

Policy No: K-2

Subject: AASL Chapter Resolution Process

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Review Date(s):

Review Responsibility: AASL Bylaws and Organization Committee, AASL Board of Directors

Policy Statement:

The purpose of the resolution process is to provide a channel of communication for affiliated organizations and their membership to the AASL Chapter Assembly and to the AASL Board of Directors. Communication is accomplished through the process of AASL Chapter Assembly submitting, presenting, voting on and AASL Board of Directors response to resolutions.

Focus:

AASL Chapter Assembly, AASL Board of Directors

Purpose:

To define the process for submitting, presenting, and voting on AASL Chapter Assembly resolutions and AASL Board of Directors response.

Procedure:

1. Any delegate may submit a resolution on behalf of their AASL Chapter. Types of Resolutions will be practiced by the AASL Chapter Assembly:
 - a. Resolution for AASL Board of Directors awareness or call for action upon an issue.
 - b. Resolution to commend a program, event, or product.
2. These procedures will be followed to submit a resolution:
 - a. Resolution to act on an issue:
 - i. The official online *AASL Chapter Resolution* form should be used to submit a resolution.
 - ii. A resolution requesting action may be submitted at any time for immediate review and consideration.
 - iii. The AASL Chapters Coordinating Team (ACCT) will review the resolution. The following actions may be taken:

1. Determine if the action can be undertaken by the AASL Chapter Assembly. The AASL Chapter Chair will present the resolution for review at the next AASL Chapter Assembly. If the action is time specific, the ACCT may call a special meeting of the assembly.
 2. Determine the action must be considered by the AASL Board of Directors. The resolution will be shared with the AASL Board of Directors via the AASL Director-At-Large, Chapters.
 3. Determine if the resolution is not actionable or within the jurisdiction of the association. The ACCT will return the resolution to the originating AASL Chapter and advise.
 - b. Resolution to commend a program, event, or product:
 - i. The official online *AASL Chapter Resolution* form should be used to submit a resolution.
 - ii. Resolutions to commend are for programs, events, or products, not individuals or AASL Chapters.
 1. An AASL Chapter may submit a program, event, or product that was created collaboratively between the chapter and other entities. If the resolution is approved, acknowledgement is to the collaborative partners, not the AASL Chapter.
 - iii. Resolutions to commend may be submitted at any time for review. To be included on the June AASL Chapter Assembly agenda, the resolution must be submitted by May15.
 - iv. The AASL Chapters Coordinating Team will review the resolution and work with the AASL Chapter if refinements or additional information is needed.
3. These procedures will be followed to present and vote upon a resolution:
 - a. The AASL Chapter Assembly Chair will present each resolution to the AASL Chapter Assembly.
 - i. Discussion is limited to ten minutes for each resolution. The assembly may vote for a five-minute extension, but a maximum of fifteen minutes of total time for discussion will be allowed for each resolution.
 - ii. All resolutions must be presented and discussed before any votes are taken.
 - iii. At the conclusion of the presentation and discussion, resolutions will be voted upon in either a consent agenda or individually in the order in which they were presented.

- b. Resolutions that pass the AASL Chapter Assembly with a majority vote will be presented for consideration to the AASL Board of Directors by the AASL Chapter Assembly Chair.
 - i. At the conclusion of the AASL Board of Directors presentation and discussion, resolutions will be voted upon in either a consent agenda or individually in the order in which they were presented.
- 4. These procedures will be followed by AASL staff and AASL Board of Directors to complete the resolution process:
 - a. Within 30 days, AASL staff will coordinate communication and certificate presentation with each AASL Chapter whose resolution to commend was approved.
 - b. Resolutions requesting action from the AASL Board of Directors will be sent to the AASL headquarters for the next scheduled board meeting.
 - i. The AASL Board of Directors will determine options, including capacity, logistical details, and feasibility of recommended next steps.
 - ii. The AASL Board of Directors will make final determinations on all resolutions.
 - c. The AASL President will communicate outcomes to the AASL Chapter Assembly Chair within five business days.