

Guidelines for Resolution Chairman

Resolutions Procedure

- A. Resolutions for deliberation during the resolutions session may be submitted by past and current officers of RI.
- B. Past and current officers of RI who are participants may vote on resolutions.
- C. The chairman may accept recommendations arising from discussions during the Institute to be presented as Resolutions of the Institute to a later resolutions session.
- D. All participants may vote on recommendations under rule 6.8.C.
- E. Proposed resolutions together with a brief statement of the reasons for/effects of the proposal shall be submitted to the Institute planning committee chairman for transmittal to the resolutions committee chairman 12 weeks before the date of the commencement of the Institute. In exceptional situations late proposals may be accepted at the discretion of the resolutions committee chairman.
- F. Any resolutions proposing to set up a committee of the Institute shall include terms of reference for the committee incorporating the following information:
 - g. Title
 - h. Object
 - i. Responsibilities
 - j. Membership
- K. The Institute planning committee shall appoint a chairman for the resolutions sessions not later than 6 months before the commencement of the Institute. Such appointee shall be a past officer of RI and not be a member of the Institute planning committee.
- L. The resolutions chairman may appoint a parliamentarian and a recorder to assist before and at the resolutions session.
- M. The resolutions chairman may discuss any proposed resolution with the proposer in order to achieve clarity and avoid ambiguity.
- N. Standard procedure for the conduct of a resolutions session shall be:
 - o. speakers to state name, title (e.g. PDG) and district before speaking to the matter,
 - p. all motions and amendments must be seconded,
 - q. lengthy motions and amendments must be in writing,
 - r. no speaker shall speak more than once to a motion or amendment except when exercising the right of reply to a motion, making an explanation or clarifying a point,
 - s. the mover of a motion shall have 4 minutes to present the argument and 2 minutes to respond if the right to reply is exercised and other speakers shall be limited to 3 minutes, and
 - t. voting shall be decided on the voices unless a division is called for by an eligible voter.