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# RESERVE OFFICERS ASSOCIATION

## RESOLUTION HANDBOOK

The procedures for national ROA resolutions are designed to produce carefully considered legislative proposals for the association to advocate. All members should be familiar with these procedures and submit resolutions for consideration.

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## EXECUTIVE SUMMARY

The purpose of adopting resolutions is 2-fold:

- 1) resolutions are one way in which the association provides guidance to the National Staff
- 2) resolutions express ROA attentions and interests to the Congress, DoD, defense industry, and Military and Veterans Service Organization partners

Resolutions are the mechanism by which any ROA member can identify an issue they believe to be problematic. The resolution provides an effective vehicle through which the basic nature of the problem is explained and a specific action is suggested. The suggested action must clearly address the issue as explained in the resolution. Members, chapters, and departments may submit a resolution addressing any issue; however, there should be a clear nexus to the mission, vision and objectives that meet ROA's Congressional Charter to support national strategy.

The Department of Defense develops national defense strategy from the President's national security strategy as directed by the National Security Act of 1947, 50 U.S.C. 402 and the Goldwater-Nichols Department of Defense Reorganization Act Of 1986 (Public Law 99-433, Section 603).

*"SEC. 104. (a)(1) The President shall transmit to Congress each year a comprehensive report on the national security strategy of the United States (herein after in this section referred to as a 'national security strategy report').*

*"(2) The national security strategy report for any year shall be transmitted on the date on which the President submits to Congress the budget for the next fiscal year under section 1105 of title 31, United States Code.*

*"(b) Each national security strategy report shall set forth the national security strategy of the United States and shall include a comprehensive description and discussion of the following:*

*"(1) The worldwide interests, goals, and objectives of the United States that are vital to the national security of the United States.*

*"(2) The foreign policy, worldwide commitments, and national defense capabilities of the United States necessary to deter aggression and to implement the national security strategy of the United States.*

*"(3) The proposed short-term and long-term uses of the political, economic, military, and other elements of the national power of the United States to protect or promote the interests and achieve the goals and objectives referred to in paragraph (1).*

*"(4) The adequacy of the capabilities of the United States to carry out the national security strategy of the United States, including an evaluation of the balance among the capabilities of all elements of the national power of the United States to support the implementation of the national security strategy.*



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*"(5) Such other information as may be necessary to help inform Congress on matters relating to the national security strategy of the United States.*

ROA members are encouraged to seek guidance from the National Staff if they have any questions during the process or researching, drafting, and submitting a resolution. Resolutions that are well-thought out, coordinated, and properly drafted prior to submission have a much greater potential for being adopted.

## SUMMARY OF CHANGES

1. Executive summary was added.
2. Summary of Changes was added.
3. Date/time of document was added to the footer.
4. The Constitution, By-Laws and Executive Committee Standing Policy were updated to reflect changes from the past few years.
5. Resolution Procedures, Resolution Purpose and National Resolutions and Legislation Committee Responsibilities were updated to eliminate redundancies and explain the process in plain English.
6. Attachment 1, Policy Statement on Resolutions was eliminated because it repeated what was in the body of the handbook.
7. Attachment 2, Resolutions Template was added with more explanation on how the WHEREAS clauses should be structured. It was also renumbered to be Attachment 1.
8. Attachment 3, Committee Referral, was renumbered to be Attachment 2.
9. Attachment 4, How to Write a Resolution was eliminated because it repeated what was in the body of the handbook.
10. Attachment 5, Tasks for Preparing Resolutions was eliminated and placed into a standalone document for staff use.
11. Throughout the document the committee name was updated based on a previously approved merger of the Resolutions and Legislation committees. The name will be submitted as a By-Law change in 2017.
12. Throughout the document formatting was standardized and structured for ease of reading.

## CONSTITUTION

### ARTICLE A--6: POLICY

The general advocacy policies of the Association shall be established by adoption of resolutions as mandates by the National Convention, the National Council or the Executive Committee. A policy mandate expires automatically at the end of the third convention after it is adopted unless readopted, except that a mandate adopted by the Executive Committee expires automatically at the end of the National Convention or National Council meeting next following, whichever is first, unless readopted by that National Convention or National Council meeting.

### ARTICLE A--9: NATIONAL COUNCIL

◇ Section 1: Authority

(a) *Resolutions* — Advise the president on general advocacy policies of the Association by adoption of resolutions.

## BY-LAWS

### ARTICLE B10: COMMITTEES

◇ Section 1: Standing Committees — There shall be the following standing committees which shall act in an advisory capacity to the Executive Committee and the president.

