

POLICIES

14.1 Purpose of the Resolutions Process: Resolutions provide a route for members to propose that SNEB adopt a position, take an action, or endorse a policy or principles in a formal manner. The SNEB Bylaws (2.4) state that: *Members of the corporation may initiate and submit for a vote by the membership resolutions regarding matters on which the members advocate that the corporation take a position or action or advocate that the corporation establish a policy.*

14.1A Background and history: Since the early days of SNEB, there has been support among the membership for the Society to take an active role in educating members about nutrition policy. The membership has supported establishing and maintaining an active public policy program, currently carried out by the Advisory Committee on Public Policy. The resolutions process has been one of the mechanisms for members or groups of members to bring forth policy positions for discussion and vote by the membership. This process incorporates several approaches used by other professional nutrition and public health organizations.

14.2 Examples of resolutions

The membership has passed many resolutions in support of public policies relating to food and nutrition programs and nutrition education. Many have been ahead of the curve, advocating positions that later became widely adopted. Several examples (resolved clauses only) are:

- In 1979: SNEB urges the National Health, Lung, and Blood Institute to mount a nationwide campaign to inform Americans of the presently recognized relationship between saturated fat, cholesterol, sodium, obesity, and the risk of cardiovascular disease.
- In 1984: SNEB urges its members to support through advocacy in such organizations as Parent Teacher Associations, local school boards and government and through personal example the goals of the President's Council on Physical Fitness and Sports, including daily physical exercise, physical education in schools, and a continuing emphasis on these areas in our nation's schools, parks and recreation facilities.

14.3 Directions for submitting a resolution for consideration by the SNEB membership

An individual, group of SNEB members, SNEB Division or SNEB committee may submit a resolution for consideration by the membership. SNEB members serving on the Board of Directors or who are a Board Member-Elect will not be eligible to author, or be a signatory on, any resolutions during their terms in office.

Drafters are encouraged to prepare concise, well-organized resolutions. To make a resolution readable and easy to understand, authors may not wish to include every rationale or fact that supports the proposed motion. Authors are welcome to provide

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longer statements during the comment process, especially if the topic is complex, to help assure that members can make a well-informed judgment about the resolution

The resolution must be submitted by e-mail and/or fax (electronic copy strongly encouraged) to the SNEB office by April 15

Each resolution must follow the format below.

14.4 Required Format for a resolution:

1. Title of resolution
2. Date of draft
3. The body of the resolution, providing three or more sentences or clauses stating the rationale for the resolution. These statements provide the author's reasoning for the proposal that will be made in the final "resolved" clause. The rationale should include a brief statement of why the author(s) believe the issue is important to SNEB.

If appropriate to document assertions made in these statements, authors should include references to the nutrition/nutrition education literature, in parentheses or as footnotes. Note: Statements in this part of the resolution do NOT have to start with "whereas." A less formal style can be used.

4. A "resolved" statement that contains the proposal to be adopted.
5. List of SNEB members endorsing the resolution: At least 10 names required.
6. Contact person for future communications: Include name, e-mail, phone, fax, and mailing address.
7. List of people/groups from whom the author(s) sought input. Note whether alternative viewpoints have been considered.
8. Identify the primary audience(s) for the resolution.
9. Briefly describe the relevance of the resolution to SNEB's mission and vision.
10. State ways in which the author(s) anticipate the resolution will be used (e.g., policy development, public education, etc.) and the products that might be developed after passage of the resolution
 - For example, this could include local, state, or federal policies, media messages, educational materials, or training materials.
11. Specify what support or action would be required from SNEB's administrative staff or volunteers and an estimate of the cost to SNEB of carrying out the actions specified by the resolution (if any).

If the resolution is passed by the membership, an "effective" date will be added, as well as a recommended date for renewal, revision, or completion of the resolution.

14.5 Process for Resolution Review:

The Issues/Resolutions Review Committee will review each resolution for:

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- Factual and scientific basis and accuracy;
- Clarity of language and presentation;
- Relevance to SNEB's mission and vision; and
- Identification of potential overlap with the Advisory Committee on Public Policy's (ACPP) recent or planned efforts.

Recommendations pertaining to the operation of the Society will not be handled through the resolutions process.

The Review Committee shall reply to the primary contact person for the proposed resolution by May 15 with one of three responses:

- 1) The proposed resolution has been approved to be posted on the SNEB Website, and should be posted by May 31
- 2) The proposed resolution meets some of the review criteria, but approval is contingent on certain modifications being made by the resolution authors (details will be provided); or
- 3) The proposed resolution does not meet one or more of the criteria required for approval, and therefore will not be posted (details will be provided).

The Issues/Resolutions Review Committee shall consist of:

- a Chair who is appointed on an annual basis by the Executive Committee of the SNEB Board of Directors (it will be the Chair's responsibility to get advice from other SNEB members as necessary regarding scientific accuracy, if the expertise to judge accuracy of a given resolution is not on the committee);
- the Board liaison to ACPP; and
- the Chair, Co-Chair, or a designee from each of the SNEB Divisions.
- a review committee member cannot be an author of a resolution s/he is reviewing

The Issues and Resolutions subcommittee may conduct training sessions to communicate resolution and position paper procedures; compile, review, and archive Society resolutions and position papers; coordinate effective dates/need for updates; and determine/recommend topics for position papers/resolutions.

