

NGAUS RESOLUTIONS Guidelines and Procedures



September 2014

MISSION

The resolutions committee will provide NGAUS membership an effective and efficient process for developing legislative priorities and positions on manpower, force structure, roles and missions, equipment and other issues consistent with the purposes and objectives of the Association

Introduction

The guidelines and procedures contained in this document will provide clear guidance pertaining to the NGAUS resolutions process, and the responsibilities of the various participants.

Overview

Resolutions, or legislative ideas, are generated at the state level, reviewed by NGAUS (president, board of directors, resolutions chairs, legislative staff, and task forces) and the National Guard Bureau (Office of Legislative Liaison and functional area managers), and become the legislative agenda of NGAUS upon being adopted at the annual general conference. Resolutions may be policy or equipment related.

Resolutions

Resolutions shall be a statement of policy of the Association with regard to legislative priorities and positions on manpower, force structure, roles and missions, equipment and other issues consistent with the purposes and objectives of the Association. NGAUS practice is to endorse or support a specific capability with a resolution if approved within the process. Following adoption of the capability as a Department of Defense program of record, specific reference to a product or company may be considered.

Resolutions are categorized as Joint, Army, Air, (J, ARNG, ANG).

Joint resolutions apply to issues that transcend both services, and are normally related to personnel, medical, or homeland defense. Air and Army resolutions typically relate to the missions or equipment under the purview of the Army National Guard or the Air National Guard.

There are three general types of resolutions; draft (new subject), emergency, and standing (previously adopted subject). Each resolution is assigned to a NGAUS task force. The NGAUS staff will coordinate with task force chairs for assignment of resolutions.

Standing Resolutions: When a resolution is adopted by the NGAUS membership, it is considered a “standing” resolution and no longer requires an expanded explanation. Most standing resolutions will only require an introductory sentence or two, followed by items that summarize the programs or modernization requirements that promote a common theme (readiness, improved capability, recruiting, retention, etc.). Following the adoption of a draft resolution at the general conference, the recommendation will be transferred to the applicable standing resolution by the NGAUS staff.

Note: Since standing resolutions are not likely to change unless an item has been accomplished or is no longer applicable, there is no requirement for formal review.

Draft Resolutions: Draft resolutions propose changes (add, delete, change wording) or create a new resolution. Only state associations may submit draft resolutions. The deadline for submitting draft resolutions to the NGAUS legislative staff is July 1. Draft resolutions must be

submitted using the electronic Draft Resolutions Form. The following guidelines outline the concept behind submitting draft & emergency resolutions:

New resolutions - Draft Resolutions that do not apply to, or change any of the currently adopted standing resolutions

1. Must have a state sponsor (the more the better)
2. Requires justification information
3. Includes a **Recommendation (one recommendation per form)**
4. Always spell-out acronyms the first time used in the **Background** and then again in the **Recommendation**.
5. If adopted, following the general conference, the NGAUS legislative staff will assign a task force and designator (J-2, ANG-10, etc.).
6. Emergency resolutions that do not apply to a current standing resolution are handled in the same manner, except that the word "EMERGENCY" replaces "DRAFT" during the conference while the resolution is being considered.

Draft Resolutions that change or modify standing resolutions

1. Standing resolutions, either in their entirety or individual recommendation items, are changed or modified by submitting an electronic Draft Resolution Form
2. Must have a state sponsor (the more the better)
3. Select the applicable entries from the "Drop Down" lists on the electronic Draft Resolutions Form and "Fill In" the text boxes with the pertinent information.
4. Requires Justification information and **Recommendation**

Additional requirements

1. Package *must* come with a signed certification cover sheet from the state resolutions chair that certifies that the state resolutions chair has read the SOP and will read the full resolutions package in advance
2. Each resolution requires a National Guard subject matter expert as the POC. Each POC entry must include an e-mail and phone number and they must be available to discuss the resolution at any time
3. Replace background with justification section. It must include concise, bulleted justification for each resolution, including affected states and personnel, intended purpose, status, history, and any relevant additional information

Emergency Resolutions: Resolutions reported to NGAUS after the established deadline of July 1 and before July 31 may be considered as "emergency" resolutions but only if they represent true emergent conditions that did not exist at the time of the sponsoring state's conference or arise from circumstances beyond the control of the sponsoring state. These circumstances may include military assignment, illness, injury or family emergency of key personnel in the state's resolution process, an act of God, or other unanticipated event preventing the timely processing or reporting of the resolution to NGAUS. The NGAUS Legislative staff will determine on a case by case basis whether a resolution reported after July 1 represents a true emergency that, in view of all circumstances, could not have been reported by the July 1 deadline. Resolutions received after the 31 July deadline will not be considered. All emergency resolutions will be brought before the Joint resolutions session, and must

receive an affirmative vote of 75 percent of those states present before moving forward to the Joint, Army or Air resolutions committee meetings.

