



Proposed Federation Committee Resolution

Submit to txresbylaws@gmail.com

Due by September 1, 2020

Please follow instructions on page 2

Date _____

1. Subject

2. Submitted by *(select only one):*

Member Name: _____ Member # _____

OR Chapter Number: _____

OR Federation _____

3. SUBMITTING ORGANIZATION Action: Adopt Adopt as amended Reject

Date of meeting: _____

4. FEDERATION COMMITTEE Recommendation: Adopt Adopt as amended Reject

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

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

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

Instructions for Proposed Federation Committee Resolutions

Please read before completing Form TF-3A

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

General Requirements

All resolutions should be electronically submitted.

- 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).
- The Chapter must show the action taken by the chapter, if applicable.

Estimated Cost

Many changes result in administrative cost only; however, some can involve significant cost. The Committee cannot evaluate the proposed amendment without having some estimate of the cost involved if the amendment is adopted. Refer to the Federation Treasurer for assistance.

Submitting Resolutions

1. Resolutions should be forwarded to the Federation Secretary at txresbylaws@gmail.com as soon as written, using form TF-3A (Proposed Federation Committee Resolution) from the NARFE TX Federation website www.narfe.org/site/TX.
2. Federation Secretary:
 - a. Review resolutions as soon as received for completeness. If not complete, secretary will return to originator with an explanation of what is incomplete. Compile resolutions until deadline.
 - b. Submit all Resolutions to the Bylaws and Resolutions Committee for action.
3. The Federation Secretary will return any resolution not complying with these instructions to the originator with an explanation of the reason for not accepting the resolution as provided by the Bylaws and Resolutions Committee.
4. The Federation Secretary will assign properly completed resolutions to the Bylaws and Resolutions Committee (BRC) to amend, combine similar resolutions, or prepare a substitute, then recommend adoption, adoption as amended, or rejection. The BRC may send submitted resolutions to other federation committees for assistance, as needed.

NOTE: Chapter members are encouraged to submit resolutions through their chapters.

Federation Committee Procedures

For each resolution referred, the Federation Bylaws and Resolutions Committee may amend, combine with similar resolutions or prepare a substitute, then recommend adoption, adoption as amended or rejection.