

## **ALASKA MUNICIPAL LEAGUE**

### **AML RESOLUTIONS PROCEDURE**

A resolution is a statement of the Alaska Municipal League's intent to support a specific action on a significant issue affecting municipalities. Resolutions are introduced, debated, and adopted by the AML members each year at the Annual Local Government Conference. To be considered during the conference, resolutions must conform to the following policy, procedural and format guidelines which were adopted by the AML Board in August, 2007. Resolutions should be received in the AML office electronically, by mail, or fax no later than October 5, 2018.

### **RESOLUTION GUIDELINES**

1. Resolutions shall concern shared policy and program needs, issues, or problems of Alaska municipalities and shall state the problem and action sought.
  - A. Resolutions may not conflict with any adopted AML positions.
  - B. Resolutions that allow conflict between one community against another will be eliminated.
  - C. Resolutions will be revised to make a general application instead of one seeking to benefit a specific community only; especially if the benefit to that one community would be at the expense of another community (i.e. support relocating a state office from city to city).
  - D. Resolutions with the same topic will be combined.
2. Resolutions shall be restricted to action-specific issues and issues of some immediacy and shall be sent to the Governor, Legislature, State Agency, President and/or the Congress.
3. Resolutions differ from priorities in that:
  - A. Resolutions shall address specific issues rather than general policy.
  - B. Resolutions may address regional issues as well as statewide concerns.
  - C. Resolutions shall be in effect for only one year. They are intended to address timely issues such as current legislative proposals.

### **HOW TO SUBMIT A RESOLUTION**

1. Only councils and assemblies of member municipalities, affiliated municipal associations, affiliated regional municipal organizations (comprised of municipal officials), the AML Board and the Alaska Conference of Mayors are eligible to submit resolutions for consideration. Each resolution submitted must have been approved by a formal action of the sponsoring body and by at least one member municipality.
2. Resolutions should be mailed, faxed or emailed to the AML office by October 5, 2018 ( 5 weeks in advance of the Annual meeting) to be presented to the Resolution Committee for consideration. Resolutions must follow format guidelines. Copies of the resolutions will be made available to the delegates in their registration packets.
3. Resolutions not submitted by October 5th may be offered to the Resolution Committee on November 14th at 5:00 p.m., for consideration during the conference. However, the sponsor of any resolution presented directly to the Resolution Committee must have the support of representatives of five (5) member municipalities in attendance at the conference and be in proper format. In addition, if the Resolution Committee accepts the late resolution, the sponsor must make copies available for the business meeting on Friday, November 16, 2018.

4. Resolutions will be reviewed, debated and acted upon by the AML Membership at the Annual Conference Business Meeting. Sponsors of properly submitted resolutions will be given an opportunity to discuss and support their resolutions at the meeting.
5. The First Vice-President shall serve as Chair of the Resolutions Committee and shall appoint eight (8) additional elected and appointed municipal officials from the AML Board.
6. The Resolutions Committee shall, based on the above guidelines, review and act upon each resolution for final recommendation to the membership. The Resolutions Committee shall approve, amend, or reject each resolution submitted, note its action, and, if the resolution is approved, send it to the business meeting for consideration. If a resolution is rejected, the committee shall prepare a brief written justification of its action and forward that information to the business meeting.
7. A resolution rejected by the Resolution Committee may be brought to the floor of the business meeting at the appropriate time, only if it is signed by representatives from twenty (20) member municipalities. No new resolutions may be submitted to the business meeting without first going to the Resolution Committee.

### **RESOLUTIONS FORMAT**

The resolution must be in the proper format. The name of the sponsoring member municipality or association and the date of submission must be indicated on the bottom of the resolution. Each resolution must include the statement, "This resolution was approved for submission to the Alaska Municipal League membership by the governing body of (name of Municipality or association) on (date)" in the lower left-hand corner. Resolutions can be emailed to [niils@akml.org](mailto:niils@akml.org) or submitted via USB drive.

Each resolution submitted must indicate that it is a "Resolution of the Alaska Municipal League, Resolution #2017-xx and have a title, beginning, "A Resolution ..." that describes the issue and intent of the resolution. Throughout the text, the resolution should indicate that the League is taking the position advocated, not a given municipality or organization.

At least one "Whereas" clause should identify the policies in the AML Position Statement that the resolution addresses (i.e., expands or supplements), if applicable.



**ALASKA MUNICIPAL LEAGUE  
RESOLUTION #2019-\_\_**

**A RESOLUTION** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WHEREAS,** \_\_\_\_\_  
\_\_\_\_\_;and

**WHEREAS,** \_\_\_\_\_  
\_\_\_\_\_;and

**WHEREAS,** \_\_\_\_\_  
\_\_\_\_\_;and

**WHEREAS,** \_\_\_\_\_  
\_\_\_\_\_;and

**NOW, THEREFORE BE IT RESOLVED THAT** the Alaska Municipal League \_\_\_\_\_  
\_\_\_\_\_.

**PASSED AND APPROVED BY THE ALASKA MUNICIPAL LEAGUE ON THE** \_\_\_\_\_ **DAY OF** \_\_\_\_\_  
\_\_\_\_\_, 2018.

**Signed:** \_\_\_\_\_  
**President, Alaska Municipal League**

**Attest:** \_\_\_\_\_  
**Executive Director, Alaska Municipal League**

Submitted by:	Date Submitted:
Contact Name:	Contact Phone #:
Implementation Recommendation:	
Agencies to Contact: Funding	
Required:	
Staff/Board/Membership Action:	