Emergency resolutions that apply to standing resolutions will be incorporated to the appropriate resolutions after being adopted at the general conference.

Electronic Draft Resolutions Form Instructions

The electronic Draft Resolutions Form is available only to state resolutions delegates on the NGAUS website. Industry should work with a state(s) to ensure a resolution is submitted on their behalf.

Note: All draft resolutions must be submitted in the electronic format. Industry partners may submit proposed draft resolutions to state associations in any manner desired or as requested by state association leadership. It is recommended that proposed resolutions be submitted to state associations as a "Word" document which will allow for later "cut and paste" into the electronic form.

The electronic Draft Resolutions Form must be used to initiate proposed changes to standing resolutions, or to submit a new resolution. Each form must contain only one recommendation item; draft resolutions received after May 15th but not later than 31 July will be classified as "emergency." Following the general conference, adopted draft resolutions will be incorporated into their applicable standing resolution or established as a new resolution; background information is then removed.

Guidance for entering text on the electronic Draft Resolutions Form:

- **Relating To:** Keep this as simple as possible, such as indicating the weapons system, policy, modernization program, etc. that is involved
- **Justification Information:** Identifies policy, modernization program, equipment, or change being proposed, and why; be specific and as brief as possible (SPELL OUT ALL ACRONYMS - USE ONLY THE SPACE PROVIDED - THE SAME BACKGROUND MAY BE USED FOR MULTIPLE DRAFT RESOLUTIONS IF APPLICABLE).
- **Recommendation:** Specific item or program being advocated (ONE RECOMMENDATION PER FORM - SPELL OUT ALL ACRONYMS - USE ONLY THE SPACE PROVIDED).

Participants in the Resolutions Process

The following participants play a key role in the NGAUS resolutions process:

State Associations: State associations serve as a focal point to represent issues of importance to their members who also are members of NGAUS. They will select resolutions delegates with the names and emails provided to NGAUS no later than 30 days prior to the general conference. NGAUS recommends that the delegate be a serving member in the National Guard when possible. When a state selects a retiree or civilian to serve as a delegate that person can participate provided he or she does not work as an employee or consultant for an entity that commercially provides a service or product that is or can be utilized by the National Guard. Any delegate must recuse himself or herself from voting on a resolution that

promotes the use or purchase of a commercial product in which the delegate or a family member has a financial interest in promoting or opposing. As each state association is unique, this document does not attempt to outline their processes or procedures.

Industry: NGAUS industry partners are key participants in the resolution process who will often sponsor or cosponsor a state association conference. Frequently an industry partner will ask a state association to submit a draft resolution supporting the procurement of that industry member's product. State resolution chairs will coordinate with industry partners to establish justification information for a resolution requested by a NGAUS industry partner from that state. State resolution chairs will assure that resolution delegates attending the NGAUS conference are fully briefed on the industry justification for resolutions submitted by that state and will attend the NGAUS conference prepared to defend that resolution during voting sessions attended by the delegate at the NGAUS conference. Industry products must be described generically without use of tradenames in all resolutions.

Resolutions Chairs: Resolutions chairs oversee the resolutions process during the NGAUS general conference and are assisted by the legislative staff. The NGAUS chairman of the board appoints, with concurrence of the NGAUS president, resolutions chairs (Joint, Army and Air). Appointees are notified via letter from the NGAUS president. Selections are based on past resolutions and/or legislative experience, knowledge of the NGAUS resolutions process, and ability to facilitate the resolutions meetings. Resolutions chairs remain in the position at the discretion of the NGAUS chairman of the board. The Joint resolutions chair will preside over the resolutions process, brief the NGAUS Board of Directors as to the status of the resolutions process during the summer BoD meeting, and present the Resolutions Packet at the final business session of the general conference.

During the general conference, the resolutions chairs are expected to supervise the appropriate session by ensuring roll call is taken, a quorum is present (28 states), and that proper parliamentary procedures are followed. Resolutions chairs must be very knowledgeable of the resolutions under consideration for their area of responsibility; have a working knowledge of *Roberts Rules of Order*, supervise and direct the parliamentarians, scribes, and sergeant-at-arms; coordinate with task force chairs, NGB, and NGAUS legislative staff; and ensure the overall conduct and effectiveness of the meeting.

