

Conservation Federation of Missouri

Resolutions and Resource Advisory Committee Actions

Process and Procedures

July 15, 2016

INTRODUCTION - A critical activity performed by CFM is the monitoring of conservation and natural resource issues and the formulation of an organizational stance or position based on the best available information and/or science. Member and board supported resolutions are frequently developed as a means of expressing CFM support, opposition, recognition, or advice on a particular topic. CFM resolutions are one of the most powerful expressions of our opinion as a conservation organization. Moreover, the resolutions process is easily converted into a ready-made educational opportunity for advanced study by the Conservation Leadership Corps (CLC).

In lieu of resolutions, CFM members may also, through a committee process, study and make recommendations or request action on important topics that may not necessarily warrant status as a CFM resolution. In this case, a formal letter from the CFM President or Executive Director may be the method chosen for communication. The following describes the basic process and procedures to be used by the Federation when studying conservation issues, developing resolutions or making other recommendations.

Resolutions Committee - The Resolutions Committee shall be responsible for implementation and oversight of the process and procedures contained herein including periodic review of the process and adaptive modifications as needed.

Resource Advisory Committees - The Executive Committee shall create Resource Advisory Committees for the purpose of studying issues, and developing recommendations or resolutions for future consideration. Resource Advisory Committees shall serve as long as deemed necessary by the Executive Committee; committees may be added, terminated or modified by the Executive Committee at any time as needed (Appendix A).

Each Resource Advisory Committee shall have a defined area of responsibility and is expected to give consideration to the interests and concerns of members; and to review, study and recommend appropriate actions or resolutions in areas directly pertaining to the Committee's subject matter. Resource Advisory Committee chairs may periodically create subcommittees to facilitate its work.

Committee Membership - Each May the Federation shall make a general call to the membership seeking or re-affirming Resource Advisory Committee members. Special effort shall be made to recruit and match affiliate members to committees of interest. Individuals wishing to serve on a Resource Advisory Committee should submit their request to the Executive Director using the standard Committee Membership Request Form (Appendix B). The President shall annually appoint the committee chair and vice-chair. The President will also approve or not approve committee member nominees in consultation with the Executive Director and Resource Advisory Committee chair. Each committee must have a minimum of seven (7) active members. The committee chair shall appoint the committee secretary.

Introducing Issues or Topics for Review - Any member or affiliate of the Federation may request, at any time, consideration or review of a relevant conservation issue or topic. Members should work with the

chair of the appropriate Resource Advisory Committee to request committee consideration. If it is not clear which committee(s) should be consulted, requests should be submitted to the Executive Director following the prescribed format (Appendix C). Upon receiving a request, the Executive Director shall assign the topic to the appropriate committee(s) along with any special instructions. However, at any time, the chair of any Resource Advisory Committee may also independently decide to consider or review any issue/topic within the descriptive purview of that committee and is not required to submit a request to the Executive Director.

Review and Fact Finding - Resource Advisory Committees are responsible for ensuring that issues/topics are adequately reviewed and researched, including the use of information from appropriate sources and experts. A Conservation Issue Worksheet (Appendix D) is available as a tool to help with the preparation and study of the issue or topic. At a minimum, the following information should be assembled and addressed to facilitate the study of an issue by the committee:

- Description of the issue/topic
- Why is this issue/topic important?
- Has the topic been previously addressed by CFM?
- Is there an existing resolution addressing this issue?
- Is there urgency in addressing the issue/topic?
- Summary of supporting facts and sources
- Conclusion
- Action Needed/No Action Needed
- If action is needed, recommended action (Resolution/Executive Letter)

Drafting Resolutions and Letters - Once an issue/topic has been researched, the Resource Advisory Committee shall determine the best method for taking action and prepare a draft for consideration by the full committee. Options for action are:

- **Resolution:** Generally, a resolution is a formal request or expression of opinion, position, or policy by the Federation subject to the review and approval of the members and available for public review after passage (Appendix E).
- **Letter from the President/Executive Director:** Generally, letters are a formal correspondence from the Federation leadership requesting attention, action or consideration on a particular topic not significant enough to warrant the profile of formal resolutions.

Resource Advisory Committee Approval - Once the draft resolution or letter has been prepared, it is the duty of the Resource Advisory Committee chair to ensure adequate study and discussion of the issue/topic and review of the supporting information and facts. To finalize its' conclusion, the draft resolution or letter is then presented to the full Resource Advisory Committee for a vote to advance or not advance the draft recommended action.

