



NATIONAL ASSOCIATION FOR THE ADVANCEMENT OF COLORED PEOPLE

INSTRUCTIONS TO NAACP UNITS FOR SUBMITTING NATIONAL RESOLUTIONS FOR CONSIDERATION BY THE NATIONAL CONVENTION

THE RESOLUTIONS PROCESS

A resolution submitted to the **NAACP Resolutions Committee** is a formal request of the **NAACP's Annual Convention to change or amend the programs or policies of the NAACP or to establish new policies**. The resolution submitted for consideration should be written clearly, concisely, and specifically. The substance should be well researched and must have been approved by a majority vote of the sponsoring Unit.

Resolutions having been approved by this method must be signed by the unit President and the unit Secretary and transmitted to the President and Chief Executive Officer of the NAACP (Mr. Derrick Johnson) at the National office by 5:30 p.m. eastern time, on Sunday, May 1, 2022 in order to be considered by the Resolutions Committee.

Only resolutions which are recommended for concurrence by the Resolutions Committee will be put to discussion and a vote during the Legislative Session of the NAACP's Annual Convention. The Committee will review and may alter any resolution received in this process, in order to ensure that it comports with the Constitution and Bylaws and that the substance is new.

Resolutions adopted by the delegates at the NAACP National Convention, upon passage must be submitted to the National Board of Directors for ratification at their October Board meeting (usually the 3rd Saturday in October). Resolutions submitted for consideration by the Resolutions Committee become the province of the committee and are subject to recommendations or referral as the Committee deems necessary. Resolutions which are approved by the Resolutions Committee, (which meets May 11-13, 2022) and the delegates at the Legislative Session of the National Convention and are then ratified by the national Board of Directors at their October 2022 Board meeting become official NAACP policies or programs. The adopted resolutions are published in The Crisis Magazine.

SUBMITTING A RESOLUTION

- ***Submission deadline:*** Hard copies (as opposed to fax copies or electronic emailed copies) of all resolutions must be physically **received** (not just postmarked) in the Office of the President and CEO by close of business, 5:30 p.m. eastern time, **on Sunday, May 1, 2022**. *Units are encouraged to submit their resolution early (by Friday, April 22, 2022) to ensure receipt and proper review.*
- ***E-mailing resolutions:*** Units are requested to e-mail a copy of their resolution to the national office at resolutions@naacpnet.org, as well as mailing a hard copy to ensure accurate preparation and duplication (*This is an administrative request only*). **The resolution must also be delivered to the President/CEO's office by the United States Postal Services mail, FedEx, UPS or other postal services with the original signatures of the Unit President and Secretary in order to be considered by the Resolutions Committee.**

In other words, each resolution must be submitted in hard copy form with official signatures of the unit President and Secretary to be considered.

- **Organizational priorities:** Units submitting resolutions are encouraged to carefully review the NAACP website (www.NAACP.org) for information on existing policy and current organizational priorities.
- **Newness:** Pursuant to Article IX, Section 9(b)(1)(A)(iv), on page 22, of the NAACP Constitution, "The Resolutions Committee shall be responsible for determining, for each proposed resolution, whether it **meets the criteria of newness or material modification of existing resolutions.**" Resolutions must have national significance to be considered by the Resolutions Committee and the National Convention.
- **Required Signatures:** Attached letters or cover letters are not accepted as substitutes for signed resolutions. **The resolution itself must be signed.** **The unit's President and Secretary's signature must appear on the resolution.** No other signatures are accepted (i.e. 1st vice president, assistant secretary, etc...).
- **Adopted date:** Please include on the resolution the date it was adopted by the general membership of the Unit. A resolution can only be submitted after a favorable vote at a regular legislative meeting of a Branch, Youth Council, Junior Youth Council, College or High School Chapter, Prison Chapter or State Conference.
- **Resolutions regarding the NAACP Constitution:** Issues pertaining to the **Constitution of the NAACP** cannot properly come before the Resolutions Committee. Those issues must go before the National Board of Directors.
- **Resolutions regarding Bylaws:** Changes to the **State/State Area Conference Y&C Division Guidelines** cannot properly come before the Resolutions Committee. *Those issues must go before the National Board of Directors.*
- **Support/Evidence:** When drafting resolutions, prior resolutions and statistical evidence supporting the Unit's position can be researched and attached. This supporting documentation does not have to be a part of the actual resolution. It can be included in your submission packet to bolster the case for adoption of the resolution. Such information will be considered by the Resolutions Committee; however, it will not be submitted to the Delegates to the National Convention.
- **Reaffirming prior resolutions:** If a prior resolution exists, specifically state that you are seeking reaffirmation of existing policy and/or articulate any new issues. *Please identify the previous resolution by title and date of adoption.*
- **Good standing:** Only Resolutions submitted by *Units in good standing* will be considered by the Committee. A Unit in good standing, pursuant to Article III, Section 3 et.al., of the Bylaws for Units, must have the required minimum membership. Branches must have a minimum of fifty (50) members, prison chapter's twenty-five (25) members, youth Units twenty-five (25) members, and State Conferences must have a minimum of six (6) adult and six (6) youth Units above these minimum membership requirements to be considered in good standing. **Units must have filed their 2021 Year End Financial Report.**

DRAFTING RESOLUTIONS

Resolutions should be clear, specific, and as short and concise as possible. The substance of the resolution should be well-researched and reflect the majority view and interests of the sponsoring Unit. Units submitting resolutions are encouraged to carefully review the NAACP website (www.NAACP.org) for information on existing policy and organizational priorities. While it is important for the Association to offer opinions on a wide range of issues, resolutions submitted for consideration during this process should call for a specific NAACP action (the actions should be undertaken at the Federal, State, International and local levels).