(i) *National Resolutions and Legislation Committee* — The National Resolution and Legislation Committee shall act in an advisory capacity on all matters of policy and procedure relating to legislation. The Committee shall also review all resolutions properly sub-mitted to it and shall make recommendations on adoption of those resolutions that are desirable for action and advocacy by the National Convention or the National Council.

## EXECUTIVE COMMITTEE STANDING POLICIES

### POLICY E-22: RESOLUTIONS

- ◇ Section 1: Approval – No national ROA resolution is official (and no external publication is authorized) until it has been passed by the national convention, National Council, or Executive Committee.
- ◇ Section 2: Democratic Process – Nothing in this policy statement shall be taken to abridge the right of the membership to adopt resolutions in accordance with the governing instruments of ROA. The Executive Committee, however, may pass resolutions that immediately become national policy mandates. These resolutions are reconsidered, in accordance with these procedures, at the next national meeting. Occasionally a proposed resolution may be drafted by members of the national staff in response to an emerging situation in Washington. These resolutions are given to the legislative counsel and considered at the national level in accordance with these procedures.
- ◇ Section 3: Internal Governance – Matters concerning the internal management and policies of the Association are best addressed through the established governing bodies, the National Council, the Executive Committee, service sections, committees, and the staff, rather than by resolution. The resolution process should be reserved for external matters falling within the national defense clause of the Association's congressional charter.
- ◇ Section 4: Publishing – Approved resolution procedures will be published and posted on the ROA website.
- ◇ Section 5: Resolution Filing – No resolution may be received or acted upon by the Resolutions and Legislation Committee at any national convention or National Council meeting unless the resolution was filed at national headquarters subsequent to the last national convention or National Council meeting, and not less than 15 days prior to the opening date of the next National Council meeting or national convention.
- ◇ Section 6: Resolutions Not Properly Filed, Immediate Action – A resolution which was not properly filed in accordance with Executive Committee policy may not be moved from the floor of the national convention or National Council unless immediate action thereon is necessary. Such a resolution may be adopted only by a two-thirds affirmative vote.
- ◇ Section 7: Time-sensitive Resolutions – To be considered at a national meeting, a resolution that is not properly filed must be "time sensitive. The president, acting upon the recommendations of the Resolutions and Legislation Committee, and with the advice of the vice president(s), makes the determination that a resolution is time sensitive, i.e., must be acted upon immediately and its consideration cannot be deferred until the next national meeting. Time-sensitive resolutions necessarily receive much less thorough and patient consideration than those that are properly filed. Therefore, this process should be used only for true emergencies.



## NATIONAL RESOLUTIONS AND LEGISLATION COMMITTEE RESPONSIBILITIES

The national committee is the clearinghouse for all resolutions, and monitors resolution policies and procedures. Prior to each national meeting, the committee will review the national staff recommendations as to which national committees and service sections should consider each resolution. Additional committee referrals may be made by the resolutions committee.

It is incumbent upon the committee to screen all proposed resolutions to ensure that they are germane, national in scope, have a clear nexus to the Reserve Component, are well written, are not already adequately covered by current approved resolutions, and are not reiterations of previously rejected proposals. The committee is to ensure that the resources of the association and the time of the members at national meetings are not wasted on dealing with frivolous, repetitive, and non-germane proposals that do not support the charter and purpose of the association as delineated in the national charter.

After all available input has been considered the Resolutions and Legislation Committee will vote on the proposed resolution and document its recommendation. Copies of all resolutions that will be brought to the floor are provided to each department for use during floor debate.

Meetings of the Resolutions and Legislation Committee are open to all; however, the committee chair may restrict debate to committee members at his sole discretion.

On the last day of each national meeting, the Chairman of the Resolutions and Legislation Committee presents the committee report, containing all recommended resolutions. The national body votes as a block on all recommended resolutions to which no question is raised on a first reading; recommended resolutions that raise questions are then individually considered. The committee chairman moderates any discussion, responds to questions, and explains the basis of the committee action.

The president calls for resolutions from the floor. The only resolutions in order at this time are those that were properly filed (or adjudged time-sensitive). Such resolutions will have been considered by the committee and rejected or referred to other ROA bodies for further study or action. The committee chairman responds to each such motion with an explanation of the committee action. The national body may then vote to accept the recommendation of the committee, or to reject the recommendation by adopting the proposed resolution.

