

## **10 Simple Steps to NBCSL's Policy Resolutions Process**

1. **Submission:** Only NBCSL legislators who are current in their dues may submit Resolutions. Deadlines for the 2017 Submissions are Friday, September 2, 2016 at 11:59 p.m. ET for all current NBCSL legislators, and Friday, September 23, 2016 at 11:59 p.m. ET for all NBCSL Policy Chairs and Vice Chairs.
2. **Notifications:** National Office collects resolution submissions, Rules Chair send receipts to the resolution sponsor letting the legislator know it was received and what committee it was assigned to, and Policy Chairs are informed of all resolutions submitted to their committees for consideration.
3. **Review:** The Rules Committee reviews all submissions for reasonable edits.
4. **Review:** The Policy Chairs review resolutions submitted under their respective committees for reasonable edits.
5. **Review:** Edits are shared with resolution sponsor who then gives feedback to Rules Committee and Policy Chairs.
6. **ALC Dissemination:** Resolutions are disseminated to members at Annual Legislative Conference.
7. **Committee Consideration:** Resolutions go before standing committees for consideration.
8. **Ratification:** Resolutions passing out of standing committees go to the Ratification Session in a new, Pre-Ratification document. Everyone is welcome to attend, though only legislators receive the document.
9. **Ratification:** All resolutions that pass out of Ratification become the official policy of the organization and are acted upon the following year.
10. **Communication:** Resolutions are posted online by January 2<sup>nd</sup> the following year.