Pre-filing Resolutions – Once the Resource Advisory Committee votes a draft resolution out of committee, the draft is pre-filed with the Resolutions Committee no later than **February 1**, allowing time for the Resolutions Committee to review. Committees are encouraged to attach a summary of supporting information (e.g., Appendix D) along with their pre-filed resolutions. After consideration, the Resolutions Committee may 1) accept the draft resolution, 2) accept the draft resolution with changes, or 3) reject the draft resolution. The Resolutions Committee will inform the Resource Advisory

Committee of its action by **February 15**. If a draft resolution is rejected, the Resource Advisory Committee shall be provided an explanation. Reasons for rejection may include but not be limited to poor construction or wording, lack of supporting evidence, and overall relevance.

Advancing Resolutions During Convention – During convention, Resource Advisory Committees may only take action on accepted pre-filed resolutions. The Resource Advisory Committee shall present their draft resolutions during the convention committee meeting for discussion and a final committee vote. Minor amendments may be entertained at this point. Amendments that significantly change the resolution or are not germane may not be allowed. If the draft resolution passes the final committee vote (*see section on Voting in Committees*), the resolution with any amendments returns to the Resolutions Committee. The Resolutions Committee then determines the final docket of resolutions to be considered by the Federation members at the convention's General Assembly.

Emergency Resolutions - An Emergency Resolution is a resolution that is urgent or time-sensitive and therefore, may need to by-pass the typical process or calendar. An emergency resolution may be brought forward by 1) a Resource Advisory Committee chair, 2) the President, or 3) the Executive Director. All Emergency Resolutions must be submitted directly to the Resolutions Committee for consideration and may or may not be referred to another committee for additional work. However, the Resolutions Committee should engage and/or consult with the appropriate Resource Advisory Committee chair(s).

During Convention - If an Emergency Resolution is brought forward during the annual convention, the Resolutions Committee may add it to the docket of resolutions for consideration during the General Assembly, or may choose to deny emergency status and refer the issue/topic to an appropriate committee. If a draft resolution is rejected, it is returned to the originating source with an explanation or additional direction.

Outside of Convention - If an Emergency Resolution is brought forward any other time of year, the Resolutions Committee may advance the resolution to the Board of Directors for a vote, or may choose to deny emergency status and refer the issue/topic to an appropriate committee. If a draft resolution is rejected, it is returned to the originating source with an explanation or additional direction.

Advancing Letters - If the Resource Advisory Committee votes to advance a proposed letter out of committee, the Executive Committee shall receive the proposed letter for review. After consideration, the Executive Committee may choose to 1) accept the draft letter, 2) accept the draft letter with changes, or 3) reject the draft letter. Rejected letters are returned to the Resource Advisory Committee with an explanation. Letters are handled exclusively by the Executive Committee and Executive Director and do not need approval by the board or members. Letters may be voted out of committee at any time during the year.

Voting in Committees - Only CFM members may vote on committee actions. A voice vote (aye/nay) is acceptable. If the outcome is not clear, a head-count vote should be used. Outside of convention a quorum of official committee members is required for taking committee action (i.e., 60 percent of committee members). Moreover, non-committee members may take part in discussion or debate but **may not** vote on committee actions. During convention, non-committee members may take part in discussion or debate but only credentialed attendees/members may vote on committee actions (i.e., attendees must show proof of convention registration upon request).

Voting in General Assembly - All CFM members in attendance during the General Assembly may vote. A voice vote (aye/nay) is acceptable. If the outcome is not clear, a head-count vote should be used.

Finalizing and Conveying Resolutions - Final approved resolutions are to be transmitted to the CFM Director of Operations for final formatting, editing, and conveyance to the intended recipient within fourteen (14) business days after the approving vote. Resolutions shall be stored electronically (e.g., pdf - online), and accessible via the website.

Responses, Follow-ups, and Reviews – Director of Operations will compile and forward responses from recipients of resolutions to the Resolutions Committee for review and follow-up if necessary. Responses shall also be shared with the originating committee. The Resolutions Committee shall also report to the Executive Committee as to the final response and whether the response was satisfactory. Final responses, as appropriate, shall be posted to the CFM website. Responses to Executive Letters shall be compiled by the Executive Director and shared with Executive Committee and the originating committee(s).

Expiration Date of Resolutions - All resolutions shall automatically expire after five (5) years. The Resolutions Committee shall monitor the status of all resolutions and alert the appropriate Resource Advisory Committee chairs by **October 1** of impending expiration dates. However, any existing resolution may be reviewed and updated at any time, subject to member approval as described in these procedures.

