

**Rules of Procedure of the
Resolutions Committee of the Democratic National Committee**

(As adopted by the DNC Resolutions Committee at its meeting on March 9, 2018)

A. RESOLUTIONS COMMITTEE OF THE DEMOCRATIC NATIONAL COMMITTEE

The Resolutions Committee shall receive and consider all resolutions proposed by a member of the Democratic National Committee (DNC) on matters of policy or principles that are consistent with the Democratic Party Platform. *[Bylaws Article Two, Section 10 (c)]*

- 1) Resolutions shall be submitted electronically to the Secretary of the DNC (secretary@dnc.org) at least twenty-one (21) days prior to the meeting of the DNC and copies of all resolutions shall be sent to each member of the DNC at least fourteen (14) days prior to the National Committee meeting.
- 2) All resolutions must either be statements of principles or commemorative resolutions honoring the life of a recently deceased prominent Democrat.
- 3) One person must be indicated as the sponsor of a resolution and will serve as the contact person for the resolution, although multiple DNC members may co-sponsor a resolution. On resolutions with co-sponsors, the main sponsor/contact will have full authority to negotiate with the Co-Chairs of the Resolutions Committee regarding amendments to or the disposition of the resolution.
- 4) Any member of the DNC who would like to co-sponsor a resolution must submit his or her name to the Office of the Secretary (secretary@dnc.org) and the Office of Party Affairs and Delegate Selection (partyaffairs@dnc.org) prior to commencement of the meeting of the Resolutions Committee where the resolution will be considered.
- 5) Any resolution calling for a change in the Charter and Bylaws of the DNC must be submitted to the DNC Rules and Bylaws Committee for consideration.
- 6) Any resolution mandating or restricting the expenditure of DNC funds must be submitted to the DNC Budget and Finance Committee for consideration.
- 7) Prior to the commencement of the DNC meeting where the Report of the Resolutions Committee will be considered, a written report of the committee will be provided to each DNC member via email. The committee's report will denote the action on each resolution as recommended by committee and the final text.

B. AUTHORITY AND INTERPRETATION

- 1) These Rules shall be interpreted in a manner consistent with the *Charter and Bylaws of the Democratic Party of the United States* and so as to promote the fair, expedient and efficient conduct the business of the Resolutions Committee.
- 2) These Rules shall govern the conduct of the business of the Resolutions Committee.

- 3) When interpreting these Rules, the Co-Chairs of the Resolutions Committee may reference prior rulings of the Chairs or Co-Chairs of previous Resolutions Committees, decisions of the Resolutions Committee, any precedent of the Democratic National Committee or the United States House of Representatives, and general parliamentary law.

C. MEMBERSHIP; QUORUM FOR TRANSACTING BUSINESS

- 1) Members of the Resolutions Committee shall be appointed by the Chair of the DNC, in consultation with the Executive Committee, subject to ratification of the DNC and shall be appointed to serve for the tenure of the Chair. *[Bylaws, Art. II, Sec. 10(g)]*
- 2) Failure by a member to attend three consecutive meetings of the Resolutions Committee shall constitute a failure to meet the minimum level of attendance and shall constitute automatic resignation from the committee. *[Bylaws, Art. II, Sec. 10(h)]*
- 3) Proxy voting: Any member may, in writing and with notice to the Co-Chairs, issue a proxy to another member. Proxies may be either general or limited and either instructed or uninstructed. All proxies shall be in writing and transferable, if so specified. If instructed, the nature of the instruction shall be expressly indicated on the proxy. No member may hold more than one (1) proxy. A proxy may be counted for purposes of determining the presence of a quorum, and shall be considered a vote for all purposes within the scope of the proxy. Registering a proxy, while important for establishing a quorum and assuring a member's vote is represented, does not count for the purpose of establishing attendance at a meeting.
- 4) Quorum: Forty percent (40%) of the existing membership of the Resolutions Committee, present in person or by proxy, shall constitute a quorum.

D. POWERS AND DUTIES OF THE RESOLUTIONS COMMITTEE CO-CHAIRS

- 1) Should both Co-Chairs of the Resolutions Committee be absent for any meeting, the Co-Chairs should designate a member of the Resolutions Committee to preside at said meeting. In the absence of such designation, the DNC Chair may ask a Resolutions Committee member to preside.
- 2) The Resolutions Committee may transact business with one Co-Chair present, provided that both Co-Chairs consent to such arrangement.
- 3) On all matters concerning Resolutions Committee business, the decision-making power of the Co-Chairs shall be co-equal with respect to one another. Any motion, amendment, point of order, or like matter relating to Resolutions Committee business that requires a decision of the Co-Chairs will be considered denied if the Co-Chairs do not reach a unanimous decision. In the event that one or more of the Co-Chairs is absent from the meeting, the presiding officer shall have the power to exercise such powers as are given to the Co-Chairs jointly.
- 4) The Co-Chairs shall conduct and expedite the business of the Resolutions Committee, including reporting on the Committee's work to the DNC.

E. MEETINGS

- 1) Meeting Times and Places: The Resolutions Committee shall meet at designated times and locations in conjunction with meetings of the DNC, or upon the call of the Co-Chairs. Any adjourned meeting may be reconvened by the Co-Chairs.
- 2) Unless the Co-Chairs declare an emergency and set forth in writing the reasons therefore, no meeting of the Resolutions Committee may be held without at least seven (7) days written notice to all members. The notice shall prescribe the time, place and agenda of the meeting. No matter may be considered which is not on the agenda unless a majority concurs. Official meetings of the Resolutions Committee shall be open to the public.
- 3) The original sponsor of a resolution may speak to his or her resolution as the Committee considers said resolution. In the event the original sponsor is unable to attend the Resolutions Committee meeting he or she may designate another DNC member to, speak to the resolution and should inform the Co-Chairs of the Resolutions Committee of his designee. No other person, outside the members of the Resolutions Committee, other than the original sponsor, may speak to the resolution. Only members of the Resolutions Committee and the Resolutions Committee staff shall be seated at the Resolutions Committee table for the meeting.
- 4) The minutes of the Resolutions Committee shall be recorded in a transcript which shall be open for inspection and shall be on file with the DNC.