SUBMITTED ON \_\_\_\_\_ .  
(date)

## **PROCEDURAL AND CONTENT OUTLINE ICA Representative Assembly Resolutions**

1. **Title**
  1. Brief description of Resolution
  2. Topic of Resolution
2. **Preamble/Whereas Clauses**
  1. Each clause is a separate paragraph
  2. Each clause begins with "Whereas" underlined or in italics followed by a comma
  3. Should never contain a period within its structure
    1. Each paragraph should close with a semi-colon followed by "and"
    2. Last "whereas" clause ends in a period
  4. Should be factual, not speculative
  5. Should include reference statistics wherever possible
3. **Resolution Form**
  1. "Resolved" is underlined or printed in italics and followed by a comma and the word "That" with a capital "T"
  2. Resolving paragraphs should not contain any periods in their structure
  3. Each paragraph ends with a semi-colon followed by "and be it further"
  4. Last resolution paragraph ends with a period
  5. Categories
    1. Resolves - a policy resolve calls for change in ICA policy
    2. Directives - call for ICA to take some kind of action; either the Board of Directors, The Representative Assembly, or a specified interim body, person, or agent. (Directive adoption calls for action but does not directly affect the ICA policy base)
    3. Two resolve clauses may be used in one resolution to accomplish a policy change and identify the desired action. (Policy - primary resolve; Directive - subsequent resolve)
4. **References to the Constitution and By-laws and Proposals for Change**

The Representative Assembly can call for changes in ICA's governing documents, although the authority to officially make those changes rests with the Board of Directors and/or the membership at large. Such calls for change are, however, vitally important and should not be minimized.

  1. References to the ICA Constitution and By-laws should be set out as the word "Constitution" or "By-Law" followed by the Article, Section, and Clause each separated by period
    1. Constitution V.1.B.2.(a.) . . . is hereby amended to read as follows: (here inset the new reading)
      - (1) Text to be deleted should be indicated by a ~~strikeout~~
      - (2) New text should be underlined
    2. Constitution V.1.B.2.(a.) . . . is hereby amended by adding a new Section (or Clause) reading as follows: (here insert the text of the new Section or Clause).
  2. Lengthy Sections
    1. Reproduce as much as to permit a clear understanding of proposal as well as companion necessary subject matter and how it is affected
    2. More text, rather than less, within space limits, may help guide those legislating and avoid time-consuming questions for clarification