## NATIONAL STAFF RESPONSIBILITIES

The national staff officer responsible for ROA resolutions is the legislative director (LD). The LD shall receive, acknowledge, and track proposed resolutions. The LD may promulgate additional administrative resolutions procedures, standard forms, etc.

Specified tasks include:

- Ensure the appropriate committees and/or service sections are notified expeditiously of potentially contentious proposed resolutions.
- Report the action on each proposed resolution to the originator.
- Edit resolutions for presentation and publication.
- Publish booklets containing the association's resolutions as part of the legislative program.
- Provide copies of ROA resolutions to Washington leaders as appropriate.

An ROA resolution is not official until it is passed by the national convention, National Council, or Executive Committee - until that time, it is only a proposal. The number of favorable actions that may have been taken by chapters, departments, committees, or service sections has no bearing on this status. The association can be seriously embarrassed by an attempt to publicize a proposed resolution if that proposal then fails at the national meeting. Therefore, no publicity is authorized for proposed national resolutions.

## RESOLUTION PURPOSE

**Background:** National resolutions establish the general policies of the Association (Constitution, Article A-6). Resolutions should be of high quality, and encompass the issues ROA members want the national staff to address. A National Resolutions Policy statement was adopted by the National Executive Committee on 28 October 2000 (cf. Enclosure 1). This handbook implements that policy.

Before any topic can be brought before an assembly for debate, it must be introduced as a motion. A Resolution is a motion. It is also a formal written statement addressing a matter of great importance. The statement can be of a decision, of policy, or an expression of opinion or intent. When an assembly, after consideration of a matter, wishes to convey the results of its deliberation to some individual, group, body, agency, or the general public, it may choose to adopt a resolution as a formal format to give emphasis to the message the words convey.

**Scope:** These procedures apply to national resolutions that are proposed for adoption by the National Convention, National Council, or National Executive Committee.

Departments, or even chapters, may pass resolutions with purely local impact. For example, a department supports the establishment of a new veterans' home in the state, or a chapter urges a local school board to establish a JROTC unit. In order to strive for synchronicity, it is strongly recommended that Departments and chapters have resolutions committees that follow procedures similar to those described in this document. Copies of local resolutions must be forwarded to national headquarters, showing the date and manner of adoption.

**Procedural Goals:** The goals of the national resolutions procedures are:

- a) to align with the congressional charter,
- b) to achieve a high quality resolutions package,
- c) to permit careful and thorough consideration of the issues by the spectrum of ROA membership,
- d) to inform interested parties on the manner in which resolutions are handled,

**Filing of Resolutions:** Proposed national resolutions should be filed at national headquarters by email in order to allow adequate time for consideration. Attach a version in Microsoft Word, a scanned copy of the resolution containing appropriate signature certifications as specified above, and any background materials. Hard copy originals should be mailed as soon as possible.

Such a resolution is properly filed. However, departments and national committees are encouraged to submit proposed resolutions within 15 days after passage, if possible.



**Previously Filed Resolutions:** Proposed resolutions that have been previously submitted for consideration and subsequently rejected within the past two years will not be brought forward to the floor by the committee unless it receives compelling evidence of significant changes. Such the proposed resolutions must be endorsed by two departments in addition to the submitting department (three department endorsements must accompany the resolution).

## RESOLUTION PROCEDURES

ROA is a sought after source of counsel by Congressional staff and members. We have this reputation because we deliver carefully considered legislative proposals. A well constructed resolution is the spearhead of these proposals. ROA's continued success is dependent on all members being able to properly craft a resolution. The following procedures guide members in this pursuit.

The procedures for the resolutions are designed to produce a carefully considered legislative agenda for the association to advocate. All members should be familiar with these procedures and become involved with the resolution process.

### 1) Planning

- ROA member identifies a problem
- Member determines there is a corrective action which is both necessary and involves legislative action
- Member chooses to draft a resolution.
- Check [resolutions](#) to verify if matter is currently covered adequately.
- Contact national staff via phone or e-mail to discuss subject in order to more fully understand implications, background, etc.
- Review current [policies](#) and procedures contained in this handbook
- Use ROA resolution template at Attachment 2

### 2) Local action

Proposed resolutions must be adopted at the local chapter and department level before being submitted to national. The Department should ensure representation at the national meeting to ensure the designated members can speak on behalf of the resolution. This would also ensure the Department has representation available for any edits that may be discussed.

