

# 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 statements directing the association to specific actions clearly within the association's power and a way KACD member supervisors and districts give direction to their association. The resolution statement proper will be followed by a brief rationale in statement form explaining the need for the resolution. The rationale is not part of the resolution. 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

Resolutions are a way 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 executive director sends the resolution to the District Operations and Resolutions Committee. Operations and Resolutions will work with the sponsoring member district so they understand their responsibilities in the association's resolution process.

The Operations and Resolutions committee reviews the resolution to assure it is formatted and worded as a statement directing the association to an action within its powers and assigns it to the appropriate committee for a recommendation of approval. 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.

### DRAFTING A RESOLUTION

A title to a resolution is helpful when discussing and referring to the issue the resolution addresses. 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. Thought should be given to wording the resolution to allow flexibility that 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. Acronyms, initials and abbreviations should not be used in the resolution proper. It must be clear what entities and programs are involved.

The "Rationale" is a brief explanation of conditions and reasons why the resolution is needed. The rationale is not the resolution and need not be too lengthy.

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

Resolution Number \_\_\_\_\_

Sponsoring District or Committee:  
Committee: \_\_\_\_\_

(Resolution Title)

BE IT RESOLVED:

(Statement directing KACD to an action.) \_\_\_\_\_  
\_\_\_\_\_.

FURTHER, BE IT RESOLVED:

(Additional statement of action, if necessary.) \_\_\_\_\_  
\_\_\_\_\_.

RATIONALE:

(Brief statements supporting the need for the resolution.) \_\_\_\_\_  
\_\_\_\_\_.

### Example Resolutions

The following 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**

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**

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.")*

*Example Resolution 3: (This resolution was presented at KACD in 2020 and includes the "RATIONALE" of the new resolution format.)*

Resolution #1

Sponsoring District: Kearny Co. CD

Committee: District Operations and Resolutions

### **Managed Grazing of CRP During Dormant Season**

BE IT RESOLVED:

That the Kansas Association of Conservation Districts ask the National Association of Conservation Districts to recommend the United States Department of Agriculture's Farm Services Agency allow dormant season grazing of certain Conservation Reserve Program practices as specified in the Natural Resources Conservation Service or other technical service provided grazing plans.

RATIONALE:

Dormant season grazing will open some of the thicker canopy for a more diverse wildlife and pollinator habitat. It will reduce fire fuel load and remove old growth by foraging and trampling, this will keep center of bunch grasses from dying out and increase living organic material and plant diversity in CRP fields that have been grazed in the dormant season. It will speed up the biological cycle.

Allowing the use of CRP during the dormant season would allow for more rest for existing pastures there by improving the health of those locations. Grazing during the dormant season is not detrimental to the health and vigor of the grass plant itself unless severe trampling or pugging of the crown occurs.

*(NOTE: The above resolution in the newer format directs KACD to 'ask' NACD's assistance in changing a USDA policy. The rationale briefly explains the benefits such a change would do. Detailed support information can be provided during discussion of the resolution or in cover letters to districts asking for their support of the resolution.)*