Policy 33

Formal Resolution Policy

1. Purpose:

The purpose of this policy is to set forth the guidelines for submissions and processing of Formal Resolutions.

2. Definitions:

2.1. Sponsor: The person(s), Affiliate representative(s), or IAWP Working Committee Chair(s) who have identified an issue impacting criminal justice and law enforcement, in particular and have crafted a formal resolution for consideration by the IAWP

2.2. Resolution: A formal statement of position adopted by an assembly or group. Resolutions may be local, national, or international in scope provided that they align with the Mission, Vision, and Values of the IAWP

2.3. Proposed Resolution: A resolution crafted for submission and consideration by the Resolution Committee and approval by the Board of Directors (BoD)

2.4. Commentary / Supporting Documentation: Details the issue of the proposed resolution and provides the supporting argument(s) for consideration in adopting the position as a Formal IAWP Resolution

2.5. Media Lines: Formalized and approved media notes to be referenced for consistency of messaging the position of IAWP on the issue highlighted in the resolution

3. Principles:

3.1. The Chair of the Resolution Committee shall encourage annual IAWP – supported resolutions that represent the will of the membership and address issues which impact criminal justice and law enforcement in particular

3.2. Proposed resolutions shall be sponsored by Chairs of IAWP working committees, IAWP Affiliates, or individual IAWP members

3.3. Proposed resolutions must align with the Mission, Vision, and Values of the IAWP

4. Process:

A visual flowchart of the resolution process described below is available in Appendix B

4.1. The resolution submission is crafted by the sponsor

4.1.1. The submission will be constructed to conform to the format provided in Appendix A

4.1.2. The sponsor will assert in the submission whether the intent of the document is:

4.1.2.1. A position statement, or

4.1.2.2. A call to action

4.1.3. The Resolution Committee may recommend that the intent of a proposed resolution be altered

4.1.4. If the resolution is asserted to be a call to action, and is approved by the BoD, the sponsor will retain responsibility for proceeding with the actions agreed upon by the BoD and will report annually on their progress.

4.2. A proposed resolution will be submitted to by the sponsor to the Resolution Committee for review

4.3. The Resolution Committee will respond to the sponsor within 60 (sixty) days and:

4.3.1. If the proposed resolution is given preliminary approval, the Resolution Committee will advance it to the Diversity Chair for review.

4.3.2. If preliminary approval is not given, the Resolution Committee will return the submission, with feedback indicating areas of concern to the sponsor

4.3.2.1. There is no expectation of re-submission unless the sponsor wishes to continue the process

4.3.2.2. No materials will be retained by the Resolution Committee at this juncture

4.4. The Diversity Chair will respond to the Resolution Committee Chair within 60 (sixty) days

4.4.1. If the submission is approved, the Resolution Committee will have the proposal posted on the IAWP ‘Members Only’ website for commentary by the membership

4.4.1.1. Posting will be for 90 (ninety) days

4.4.1.2. The fact of the posting will be broadcast to the membership to notify them of the opportunity for commentary

4.4.2. If preliminary approval is not given, the Diversity Chair will return the submission, with feedback, indicating areas of concern, to the sponsor

4.4.2.1. There is no expectation of re-submission unless the sponsor wishes to continue the process

4.4.2.2. No materials will be retained by the Diversity Chair at this juncture

4.5. A proposed resolution that is given preliminary approval, and is posted for commentary, will be available online for 90 (ninety) days.

4.5.1. Feedback is to be given on the proposed resolution via the members' Regional Coordinator or posted in the 'Members Only' Discussion Forum

4.5.2. Discussion online will be monitored by the webmaster for appropriate content

4.6. At the end of the 90 (ninety) day period for commentary:

4.6.1. At the end of 90 (ninety) days, the Webmaster shall forward the submission and all comments, if any, to the Resolution Chair

4.6.2. If no feedback is received, the Resolution Chair shall forward the submission to the BoD for review at the following BoD meeting

4.6.3. If feedback is received, the Resolution Committee shall give the sponsor 60 (sixty) days to consider revision of the submission

4.6.3.1 Depending on the extent of debate created, the sponsor and the Resolution Committee Chair shall decide on the preferred direction for the proposal at this juncture

4.6.3.1.1. If no change is made, the Resolution Committee Chair shall forward the proposal to the BoD for review at the following BoD meeting.

4.6.3.1.2. If changes are to be made, the sponsor shall be responsible for any redraft to the submission unless waived by the Resolution Committee Chair

4.7. The proposed resolution is reviewed by the BoD:

4.7.1. If final approval is not given, the submission shall be returned, with feedback indicating areas of concern, to the sponsor

4.7.1.1. There is no expectation of re-submission unless the sponsor wishes to continue the process

4.7.1.2. At this juncture, materials may be retained by the BoD for future consideration

4.7.2. If final approval is given, the submission shall be published by IAWP. Possible media for exposure shall include:

4.7.2.1. The Annual General Meeting of the IAWP

4.7.2.2. WomenPolice Magazine, hard copy and online

4.7.2.3. Other as appropriate (examples include Regional Blogs, other Law Enforcement publications, etc.)

Appendix A
Construction of the Resolution

1. The Preamble:

The purpose of the preamble is to lead up to the operative clause. It familiarizes the reader with the subject under discussion and alerts the reader to the problem at hand. The reader is then prepared to consider the solution or call to action about to be offered in the operative clause

All preamble clauses begin with **"WHEREAS"** and, where appropriate, should start out be referring to applicable legislation. If possible, list the particular parts of the legislation to which the resolution is taking exception.
The preamble should then go on to explain what, exactly, the problem is. This is best explained by using examples of the actual incident(s) precipitating the resolution.