APPENDIX A

Resource Advisory Committees

Approved by the Executive Committee (August 16, 2016)

Archery and Shooting Sports Committee (Topics for this committee include but are not limited to archery, firearms and shooting, hunting and hunter ethics, hunter safety, sportsmen's rights)

Big Game, Turkey, and Furbearers Committee (Topics for this committee include but are not limited to deer, elk, bear, mountain lions, furbearers)

Education and Outdoor Recreation Committee (Topics for this committee include but are not limited to conservation education, camping, hiking, canoeing, boating, bicycling)

Environment and Ecology Committee (Topics for this committee include but are not limited to species of concern, threatened habitats, pollinators, climate, air and water quality, waste, recycling)

Forest Resources and Management Committee (Topics for this committee include but are not limited to public and private forest management)

Grassland and Prairies Committee (Topics for this committee include but are not limited to grassland management, prairie preservation and restoration)

Public/Private Lands Committee (Topics for this committee include but are not limited to state parks, conservation areas, federal lands, habitat management, public access)

Rivers, Streams, and Fisheries Committee (Topics for this committee include but are not limited to rivers, streams, lakes/reservoirs, fish, fishing)

Upland Wildlife Committee (Topics for this committee include but are not limited to quail, doves, rabbits, squirrels)

Wetlands and Waterfowl Committee (Topics for this committee include but are not limited to wetlands, ducks, geese, water birds)

APPENDIX B

Committee Membership Request Form

Committees are a critical component of CFM and provide a means for any member to be actively involved in the Federation's operations and programs. Any current member may request to serve on a committee, subject to approval by the President. As CFM is a volunteer-driven organization, we need and greatly appreciate your time and efforts. There is a place for everyone willing to volunteer.

Please give careful consideration to the amount of time you are willing to donate to any committee.

Name: _____

Address: _____

City: _____

Email: _____

Phone Number: _____

Other Memberships or Affiliations? (e.g., DU, TU, NRA, NWTF, etc.):

I am interested in serving on the following committee(s) - (Please be aware that a committee may meet one or more times per year outside of the annual convention; participation in meetings is critical):

1st Choice: _____

2nd Choice: _____

Would you be interested in serving as a committee Chair, Vice-Chair or Secretary?

____ Yes ____ No

THANKS FOR YOUR INTEREST IN VOLUNTEERING! (See reverse for overview of key expectations)

APPENDIX B

(continued)

Committee Membership Expectations

- *All committee members and officers serve at the pleasure of the President and Executive Committee.*
- *Active participation is vital to the success of CFM and all of its committees. Please be absolutely sure you can devote necessary time.*
- *Chairs, Vice-chairs, and committee membership will be annually reviewed and reconsidered by the President. Inability to meet expectations will likely result in change or replacement.*
- *A strength of CFM is the wide variety of views and opinions held by its members. Committees should work to be as inclusive as possible by engaging general members and other committees throughout the course of their work.*
- *Bylaws and other procedures are expected to be followed as closely as possible. Questions should be directed to the Executive Director.*

APPENDIX C

Member/Affiliate Request for Conservation Issue Review

Instructions: Please fill out this request with enough information to assist with committee assignment and initial consideration of the topic by the appropriate Resource Advisory Committee(s). Requests should be sent to CFM Executive Director.

Date:

Title:

The Issue or Topic:

Possible Position or Recommendation(s):

Submitted by:

Name of Contact:

Email or Phone Number of Contact:

For Use by the Executive Director - Please assign this request to the following committee(s):

_____(Date)_____

Special Instructions:

APPENDIX D

RESOURCE ADVISORY COMMITTEE / CLC STUDY GROUP CONSERVATION ISSUE WORKSHEET

Instructions: It is the responsibility of the Resource Advisory Committee to ensure adequate consideration of appropriate facts and sourced information. Please use this worksheet as a tool to assist you with your consideration of the topic.

Briefly describe the issue, topic, or question being considered:

Why is this issue, topic, or question important or relevant?

Has the issue or topic been previously addressed by CFM (i.e., previously approved resolutions)?

Is there an urgent need to address the issue, topic, or question? If yes, why?

Summarize any supporting facts and sources:

Conclusion:

Action is Needed / No Action Needed (Circle one)

Recommended Action: _____ Resolution _____ Letter from President/Executive Director

Resolution: *A formal request or expression of opinion, position, or policy by the Federation subject to the review and approval of the members and available for public review after passage.*

Letter from the President/Executive Director: *A formal correspondence from the Federation leadership requesting attention, action or consideration on a particular topic not significant enough to warrant the profile of formal resolutions.*

APPENDIX E

Resolutions Format Template

(Header) **Conservation Federation of Missouri -Year- Resolutions**

Originating Committee: _____

Author: _____

Intended Recipient: _____

(TITLE)

