



**National Active and Retired
Federal Employees Association**
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Proposed Convention Resolution

Please follow instructions on reverse side of this form.

Date:

1. **Subject:**

2. **Adopted by Chapter:**

CHAPTER NUMBER:

CHAPTER NAME:

STATE:

3. **Federation Action:** *Adopted* *Adopted as Amended* *Rejected*

DATE OF MEETING:

4. **WHEREAS:** *(Provide the reason that the Convention should take the proposed action. Limit to no more than three paragraphs.)*

5. **BE IT RESOLVED:** *(Proposed action Convention should take.)*

6. **Estimated Annual Cost:** *(Necessary for informed decisions.)*

Instructions for Convention Resolutions

Please read before completing reverse side!

This form is used for the National Conventions for all resolutions that do NOT involve an amendment to the Bylaws or Standing Rules. It may also be used for federation conventions under the federation's bylaws and convention rules.

For National Conventions

All resolutions SHOULD be electronically submitted.

- The WHEREAS section must include rationale for the change. The case for the proposed action should be capable of being justified in no more than three paragraphs.
- Clearly identify the proposed action the Convention should take.
- The federation must show the action taken by the federation.

Estimated Cost

Many changes to the bylaws result in administrative cost only; however, some can involve significant cost. The membership cannot evaluate the proposed amendment without having some estimate of the cost involved if the amendment is adopted. Refer to the National Treasurer for assistance.

Submitting Resolutions

Resolutions should be forwarded to federation secretaries as soon as written using the interactive form F-3A from the NARFE Web site, www.narfe.org.

Federation secretaries:

1. Submit resolutions as soon as received to Headquarters via www.narfe.org.
2. Report federation action within 15 days after the federation convention, to Headquarters via www.narfe.org.

Assignment of Resolutions

The National Secretary will assign properly completed resolutions to the appropriate convention committees.

National Convention Procedures

For each resolution referred, a National Convention committee may amend, combine with similar resolutions, or prepare a substitute, then recommend adoption, adoption as amended, or rejection.

NOTE: The National Secretary will return any resolution not complying with these instructions to the originating federation with an explanation of the reason for not accepting the resolution. Chapters are encouraged to submit resolutions through their federations.