### 3) National action

The National Resolutions and Legislation Committee will:

- a) Refer the proposed resolution to one or more service sections or standing committees requesting advice or additional information; or,
- b) Forward the proposed resolution to the National Convention or Council with a recommendation that it be adopted; or,
- c) Refer the proposed resolution to the national president for consideration when it is determined that action is warranted, but the adoption of a resolution is inappropriate or unnecessary; or,
- d) Return the proposed resolution to originator without further action:
  - For additional information to justify the resolution.
  - Because the proposal is redundant or conflicts with an existing mandate.

— Because the proposed resolution would not be germane or consistent with the ROA charter.

#### 4) Timing

Resolutions do not carry over after they have been considered at a national meeting (Convention or Conference). For a resolution to be considered it must be filed with National Headquarters following the most recent meeting. Resolutions must be given due consideration. For a resolution to be considered it must be filed at least 15 days prior to the opening date of the next meeting. (Policy E-22, Sec. 5 of the Executive Committee Standing Policy).

A waiver of the above time constraints is possible. If a resolution is "time-sensitive" then the National President can waive the time requirements. (Constitution, Article A-6, Section 3.)

#### 5) Wording

Start the resolution by identifying the issue at hand in the first "WHEREAS" clause. The following "WHEREAS" should provide evidence supporting and explaining the issue. The entire resolution should be a maximum length of one-page. Resolutions should contain definitive information and background in the "**WHEREAS**" clauses and succinctly state the recommended course of action in the "**NOW, THEREFORE, BE IT RESOLVED**" clause.

- "**WHEREAS**" clauses should be factual and specific and should avoid making any reference to specific dates and legislation, except when absolutely necessary.
- "**WHEREAS**" should include statements how the proposed resolution specifically affects the Reserve Components.
- "**NOW, THEREFORE BE IT RESOLVED**" clause must give a precise course of action that is desired by the author. A reader should be able to read the clause and know exactly what action is being urged by the resolution.

#### 6) Updates

Resolutions are reviewed annually to ensure that they are current. Resolutions normally address specific issues. However, there are instances where a resolution may be general in nature to address long-standing concerns – such as national security, military construction, end strength, etc. Resolutions addressing these topics are usually long-lasting and the more general approach provides the national staff more leeway in responding as the issues evolve over time and are influenced by emergent circumstances.

A list of all [current resolutions](#) can be found on the ROA website which includes resolutions for a 3 year period. Resolutions that are expiring are automatically considered by the National Resolutions Committee. The committee will recommend that each expiring resolution be renewed, modified and renewed, or allowed to expire.



**Attachment 1** **Resolution Template**

**RESERVE OFFICERS ASSOCIATION**

TITLE (centered)

Resolution No. \_\_\_\_\_(leave blank)

**WHEREAS**, (explain the problem to be addressed);

**WHEREAS**, (explain the reason existing governmental mechanisms are inadequate); and

**WHEREAS**, (provide specific examples supporting the problem to be addressed); and

**WHEREAS**, (explain how the proposal specifically affects the Reserve Component); and

**WHEREAS**, (include additional clauses only if necessary to understand the issue; each "whereas" clause should cover a single point);

**NOW, THEREFORE, BE IT RESOLVED** that the Reserve Officers Association of the United States, chartered by Congress, urge (statement of desired action to be taken by a governmental body or official); and

**BE IT FURTHER RESOLVED** that (additional statement if there is more than one action to be taken.)

Source: Department of \_\_\_\_\_

Department President: \_\_\_\_\_  
Signature Date



**Attachment 2**

**Committee Referral**

**RESOLUTION REFERRAL**

The attached proposed resolution, log number \_\_\_\_\_, titled  
\_\_\_\_\_, is submitted to the  
\_\_\_\_\_ section(s)/committee for consideration.

The Resolutions and Legislation Committee recommendation:

- \_\_\_ Approve
- \_\_\_ Disapprove
- \_\_\_ Other \_\_\_\_\_

The national committee requires your response(s) be returned not later than \_\_\_\_\_ (the earlier the better) in order that the proposed resolution may be presented to the national body for final consideration. If this time presents a difficulty, please let us know immediately. If you wish a representative of your committee present during national committee deliberations, please notify the Chairman.

=====

**RESPONSE**

PLEASE NOTE: This form serves as your section's official statement for record of the rationale for its position, pro or con, on the resolution referred hereon. For your recommendation to be considered it must be recorded and supported in writing, on this form. Use the back of the form if necessary for a further explanation of your section's position. Rationale is required for all positions.

Recommend Approval \_\_\_ Disapproval \_\_\_ Further Study \_\_\_

Discussion (reasons for recommendation): \_\_\_\_\_

(signature of section VP or committee chairman)