Resolutions Delegates: State resolutions delegates to the NGAUS general conference are one of the most important components in the NGAUS resolutions process, and form the overall resolutions committee. It is the resolution committee's responsibility to consider, amend, and approve NGAUS resolutions before action can be taken by the delegates present at the general conference.

Each state appoints an Army and Air resolutions delegate for the NGAUS general conference. States must provide the name and email address of resolutions delegates a minimum of 30 days prior to the conference to enable the NGAUS legislative staff the ability to communicate important resolutions information during that time period. Resolutions Delegate responsibilities include:

- New resolutions delegates are expected to attend the resolutions training session prior to the first resolutions session (delegates with prior experience are invited to attend this session as a review)
- Bring copies of all standing, draft and emergency resolutions to the conference
- Review standing, draft and emergency resolutions prior to attending the conference and be prepared to answer questions regarding resolutions submitted by their state
- Be fully briefed on the justification for resolutions submitted by that state at the request of an industry member
- Attend the NGAUS conference prepared to defend during the voting sessions any resolution submitted by the delegate's state association.

NGAUS Legislative Staff & Board of Directors (BoD): A key component of the resolutions process is the NGAUS legislative staff. Resolutions adopted by the states are grouped by Army National Guard, Air National Guard, and Joint. The legislative staff will initiate a tracking sheet for each item contained in a resolution and assign an appropriate sequence number.

NGAUS legislative staff reserves the right to assign resolutions in their most appropriate task force.

The NGAUS legislative staff will compile all resolutions and tracking sheet information into individual spreadsheets (Joint, Army, and Air) which will list all entries by Standing (S), Draft (D), or Emergency Resolution (ER) designator and the descriptive title of the sub-bullet.

A copy of the working package of resolutions will be e-mailed to the NGAUS BoD during the first week of July (this information is also available on the NGAUS Web site). Board members should carefully review the working package prior to the summer BoD meeting, and be prepared to ask questions or clarify the intent of a resolution(s).

During the summer BoD meeting, the resolutions chair will brief the BoD regarding the progress of the resolutions process. The legislative staff assists the Joint resolutions chair in preparing a resolutions report for the BoD meeting. Following the summer BoD meeting and receipt of tracking sheets from NGB, the NGAUS legislative staff will distribute a copy of the resolutions packet to the BoD, TAGs, state association presidents, NGB, task forces, and state Congressional Action Contact Officer's (CACO) for their review.

The legislative staff will facilitate the selection and appointment of resolutions meeting parliamentarians with the host state, coordinate with their respective resolutions chair counterparts (Joint, Army, and Air) to develop "consent calendars" for the purpose of considering groups of resolutions "en block" during the general conference resolutions sessions.

During the general conference, the legislative staff will: work closely with resolutions and task force chairs; plan and supervise meeting rooms and setup (items such as podium, audio/visual equipment, appropriate handouts, etc.); provide administrative support (copies of resolutions,

etc.); record the actions taken by the delegates during resolutions committee meetings; ensure the sergeant-at-arms and parliamentarian are present at the resolutions meetings; conduct a roll call sign-in; assist with credentials; identify scribes; and ensure proper seating of resolutions delegates and guests.

Following the resolutions committee meetings, the NGAUS legislative staff will update the resolution packet and distribute copies to state delegations for their review prior to being considered during the conference's final general business session.

Task Forces: Task forces provide strategic direction to NGAUS in their designated functional areas. Task forces review resolutions submitted by the states and provide a Support/Non-Support input during the applicable resolutions committee meeting which shall be posted on the NGAUS website prior to the conference. Task force chairs are expected to attend the resolutions committee meeting(s).

Post-conference, the NGAUS legislative staff will meet with task force chairs to identify top priorities in the areas of Joint, Army and Air, and help create legislative fact sheets for these priorities.

NGAUS staff will coordinate with task forces and the initiating state as needed to clarify the wording, spelling and syntax of resolutions, and make adjustments (provided the original intent is not changed).

Task forces must discuss all resolution-related matters in public sessions open to NGAUS industry members and must post on the NGAUS web site through NGAUS staff no later than January 31 of each year any recommendations to add or alter a standing resolution to provide notice to NGAUS industry members and to the state associations.

