

Resolutions Committee

Terms of Reference

Purpose Statement

- 1.0 The HSA Resolutions Committee reviews resolutions submitted for the annual convention. The Committee makes recommendations of concurrence or non-concurrence for consideration by convention delegates.

Reporting Relationships

- 1.0 The Committee reports to Convention.

Membership

- 1.0 The Committee is composed of:
 - 1.1 Vice President as Chair
 - 1.2 President (ex officio)
 - 1.3 One Member-at-Large as elected from each region. If the elected Member-at-Large cannot attend the committee meetings, the alternate Member-at-Large, from that region, will serve on the committee until the end of Convention..
 - 1.4 Additional non-voting director(s) as determined by the Board of Directors

Staff Support

- 1.0 A senior staff person is assigned as non-voting staff support to the Committee.

Membership Term

- 1.0 To ensure continuity, the Committee term is two (2) years, ending at the conclusion of Convention.

Chair

- 1.0 The Chair is the Vice President as designated in the HSA Constitution.

Chair's Responsibilities

- 1.0 Send out the call for resolutions adhering to timelines outlined in the Constitution. The notice is sent to all Chapters in consultation with the Communications Department.
- 2.0 Set the meeting dates for the Committee.
- 3.0 Review the resolutions and determine the meeting agenda.
- 4.0 Review applicable financial policies with the Committee.
- 5.0 Develop the Report to Convention in consultation with committee members.
- 6.0 Report back to Chapters on their rejected resolutions:
 - at least 30 days prior to Convention,
 - using confirmed delivery, and
 - including the rationale for the rejection.
- 7.0 In consultation with the committee, establish the priority order of resolutions for presentation at Convention.

Committee's Responsibilities

- 1.0 Make a recommendation of concurrence or non-concurrence on all resolutions.
- 2.0 If a committee member wishes to debate a resolution they do so from the convention floor.
- 3.0 All committee members maintain the right to speak against the committee recommendations on the floor of convention. If a committee member is going to exercise this right, it is their responsibility to disclose this at the committee meeting prior to convention start.

Staff Resources

- 1.0 Appropriate staff resources will be assigned by the President as required.

Committee Recommendations

- 1.0 Committee recommendations are published in the Annual Report.

Frequency of Meetings

- 1.0 Meetings are at the call of the Chair but are held at least annually prior to Convention as specified in the Constitution.
- 2.0 Committee members are required to attend meetings throughout Convention.

Approved by BOD: December 7, 2016

