APSA Institutional Representatives' Resolutions Process Proposal
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The proposed Institutional Representatives' (IR) Resolution Process will serve as a means for the grassroots membership, via their IR, to have formal input to the Executive Council and Board of Directors.

A resolution may address any topic or issue of interest of the initiating member (i.e. requesting the organization to make a statement on an issue, change internal policy, or provide a new benefit to members) and is submitted to their IR. The IR can then choose to submit the resolution to the national APSA organization. The following resolutions process will occur once per year, with voting after the Annual Meeting.

The Resolutions Process will have 5 phases:
1. Pre-Voting
    1. IR Conference Call
    2. Annual Meeting Business Meeting
2. Voting
3. Board of Directors Meeting
4. Referral to Committees
5. Resolutions Follow-Up

1. Pre-Voting

Five Months Prior to Voting (early December)

The "Call for Resolutions" will be included in the APSA monthly email encouraging members to submit resolutions. An email will be sent to the IRs of the upcoming submission deadline and instructions for submission. There will also be information available on the website, including a guide for writing resolutions. A Policy Committee contact email will be listed for providing assistance/feedback on potential resolutions prior to submission.

Three Months Prior to Voting (early February)

IRs submit resolutions via email to the APSA Policy Committee. The Policy Committee will screen these for redundancy with current APSA policy and proper formatting. The Committee will then research the screened resolutions and provide background information (i.e. current APSA policy, related APSA strategic themes, previous resolutions, financial impact statements). These materials will be distributed along with the proposed resolutions.

After the deadline, the resolutions are posted to the discussion board of a private Medstro group and emailed to all IRs. At this time, a doodle will also be sent out to all voting IRs to schedule a conference call for discussion of the resolutions. The Policy Committee will preside over the IR conference call and Annual Meeting business meeting discussions of the resolutions then develop a written summary of the hearings with a specific recommendation (i.e. adopt, not adopt, adopt with amendments) for each resolution as well as a proposed amendment for each resolution, if applicable. This report is distributed to all IR members prior to the voting window.

2. Voting

Voting will be available during the first full week in May (Sunday-Saturday). A Survey Monkey survey will be distributed to all IRs at the beginning of the week. The proposed resolutions as well as possible amendments will be made available within the survey. IRs will be able to vote to adopt, not adopt, or adopt with amendments. Voting will be based on a simple majority.

3. Board of Directors Meeting

The Board of Directors reviews, discusses, and decides on the next steps for each resolution.

They can:
- Adopt or Amend and Adopt
- Reaffirm or Rescind Policy
- Adopt or Amend and Adopt - Refer for Implementation
- Refer for Study and Report Back with Recommendations
- Not Adopt

4. Referral to Committees

After the Board of Directors Meeting

When the BoD refers a resolution to a committee either for study or implementation, each resolution is forwarded to the chair of the committee. At the next committee meeting, the chair presents the resolution along with the BoD's request for action.

5. Resolutions Follow-up

The Policy Committee tracks follow-up to each resolution. A final report on each resolution will be provided to the IRs and BoD within one year after the resolution was voted upon by the IRs.