NGB Advisory Panel: National Guard Bureau Office of Legislative Liaison (NGB/LL) will coordinate the review of NGAUS draft resolutions by NGB functional area managers as indicated on the resolutions tracking sheets (Support/Non-Support, etc. and a brief narrative outlining their position). Electronic draft resolutions will be emailed to NGB to facilitate this process (CD may also be provided). NGB staff representatives are expected to attend the resolutions committee meetings (Joint, Army, and Air) at the general conference to provide input regarding specific issues as requested by the resolutions chair. Members of the NGB advisory panel are designated by the Chief of NGB. *Important: It should be noted that inputs submitted or verbalized at the conference by NGB advisors represent the official Title 10 perspective. Resolutions delegates are empowered to either accept this input or ignore it as they deem is in the best interest of the state/members they represent.*

NGAUS President and NGAUS Chairman of the Board: The NGAUS President and Chairman of the Board will review resolutions prior to the summer NGAUS Board of Directors meeting to offer advice and/or remarks in anticipation of the board's review. Both are responsible for the appointment of the resolution chairs.

Resolutions Study Team: When appointed by the NGAUS Chairman of the Board, the Resolutions Study Team will review the NGAUS Resolutions Guidelines and Procedures, and recommend process improvements. The Resolutions Study Team may include any individuals the NGAUS president and chairman of the board deem appropriate to conduct the study.

Sergeant-at-Arms: The host state will provide sergeant at arms for all resolutions meetings to assist the NGAUS legislative staff and resolutions chairs with proper credentialing and security during the meetings (minimum of 2 required).

Parliamentarians: The host state is responsible to provide parliamentarians for all resolutions committee meetings (minimum of 2 required).

Tracking Sheets

Tracking sheets serve as an administrative method to compile the views of the various stakeholders in the resolutions process, including NGB, task forces, and NGAUS BoD. Tracking sheets for standing resolutions are not required unless a stakeholder desires to change position regarding a resolution. The NGAUS legislative staff will coordinate with NGB for their position and comments on all draft/emergency resolutions. It will be assumed that the Board of Directors and task forces have taken “no position” on all resolutions unless input to the contrary is received. Standing resolutions will be posted on the NGAUS Web site NLT the end of December. Stakeholders are encouraged to review these documents at any time, and to submit feedback or input to the NGAUS staff, task forces, or NGB.

NGAUS General Conference

Resolutions are formally considered by state delegates at the annual NGAUS general conference. Once reviewed and passed by the Resolutions Committee, the Resolutions Packet will be distributed to the states and presented to the delegates by the Resolutions Chair at the final business session for discussion and vote. When adopted, resolutions become NGAUS legislative objectives. The following sections outline the details of the resolutions sessions at general conference.

Resolutions Training Session: The Resolutions Chair and the NGAUS legislative staff will conduct resolutions training for newly appointed resolutions delegates prior to the first Joint Resolutions Committee session. During this training, the Resolutions Chair will review the rules of order, time and location of the sessions, and expected dress/uniform. The chair will also announce that only those delegates who hold credentials are allowed to enter and vote in individual resolutions sessions.

Resolutions Committee Sessions: There are four individual resolutions sessions conducted during the NGAUS general conference: Joint, Army, Air and Final. During the final NGAUS business session, resolutions are formally reported by the Resolutions Chair to the NGAUS delegates for discussion and vote. At the beginning of each resolutions session, resolutions chairs will outline the rules and procedures that will be observed during the session if necessary.

The Joint Resolutions Committee session is conducted prior to the first full day of the NGAUS general conference. During the Joint session, both Army and Air resolutions delegates are expected to be present with official credentials. A quorum of 28 states is required for each resolution committee session, with a roll call taken at the beginning of each session.

No additional members are allowed to attend the resolutions session, including industry representatives. Only certified delegates, Task Force members, NGB and NGAUS staff will be allowed into the resolutions session. The dress code for the resolutions training and the initial Joint session is travel clothing. The attire for the Army and Air sessions is Class B.

Before resolutions are considered, all emergency resolutions will be brought before the Joint Resolutions Committee. Emergency resolutions must receive an affirmative vote of 75 percent of those states constituting the quorum before moving forward to the Joint, Army or Air Resolutions Committee sessions.

Each resolution must have a state sponsor. Resolutions with a single state sponsor will require an additional state's "second" to bring the resolution to the floor for consideration; a second to the consent calendar is considered a second per *Roberts Rules of Order*. The sponsoring state will be expected to comment on their resolution if requested.

It is expected that the Resolutions Committee will subject all resolutions to rigorous review and debate before taking action.