1 WHEREAS

2 AND WHEREAS

3 AND WHEREAS

4 AND WHEREAS

5 NOW, THEREFORE, BE IT RESOLVED that the Conservation Federation of Missouri
assembled at the Capitol Plaza Hotel, Jefferson City, MO, this ____ day of (month)
20XX

6 (Statement of position or action)

Searchable key words:

(Footer) **Expires** (date - five (5) years from date of approval)

APPENDIX F

Generalized Resolutions Process and Timeline

Presently, the Annual Convention in March is the culmination; therefore, this timeline begins in April

MONTH	ACTIVITY
April	
	No Activity
May	
1st	Call for RAC members (new members or re-affirm continuation)
31st	Deadline to re-affirm or appointment of RAC Chairs/V-Chairs by President
June	
15th	Approved list of RAC Chairs/V-Chairs and committee members published on website
July	
1st	Call to affiliates for conservation issues for resolution development by CLC
August	
--	Reminder to affiliates for conservation issues for resolution development by CLC
September	
TBD	Two day CLC Advocacy Workshop (2nd and 3rd year students) - CLC identifies conservation issues for resolution development; study groups are formed; resource advisors are identified and assigned to study groups
October	
--	CLC study groups research conservation topics independently using electronic document sharing methods and group communications
1st	General call/reminder to CFM members and affiliates to forward issues/topics to RACs; Resolutions Committee reminds RACs of past resolutions due to expire.
15th	RACs begin advance work and study on any issues/topics
November	
15th	Draft CLC resolutions are due to the CLC Coordinator and Youth Conservation Action Committee for review and comment; feedback is provided to the students
December	
31st	Deadline for issues/topics to be submitted for RAC consideration. Draft CLC resolutions submitted to appropriate RAC.
January	
--	Individual RACs hold resolutions workshops to develop draft resolutions, consider CLC draft resolutions, and develop convention RAC agenda (self-determined day)
February	
1st	Deadline to submit draft resolutions (pre-filed) from RACs, including CLC draft resolutions, to the Resolutions Committee
1st	Deadline for RACs to share Convention meeting (draft) agenda with CFM office
15th	Resolutions Committee informs RACs chairs on the status of pre-filed draft resolutions
March	
1st	Draft RAC/CLC resolutions are compiled for distribution at convention (and published on CFM website)
Convention	
Saturday AM	RACs meet to hear presentation, defense, and vote on CLC resolutions; review, amend, and vote on other RAC pre-filed draft resolutions; hear general presentations, and

MONTH	ACTIVITY
	conduct general discussion of future issues
Saturday PM	Resolutions Committee meets to 1) consider any emergency resolutions, and 2) review and establish final docket of resolutions for the General Assembly
Sunday	Resolutions Committee presents resolutions docket for General Assembly vote

APPENDIX G

Stepwise Resolution Process

STEP 1. *Issues/topics may be brought forward at any time by any member, affiliate, or CFM leadership. Issues/topics may be submitted to the Executive Director to be referred to the appropriate Resource Advisory Committee, or independently determined by the chair of a Resource Advisory Committee.*

Step 2. *CLC Coordinator solicits members and affiliates for topic/issues to be considered by CLC (August).*

STEP 3. *CLC prioritizes topics/issues at Fall workshop (late September); study groups are formed; advisors are identified and assigned to study groups; potentially affected Resource Advisory Committees are identified to be notified of potential resolutions topics.*

STEP 4. *CLC study groups research topics independently (October/November).*

STEP 5. *Draft CLC resolutions are submitted to the CLC Coordinator and Youth Conservation Action Committee for review and feedback (November 15).*

STEP 6. *Draft CLC resolutions are submitted to appropriate Resource Advisory Committee (December 31).*

STEP 7. *Resource Advisory Committees consider resolutions and vote to pre-file resolutions with the Resolutions Committee (January). If a resolution fails to pass, it is dead.*

STEP 8. *Draft resolutions (pre-filed) from Resource Advisory Committees, including CLC draft resolutions, are submitted to the Resolutions Committee (February 1).*

STEP 9. *Resolutions Committee votes to accept/reject pre-filed resolutions (February 15). Accepted resolutions move back to the Resource Advisory Committee for convention.*

STEP 10. *Resource Advisory Committees hear presentation and defense of pre-filed CLC resolutions, considers amendments, and holds final committee vote during convention. Other pre-filed committee resolutions are also presented by the chair for discussion, amendment, and final committee vote. If a resolution passes, it returns to the Resolutions Committee to be considered for final docket to the General Assembly.*

STEP 11. *Resolutions Committee presents successful Resource Advisory Committee resolutions to General Assembly. If a resolution passes the General Assembly, it becomes part of CFM's official policy platform.*
