

STEPS FOR GETTING YOUR RESOLUTION PASSED

Resolutions are a key tool for improving and updating processes affecting Kansas conservation, so it is important to take the steps necessary to ensure resolutions under consideration are adopted and implemented. Following is a list of steps to take to increase the chances for successful passage:

1. Bring at least 100 copies of the resolution to the convention. You might need more. Also, bring an electronic copy of the resolution on a memory stick or disc. This will make it easy to load on the computers used by KACD at the convention.
2. Distribute your copies by placing a pile on a table near registration and allowing interested parties to pick one up. Don't stand in the lobby and pass them out to convention attendees.
3. As soon as you get to the convention, try to find out if your resolution is in the KACD system and which committee it has been assigned to. The executive director usually knows but has a multitude of responsibilities at the convention. He will require your patience and cooperation to do his job. Check with the District Operations and Resolutions Committee chair. He will try to help you on this.

The KACD Board of Directors meets Sunday afternoon and you could find out then, if you are willing to hang around and wait for your turn on the agenda. They usually try to keep it fairly short and deal with the absolute essentials at that meeting. Everything else is kind of a distraction, so be patient and polite and you will usually get what you want. Having the resolution in the computer is not absolutely necessary, but it is a GREAT convenience for the association and makes it easier to get the proceedings books out to the membership prior to the business session. Every KACD member has an obligation to assist the association in doing this so the membership can get information in a timely manner. If you find out that the resolution is not in the computer, offer to help get it in there. Find one of the EO people that help do this stuff and get it done.

4. When you find out what committee the resolution has been assigned to, contact that committee chair to make sure he/she knows the resolution has been assigned to his/her committee. This is a courtesy to the chair of that committee. It is not the committee chair's responsibility to contact you. On Sunday afternoon, the executive director provides the committee chairs with a packet for their committee that includes the resolutions assigned to that committee, if any. Just because the resolution was assigned to a committee, do not take it for granted that the chair knows about it or even has a copy. Some chairs do not show up at the meeting when this information is provided. Offer to provide copies of the resolution to the committee chair for distribution at the committee meeting. The chair usually does this, but anything you can do to assist in this will only help toward getting your resolution considered and adopted. Discuss with the

committee chair when the resolution will be discussed in the committee and what you need to do to see that it is considered.

5. A conservation district also needs to build support for its resolution outside of the committee meetings and general business session. Talk to other supervisors and districts during the convention about the resolution and why you feel it is important for the association.
6. Get your people to the committee where the resolution will be presented and discussed. Remember: Only conservation district supervisors can vote and make and second motions, both in the committees and at the general business session. When the resolution is presented for discussion, make sure you have a supervisor to make a motion that “the _____ Committee recommends that KACD adopt the resolution.” Make sure you have a supervisor to second that motion. The committee may have someone make that motion, but don’t count on it. The chair may or may not ask for a motion for recommendation. Be ready to make your motion and second. A motion and second guarantees that the resolution will be discussed in that committee. Who can speak to a resolution in a committee is usually pretty informal. While it is better if a supervisor speaks to a resolution, a staff person or someone who is more familiar with the issue that the resolution deals with may be allowed to comment on it. It will carry more weight with the membership if a supervisor can do it. This is also an opportunity to tweak and amend a resolution. After discussion of the resolution, the committee will pass it out of that committee to go to the KACD business session with either a recommendation to KACD to adopt it or not adopt it. Another option is that the committee has no recommendation to adopt. (Example: At the KACD business session, the committee chair, after making his/her report, will read the resolution and say, “The _____ Committee recommends that the Kansas Association of Conservation Districts adopt/not adopt this resolution.” Or, “The _____ Committee has no recommendation for the adoption of this resolution.”) Regardless, all resolutions presented in the committee meetings will be presented for consideration at the KACD business session. Resolutions cannot be killed in a committee meeting.
7. After the committee meetings, there is still opportunity for promotion of your resolution. The KACD area meetings prior to the general session on Tuesday are an excellent opportunity to present your resolution to supervisors who were not at the committee meeting and build support for the resolution.
8. The next-to-last step in the resolution process is the presentation of the resolution at the KACD business session. Remember, only conservation district supervisors from KACD member districts may vote, make and second motions. During committee reports, the committee chair will make his/her report of his/her respective committee’s proceedings. The committee chair will report on the resolutions presented and make a motion that the committee’s report be accepted. After a second and any discussion, the report is voted on by the voting members present. The committee chair will then

present each resolution discussed in that committee. The committee chair will state the committee's recommendation. You need to have your supervisors present to make and second motions to ensure that the resolution will be discussed and considered by KACD. The committee chair may make a motion to adopt the resolution but may not, for various reasons, make a motion to adopt the resolution. Make sure you have your people ready to make that motion and second it. At that point, the KACD chair presides over consideration of the resolution. The KACD chair will ask if there is any discussion. It is advisable to have supervisors versed in the issue prepared to speak to the resolution. Do not leave things to chance, even if it seems as though there is overwhelming support for it. The KACD chair may allow a non-KACD member to speak for information purposes. Non-members are not allowed to speak in an advocacy way during the business session. That's the member supervisors' role. The resolution may be amended at this time. After discussion, the KACD membership votes on the motion. If passed, it becomes part of KACD policy for that year. If it fails, the resolution may be brought up for reconsideration at the end of the business meeting. The membership present will vote on whether to consider it again. If they don't, there is always next year. This is also the time when any resolution that was not presented in committee can be presented, if the membership so desires.

9. The last step in this process is usually the hardest: "What is your conservation district willing to do to help KACD implement the resolution?" After passage of the resolution, each KACD member conservation district needs to assist KACD to reach the desired result of the resolution.

*Kansas Association of Conservation Districts
Representing Local Conservation Districts*