All resolutions must have a common format. Each resolution has three parts: the [heading \(title\)](#), the perambulatory (“whereas”) clauses and the operative (“resolved”) clauses. The resolution is two long sentence with commas and semi-colons followed by the word “and” throughout the resolution, and periods only after all the WHEREAS clauses and then again at the end of the RESOLVED clauses at the very end (please see the sample resolution on **page 5** of this document.)

Attached to these instructions is a sample resolution for NAACP Units to use as a guide when drafting resolutions. The sample is a resolution presented in 2000 by the Boston Branch. Please note that the sample resolution includes places for proper signatures and the date the Unit adopted the resolution. It is important to include a contact telephone number.

Headings

The heading for all resolutions should read as follows:

Subject: The Topic of the Resolution
Sponsored by: [XYZ Unit, Unit # and State Conference]

Preambulatory (“Whereas”) Clauses

The purposes of the preamble are to outline the history of the problem, to show that the topic is a proper one for the National Convention to address, and to show the need for a solution. Preambulatory clauses can and should cite precedents as well as previous resolutions. The preamble should also specifically refer to factual situations or incidents.

The preamble may also include appeals to the common sense or humanitarian instincts of convention delegates with references to basic NAACP principles. The importance of the preamble depends on the question under consideration. In some cases, the preamble is merely a formality. However it provides the frame through which the problem is viewed. This having been said, the preamble or “whereas” clauses should be limited to the extent necessary to point out the importance of the subject of the resolution. More than one page of preamble is generally considered overkill.

Operative (“Therefore be it Resolved”) Clauses

The solution in a resolution is presented in operative or “resolved” clauses. These clauses must recommend, urge, condemn, or request certain actions, or propose a favorable or unfavorable position regarding an existing situation. Each operative clause calls for a specific action. The action

may be as general as the Association's denouncement of a certain person or event or the Association's call for legislative action; or as specific as support for a particular federal bill.

Operative clauses are the heart of the resolution - they recommend the actions the delegates to a convention want the Association to take. They are fully debatable and amendable, and will sometimes go through a series of revisions before reaching final form. Operative clauses incite an action, condemn, recommend a shift in policy, et cetera.

Appendix: Sample Verbs to use in Operative Clauses

| Affirms | Emphasizes | Supports |
|-----------------|----------------------------|---------------|
| Appreciates | Encourages | Takes note of |
| Approves | Endorses | Trusts |
| Authorizes | Expresses its appreciation | Urges |
| Calls upon | Expresses its hope | |
| Condemns | Further invites | |
| Congratulates | Notes | |
| Confirms | Proclaims | |
| Considers | Reaffirms | |
| Declares | Recommends | |
| Deploras | Regrets | |
| Draws attention | Requests | |
| Designates | Reminds | |

SAMPLE RESOLUTION

Discriminatory Sub-prime and Predatory Lending Practices

Sponsored By : Boston, MA Branch

Date Adopted: April 5, 2000

WHEREAS, sub-prime lending, where loans are extended to people with impaired credit, is a growing segment of the mortgage market; and

WHEREAS, sub-prime loans serve a function; the objective of the financial institutions should be to help applicants rehabilitate their credit, not to expand the sub-prime market; and

WHEREAS, such loans are increasingly targeted to African Americans, elderly and female heads of households; and

WHEREAS, such loans are characterized by high interest rates, excessive and unnecessary fees and costs, balloon payments, pre-payment penalties, unnecessary costs for credit life, accident or health insurance, and repeated re-financing or "flipping" of the loan; and

WHEREAS, discriminatory and predatory lending practices are widespread throughout neighborhoods of color and serve to deny people of color access to mainstream credit; and

WHEREAS, credit discrimination and predatory lending practices destroy the financial well-being of its victims, as well as the financial well-being of the entire community.

THEREFORE, BE IT RESOLVED that the National Association for the Advancement of Colored People stands opposed to the discriminatory practices associated with sub-prime and predatory lending in the United States of America and will work through the local, state and federal legislative process to make sure that such practices will be prohibited; and

THEREFORE, BE IT FINALLY RESOLVED that the NAACP will urge all of its Units to work to identify and assist victims of predatory lending practices, following NAACP procedures, and take action necessary to expose and halt those who engage in discriminatory and unfair lending and credit practices in our communities.

Unit President's name (typed or printed): _____

Unit President's signature: _____

Unit Secretary's name (typed or printed): _____

Unit Secretary's signature: _____

Contact phone number: _____ **Contact e-mail address:** _____