14.6 Procedures for Discussion of proposed Resolutions:

Process for Electronic Discussion: The Review Committee will inform the primary author of a proposed resolution that the resolution will be emailed to members and posted on the SNEB website for review and comment by the membership. The SNEB membership will receive the resolution by email, along with information on how the process for commenting, education, and voting on the resolution will take place. Members will be directed through a link to the password-protected members-only bulletin board on the SNEB website and have until July 1 to post comments, provide additional information directly or via links to articles and other resources, and have discussion.

The Review Committee will summarize the electronic comments for use at the annual conference I/R forum.

Process for education and discussion at the Annual Conference:

1. The Review Committee will inform the Chair of the upcoming annual conference if one or more resolutions have been approved to move forward into the discussion phase. A representative of the conference committee will work with the author to identify a time slot, during the annual conference, when a forum can be held to discuss the proposed resolution.

On the first full day of the annual conference, an opportunity will be provided for the primary author of each resolution to present a prepared statement, no longer than one page, on the content of the resolution. Key pro and con points will be summarized. No further discussion will be held at this time. The time of the issues and resolutions forum will be announced and publicized.

The issues and resolutions forum should be planned to provide opportunities for different perspectives to be heard, when they exist. If different viewpoints have arisen during the comment process on the web forum, the Review Committee will be responsible for identifying in advance at least one individual who will present viewpoints that differ from those of the author(s). Notes from the forum shall be taken by a 3rd party (not part of the review committee or the resolution submitters) and provided to the Chair of the Review Committee. Following the forum, the Chair of the Review Committee will be responsible for ensuring that a summary of comments made at the.

Authors of the Resolution will have the opportunity to amend the Resolution as they see fit after the forum. The final proposed Resolution, along with summarized comments from the forum, will be posted on the SNEB Website no later than September 1. Members will have a two-week period from the date of posting to provide additional comments.

14.7 Procedures for voting on proposed Resolutions:

The resolutions electronic ballot will be open for 30 days following close of the final comment period. A resolution will be approved if at least 15% of the members cast ballots and a majority of those voting approve the resolution.

14.8 Communication and Implementation of an Approved Resolution:

The results of voting on resolutions will be communicated to the SNEB membership via email (in a separate message or as part of the e-Communicator) in order to reach the greatest number of SNEB members. All approved resolutions will be posted in the appropriate section of the SNEB Website. All resolutions that are adopted will be archived in the Society files.

The author(s) of approved resolutions will submit to the Issues and Resolutions Subcommittee for review and consideration an outline of actions that includes the initial steps and timelines for addressing the resolution. As appropriate to the resolution, the authors' outline will include, at a minimum, actions required of the SNEB Board and membership. In addition, the author's outline may include other items such as the need

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to create a subcommittee that includes a variety of perspectives to develop the entire range of activities necessary for communicating and implementing the resolution.

If the development of a position paper is requested in a resolution, and the resolution is adopted, the position paper procedure will then be used. A call to develop a position paper may be initiated through the resolution process, but it is not required. In addition, a resolution may recommend a Society position on an issue, using the resolution format.

Board approval will be required before an approved resolution can be fully adopted if any of the following criteria exist:

1. The resolution obligates/has a fiscal impact of more than \$500 in Society expenses.
2. The Board determines that a burdensome amount of Board or staff time will be required to implement the Resolution.
3. A resolution is passed which conflicts with another resolution or policy currently in effect.

Approved, SNEB Board, May 13, 2005, amended July 14, 2006, amended January 11, 2012

14.9 Position Paper Development, Review and Approval Process:

Position papers provide a comprehensive discussion of SNEB's policy on one or more topics. Containing extensive background information and analysis, the position paper provides a more complete understanding of the issues and the reason behind the positions(s) set forth by the organization.

Position paper committee.

The Journal Committee (JC) will be responsible for position papers through its Invited Papers subcommittee. The Invited Papers subcommittee normally consists of the Editor in Chief (EiC) and two members of the JC, including the JC chair or designee. Meetings are held bimonthly, with the EiC as chair. However, with regards to Position Papers, this subcommittee will be expanded to include in addition,

ACPP chair

JNEB Associate Editor, one

SNEB President elect [to follow any paper through its completion]

SNEB Member at Large with liaison to Divisions

One Past President of SNEB

The EiC will co-chair these meetings with the SNEB past President. It is expected that this expanded Invited papers subcommittee will meet at least three times per year, with the following responsibilities:

- identify topics that may be appropriate for a SNEB position paper
- receive topic ideas for position papers from SNEB members and Divisions
- oversee the call for authors and reviewers
- review JNEB peer-reviewed position papers before they are sent to the SNEB BOD for approval.

Development, Review and Approval

If a topic is identified, more frequent meetings may be needed.