2. The Operative Clause:

All operative clauses begin with, **"THEREFORE BE IT RESOLVED THAT the International Association of Women Police…"**. This is usually then followed with either "requests" or "is opposed to...".

In case of operative clauses which are requests, usually requesting an action by a political official or body, it is imperative that this request be directed to the proper officer or head of the relevant body – that is , the official having jurisdiction over the legislation in question. Also, when referring to this person responsible, use the appropriate title of responsibility, for example "the Minister of", rather than the individual's name.

The operative clause, is the call to action – the very reason the resolution was drafted in the first place. This is the most important part of the resolution and should be written very clearly. There should be no doubt as to what specific action is being requested.

Also, the called-for action must be appropriate to the problem outlined in the preamble. Oft3en, an operative clause will contain more than onecall to action. Unfortunately, these other calls to action are usually associated with peripheral issues and are therefore not truly pertinent solutions to the issue at hand.

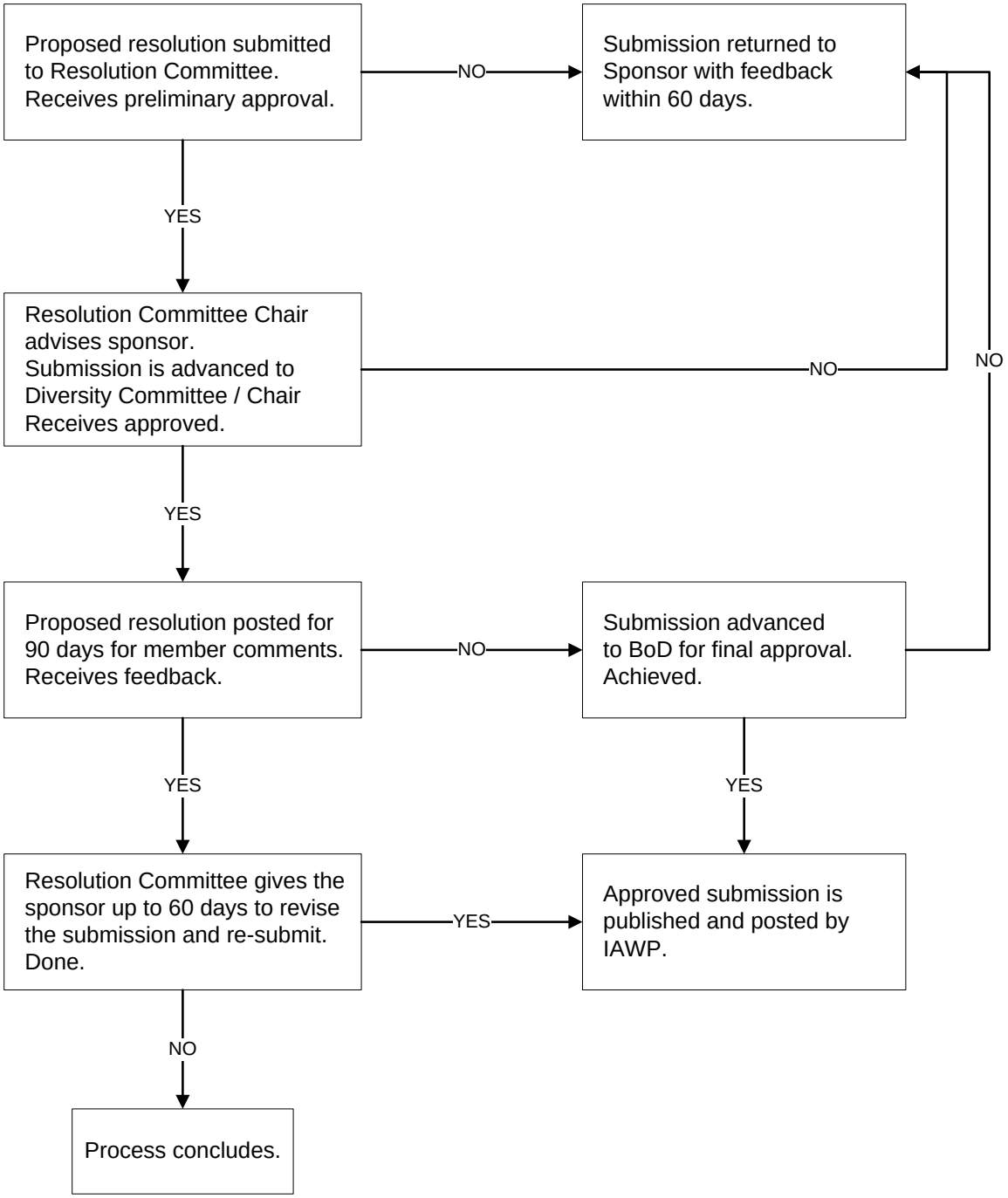
This only serves to confuse the reader and, to the various committees which most review the resolutions, detracts from the proper call to action

3. **The Wording:**
   Keep it simple. Kit it action oriented. And keep it free of ambiguous terms.

4. **Commentary / Media Lines**
   To be submitted with each resolution. This provides background information for IAWP members and the members of the Resolutions Committee

5. **Action Plan**
   Outline how the sponsor is going to move the resolution forward until implemented. The sponsor is responsible for providing to the IAWP BoD a yearly status report at the Bod meeting following the anniversary of the publication of the resolution

6. **Timeline**
   Time frames within the policy are intended to give both the sponsor and the reviewing bodies time to consider their obligations while also obliging them to respond, constructively, within a specified and reasonable period. It is expected that both bodies will respect the time lines imposed while also being flexible in negotiating any request for change.

Appendix B

Visual Submission Process Map