



National Association of State Controlled Substances Authorities

RESOLUTIONS PROCESS FOR MEMBERS AND OTHER INTERESTED PARTIES

1. Any regular or associate member may propose a resolution to be considered by the regular members at any business meeting of the Association. In accordance with Article XII of NASCSA's bylaws the resolution must be submitted in writing to the Resolutions and Bylaws Committee not less than **60 days** prior to the meeting during which it will be considered. Voting shall be in accordance with Article XI, requiring a simple majority for passage.
2. A written notice of resolutions received in accordance with item (1) of Article XII shall be sent to the members at least 30 days prior to any business meeting.
3. Wherever practical, NASCSA will hold a webinar at a minimum of 30 days prior to the annual conference to provide an overview of the proposed resolutions under consideration.
4. If a resolution is received by the Resolutions and Bylaws Committee less than 60 days prior to any business meeting of the Association at which it would be considered, it may be considered if two-thirds (2/3) of the regular members present and voting approve its consideration. If approved for consideration, the resolution shall require an affirmative majority vote, in accordance with Article XI.
5. The member(s) proposing the resolution shall present a written rationale supporting the resolution prior to or at the time of consideration, including a statement of actual or perceived conflict of interest, if applicable as well as the member(s) full contact information by the deadline date to the Vice President, who serves as Chairperson of Resolutions and Bylaws Committee with a copy to Kathy Keough, Executive Director at kathykeough@nascsa.org.
6. The Resolutions Committee will review all resolutions to prepare them for presentation and consideration at the business meeting. The Committee will work with authors during the review process to ensure that the intent of the resolutions is preserved. After review, written copies of all proposed resolutions, along with a written rationale as submitted by the proponent of a resolution to be considered will be available on the website in advance of the meeting and written copies will be provided to regular members at the business meeting.
7. Any regular or associate member proposing a resolution for consideration may have the opportunity to address the membership to discuss the rationale for submitting the resolution and answer any questions at either a webinar, the business meeting or both. Subject to a determination by the Parliamentarian(s), discussion will be limited to three (3) minutes.
8. A resolution approved by the members at the meeting shall be sent to all members within 90 days following a vote at a business meeting of the Association and forwarded to the Executive Committee for implementation as required.
9. A resolution requiring an expenditure in excess of \$100 must include a provision for a maximum expenditure not to exceed the Association's existing balance in order to be implemented.