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Proposed National Resolution

Submit to resbylaws@narfe.org

Due by January 1, 2020

Please follow instructions on reverse side of this form.

_____ (For HQ use – please leave blank)

Date: _____

1. Subject:

2. Submitted by:

Member Name: _____

OR Chapter Number: _____

State: _____ AND/OR Federation _____

3. Federation Action: Adopted Adopted as Amended Rejected Sent to National

Date of meeting: _____

4. WHEREAS: *(Provide the reason that the membership should take the proposed action. Limit to no more than three paragraphs.)*

5. BE IT RESOLVED: *(Proposed action membership should take.)*

6. Estimated Annual Cost: *(Necessary for informed decisions.)*

Please use a Word Document if additional space is needed.

Instructions for Resolutions
Please read before completing reverse side!
Deadline: January 1, 2020

This form is used for submitting all resolutions that do NOT involve an amendment to the Bylaws or Standing Rules.

General Requirements

All resolutions should be electronically submitted.

- The federation must show the action taken by the federation, if applicable.
- Individual members, in good standing, chapters, federations, federation executive boards, the national Executive Board, and committees designated by the NEB may submit resolutions.
- The WHEREAS section must include rationale for the change. The case for the proposed action should be capable of being justified in no more than three paragraphs.
- Clearly identify the proposed action the membership should take (BE IT RESOLVED).

Estimated Cost

Many changes result in administrative costs only; however, some can involve significant cost. The membership cannot evaluate the proposed resolution without having some estimate of the cost involved if the resolution is adopted. Refer to the National Secretary/Treasurer for assistance.

Submitting Resolutions

1. Resolutions should be forwarded to the National Secretary/Treasurer as soon as written, using the interactive form F-3A (Proposed National Resolution) from the NARFE website, www.narfe.org.
2. For Federations:
 - a. Federation Secretaries should submit resolutions as soon as received to Headquarters at resbylaws@narfe.org.
 - b. Federation secretaries should report federation decision, if any, within 15 days after the federation action or by deadline above, to Headquarters at resbylaws@narfe.org.
3. The National Secretary/Treasurer will return any resolution not complying with these instructions to the originating federation with an explanation of the reason for not accepting the resolution.
4. Assignment of Resolutions
The National Secretary/Treasurer will assign properly completed resolutions to the Bylaws and Resolutions Committee (BRC) to amend, combine with similar resolutions, or prepare a substitute, then recommend adoption, adoption as amended, or rejection. The BRC may send submitted resolutions to other national committees for assistance as needed.

NOTE: Entities or parties are encouraged to submit resolutions through their federations. Whether the resolution is being proposed by a chapter or individual member, submitting it through the federation would increase credibility for the committee.