

Kansas Association of Conservation Districts

Resolution Process

From the KACD POLICIES AND PROCEDURES HANDBOOK:

2. ANNUAL CONVENTION

2c. Annual Business Meeting. The principal purpose of the annual business meeting, which is open to all members, affiliate members, and guests, is to enable all members of the association to express themselves on the activities, problems, and objectives of the association and to benefit from the interchange of information. KACD officers and committee chairpersons will report to the members on current and proposed policies and activities. The agenda and activities of the annual business meeting shall be so planned as to promote maximum opportunities for participation and expression by district supervisors. Non-supervisors may speak as recognized by the President. Only supervisors may vote on motions to come before the body.

2d. Resolutions. Resolutions are the way in which KACD member supervisors and districts give direction to their association. To establish an orderly process to introduce and review resolutions brought before the association at the annual meeting, the following guidelines will be adhered to for resolutions originating from the various sources:

1. Resolutions from Conservation Districts or Areas. Any conservation district through its chairperson or manager, or area through its director, may file with the executive director of the association, at least 20 days before the annual meeting, a copy of any resolution adopted at a district board meeting or at an area meeting. All resolutions so received by the executive director shall be recorded, reproduced, and submitted to the chairperson of the District Operations & Resolutions Committee for referral to the appropriate committee. Each committee will consider such resolutions and make its recommendations to the business session for further action.

2. Resolutions Initiated and Introduced by Committees of the Association. Committees established under the constitution and bylaws may originate resolutions for consideration during the business session. Such resolutions will be a part of the committee chairmen's report to the business session and will be identified as Committee Resolutions.

3. Resolutions Introduced During the Business Session. Any district supervisor may offer a resolution at the appropriate time during the business session. Such resolution must be read and have a majority affirmative vote of the members present in order to be brought on the floor for consideration.

All resolutions passed and adopted at the annual meeting shall be printed in suitable form and distributed to each association member conservation district after the annual meeting; and to others determined by the Board of Directors. The member conservation district will be responsible for distributing suitable copies to the district's supervisors.

EXPLANATION AND EXAMPLES

Resolutions are the way that KACD member supervisors and districts give direction to their association.

The resolution is sent to the executive director of the association. It wouldn't hurt to send it to your area director as well.

The resolution is assigned to a committee at the convention by the KACD District Operations and Resolutions Committee. Committee chairs receive the resolution in their committee packets at the convention.

The resolution is presented and discussed in the committee it was assigned to. It may be amended at that point. The KACD member supervisors at that committee meeting vote on a committee recommendation to KACD.

During the KACD business session at the convention, the committee chairs make their reports and present the resolutions discussed in their committees and report the committee's recommendation. The KACD member district supervisors present then discuss and vote on adoption of the resolution. The resolution may be amended during this discussion.

A title to a resolution is not necessary but is helpful when discussing and referring to the issue the resolution addresses.

Language contained in the "Whereas" part of a resolution is a brief explanation of conditions and reasons why the resolution is needed. This part of the resolution carries no force or direction for the association and need not be too lengthy.

The heart of the resolution comes after "Therefore, be it resolved..." This is the part of the resolution that directs the association to action. Language should be constructed to give clear direction as to what the association should do to address the conditions laid down in the "Whereas" portion of the resolution. Thought should be given to wording the resolution so that it does not limit the association's options on how to implement the resolution, unless that is the clear intention of those that introduced the resolution.

Drafting a Resolution

List reasons or facts why the desired outcome of the resolution is needed. These reasons or facts become the basis for developing the "Whereas" parts of the resolution.

State the desired outcome of the resolution. This is the "Therefore be it resolved" part of the resolution. Resolutions should be written in language that gives clear direction to the association as well as be something that is within the association's power to do. The association cannot direct other entities to action. The association can only use its influence to solicit action from other entities. If possible, flexibility should be included in the language to allow the association to meet the desired outcome of the resolution, unless the intent of the resolution was to limit the association to a specific course of action.

The District Operations and Resolutions Committee has the power to rewrite the resolution to reflect what KACD can do towards influencing the policy of another agency or organization, in order to achieve the desired outcome of the intent of the sponsoring member district's resolution.

Kansas Association of Conservation Districts
SAMPLE RESOLUTION FORMAT

Name of Committee
Resolution Number
Subject of Resolution

WHEREAS, the

_____ ; and

WHEREAS, _____
_____ ; and

WHEREAS, _____
_____ ;

THEREFORE, BE IT RESOLVED, _____

_____.

FURTHER, BE IT RESOLVED, _____

_____.

The following two resolutions are examples of how a resolution can be written.

Example Resolution 1: (This resolution was adopted by KACD in 2006)

Increase State Aid to Conservation Districts

WHEREAS, Aid to Conservation Districts of up to \$10,000 annually has been in place since 1994, and

WHEREAS, operating expenses for Conservation Districts have increased significantly since 1994, and

WHEREAS, an increase of funding is needed to meet the demands on conservation districts to implement state and federal conservation programs for the 105 Counties in Kansas, and

THEREFORE, BE IT RESOLVED, that the Kansas Association of Conservation Districts encourage the State of Kansas Legislature to amend Kansas State Statute 2-1907c to increase the State Aid to Conservation Districts of \$10,000 to \$25,000 annually.

(Note: The language in this resolution was originally written to direct KACD to seek the increased funding from state water plan monies, as it is currently being done. This would be in conflict with current association and SCC efforts to secure Aid to Conservation Districts funding from the state general fund.

By rewriting the language, the association can still seek the additional funding desired, not limit the funding to a particular source, and allow association efforts to secure funding from the state general fund.)

Example Resolution 2: (This resolution was adopted by KACD in 2002)

Guidelines for Educating Nominating Committees

WHEREAS, to implement the Conservation District Law, a conservation district needs a board that understands its roles and responsibilities; and recruiting qualified candidates for conservation district supervisor positions is the first step in securing a board that will carry out its fiduciary responsibilities; and

WHEREAS, it is not only important that potential supervisor candidates understand what is expected from them to be a conservation district supervisor, it is just as vital that nominating committees understand what is needed and expected in a candidate for the elected position of conservation district supervisor; and

WHEREAS, orientation of a candidate is recommended so that candidates will have an understanding of what the job requires and what is expected from him or her; and

WHEREAS, orientation of the nominating committee, so they will understand what is expected from them as committee members and what the job of conservation district supervisor requires, is recommended so that this will aid them in recruiting nominees that have an understanding of what the job of conservation district supervisor is;

THEREFORE, BE IT RESOLVED, that the Kansas Association of Conservation Districts recommend that the Kansas Conservation Districts use the Guidelines for Educating Nominating Committees.

FURTHER, BE IT RESOLVED, that the State Conservation Commission recommend that the Kansas Conservation Districts use the Guidelines for Educating Nominating Committees.

(Note: The above resolution has a good example of improper language in a resolution. KACD cannot tell any other agency what to do. Even though the above resolution passed and the SCC does recommend that districts use the Guidelines, KACD cannot direct the SCC to recommend using the Guidelines. The correct way to have written this would be: “Further, be it resolved, that the Kansas Association of Conservation Districts request that the State Conservation Commission recommend that Kansas Conservation Districts use the Guidelines for Educating Nominating Committees.”)