

# GUIDELINES FOR DEVELOPING RESOLUTIONS

## DEFINITION

A resolution is a concise statement of the Association's stance towards a particular issue and serves as a call to action for the organization and its members. It describes and endorses a defined course of action directed towards a particular individual, organization, event, legislation or policy. Resolutions are used to educate and urge action by elected officials at all levels, other organizations, the media and the public about **IDAHO ASSOCIATION OF DISTRICT BOARDS OF HEALTH (Association)** position on important Public Health issues.

## DEVELOPMENT OF RESOLUTIONS

1. Any active member or District Board of Health may submit a resolution for consideration.
2. Resolutions will be considered for adoption at the annual **Association** meeting.
3. Resolutions will be circulated to each individual Board at the local Board of Health meeting prior to the annual **Association** meeting.
4. Adoption of resolutions at **Association** meetings will require a majority vote of the quorum present and by proxy votes.
5. Late breaking resolutions may be adopted at any time throughout the year as "interim" with a 2/3 majority of the Executive Council approving the resolution. The interim resolution is pending subsequent approval by majority vote at the annual **Association** meeting.

## MAINTENANCE OF RESOLUTIONS

1. The normal life of an **Association** resolution is 3 years. The board, through its adoption process, may designate a longer "life" for any resolution.
2. A file of all policies, both active and archived will be maintained.
3. Prior to each annual Association meeting, the District Directors will review resolutions which have reached their expiration. The directors shall recommend to the Association, which resolutions should be archived as inactive and which resolutions should be continued with or without revision. The Association will vote on expiring resolutions at the annual meeting.

*Adopted by the Idaho Association of District Boards of Health*

*June 2006-updated June 2011; June 2012; 2013; May 2014; June 2015; June 2016; June 2017; June 2018; June 2019; updated June 9, 2022*