There are several actions which can be taken on the resolutions:

- Submitting states may withdraw (states wishing to withdraw resolutions must notify the applicable resolutions chair immediately)
- A resolution can fail for lack of a second
- A resolution can be rejected by vote in committee
- Resolutions can be adopted for recommendation to the general conference with or without amendment

If a committee believes two resolutions should be combined, the resolutions under discussion will be tabled. The sponsoring states will then be requested to caucus during the session and co-sponsor one resolution, with the others being withdrawn. The new combined resolution will then be brought to the table for consideration before the close of business for the resolution session that day.

A consent calendar will be proposed at the beginning of each committee session. The consent calendar is a method used to consolidate resolutions for consideration as a group. Resolutions may be considered individually or voted on "en block" (several at one time).

The chair will call for discussion from the committee members. Those who wish to express an opinion will be recognized.

Except for a 75% affirmative vote for an emergency resolution to be adopted at the conference, a majority vote of those present for all committee action on resolutions will be required.

The Army and Air Resolutions Committee sessions are conducted during the first day of the general conference (refer to the general conference schedule of events for time/place). To expedite the resolutions process, the Army and Air Resolutions Committee sessions are conducted simultaneously. Resolutions delegates are not required to be an Army or Air officer to sit in that respective session. However, once a delegate is dedicated to either the Army or Air session, the delegate must remain a part of that session for the entire conference.

After completion of the Army and Air Resolutions Committee sessions, the Joint session will reconvene to adopt the Army and Air Resolutions Final Packet.

The NGAUS legislative staff will distribute a final resolutions report to the state delegations by the second day of the general conference for their review. This is the report that will be presented at the final general conference business session. States with specific objections to a resolution contained in this final report should alert the Resolutions Chair of their intent to object.

General Conference Business Session:

During the final business session, the Resolutions Chair will present the final resolutions report to the general conference delegates. The report will contain all resolutions (Final Resolutions Packet) recommended for adoption by the committee. The delegates present will vote on approval of the consolidated report rather than each individual resolution. Specific resolution titles will not be read to the general conference. If any state delegation disagrees with the proposed recommendations, they should be prepared to identify the specific resolution and request further discussion or make a motion for change after the motion to adopt the report has been seconded on the floor.

Additionally, during the presentation of the Final Resolutions Packet, a special resolution will be presented to the state that is hosting the NGAUS general conference as a gesture of appreciation for their hard work and dedication.

Resolutions Timeline

January: States review standing resolutions and formulate draft resolutions which can either modify a standing resolution or create a new resolution. All recommendations by task forces and/or NGAUS staff to any states to modify or delete an existing resolution or to introduce a new resolution will be posted on the NGAUS web site in the Legislative Action section.

July Resolutions are due from the states NLT July 1. NGAUS legislative staff consolidates the draft and standing resolutions and forwards them to NGB and task forces along with a tracking sheet for their review and comment. Emergency resolutions will be included as they become available. Resolutions inputs from states that formally hold their annual conference after the July 1 deadline are due to NGAUS within two weeks after their conference. NGAUS will

provide resolutions to NGB for review no later than 15 July. This will include any Emergency Resolutions available.

August: NGB and task forces return all tracking sheets to the NGAUS legislative staff NLT 10 August. A copy of the working package of resolutions will be e-mailed to the NGAUS board of directors during the first week of July for their review prior to the Summer BOD meeting. The deadline for submission of emergency resolutions is 31 July.

August: The final working resolutions package is distributed to the TAGs, state association presidents, task force chairs, NGB, CACOs, and resolutions committee chairs (Joint, Army and Air) for their review prior to the general conference. These resolutions will also be posted to the NGAUS web page and can be accessed from either the Home Page or Legislative Action Center section of the NGAUS web page.

September: Resolutions are formally considered and adopted at the NGAUS general conference by the resolutions committees and membership. The NGAUS staff, task force chairs, and NGB representatives provide input during the resolutions committee meetings. Individual task forces meet after the Final Resolutions Packet is adopted by the membership, while still at the conference, to prioritize their resolutions.

October: Task force chairs meet as a group with the NGAUS legislative and NGB staffs to identify the top priorities in the areas of Joint, Army, and Air with deliberations on the prioritization process during task force meetings to be done in an open session. The NGAUS Legislative staff creates the legislative objectives booklet and Red Book. Inputs for the legislative objectives booklet will be completed so as to enable the communications department to publish the booklet prior to Industry Day in December.