

POLICIES

14.1 Purpose of the Resolutions Process: The Resolutions Process provides a formal mechanism whereby members are able to propose a position, action, or endorsement for SNEB support. 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.*

14.2 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.
- In 2007, SNEB resolved to support nutrition labeling and nutritionally improved menu offerings in fast-food and other chain restaurants.
- In 2015, SNEB adopted Healthy Meeting Guidelines to be incorporated into the annual conference with the goal of fulfilling 80% of the guidelines for each meeting.

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 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 online at www.sneb.submittable.com

Each resolution must follow the format below.

14.4 Required Format for a resolution:

1. Title of resolution
2. Date of draft submission
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 5 names required.
6. Contact person for future communications: Include name, e-mail, phone, fax, and mailing address.
7. Briefly describe the relevance of the resolution to SNEB's mission and vision.
8. State ways in which the author(s) anticipate the resolution will be used (e.g., policy development, public education, etc.) and the products (press releases, outreach factsheets, etc.) 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.
9. 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 Advisory Committee on Public Policy (ACPP) will review each resolution for:

- Factual, scientific basis and accuracy;
- Clarity of language and presentation;
- Relevance to SNEB's mission and vision; and
- Identification of potential overlap with the ACPP's recent or planned efforts.

Recommendations pertaining to the operation of the Society will not be handled through the resolutions process but be directed to the SNEB Board.

ACPP shall reply to the primary contact person for the proposed resolution within **18 business days** with one of the following responses:

- 1) The content of the resolution falls within ACPP's policy priorities and the timing of activity is such that it will be reviewed and approved by the committee and forwarded to the SNEB board for final approval without a member comment period.
- 2) The proposed resolution has been approved to be posted on the SNEB Website within the next 5 days.
- 3) 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
- 4) 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).

Both voting members of ACPP and division representatives serving on ACPP are encouraged to participate in the resolution review process.

ACPP 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 Process for communication of Resolution approved for discussion and voting

1. Resolutions authors have access to a communications toolkit with options to conduct a webinar, Hot Topics call, post to SNEEZE, social media, etc. to educate the membership regarding the Resolution.
2. Resolution "status icon" to be created and posted on SNEB website home page, webinars, eCommunicator and other SNEB messaging clearly alerting members to the status of a Resolution (e.g. being discussed, under review by ACPP, voting in process, acceptance or rejection).
3. A script with information about the status of a Resolution will be provided to all committees and divisions so that information can be shared with members.

14.7 Procedures for Discussion of proposed Resolutions:

Depending on the timing of when it is submitted, the resolution will be discussed by the members in one of two ways:

1. Online Discussion: Resolutions submitted from June 1 through the following April 30 will be discussed by the membership through an online comment form prior to voting. The resolution will be sent via email to members and posted on the SNEB website for review and comment by the membership. In addition to the resolution text, SNEB membership will receive guidelines for commenting and voting on the resolution. Members will be directed through a link to the password-protected members-only bulletin board on the SNEB website and will have 15 days to post comments, provide additional information directly or via links to articles and other resources, and have discussion via online comment feature of the website.

2. Resolutions for Discussion at Annual Conference: Resolutions received between May 1 and June 1 will be discussed during the resolution forum at conference. ACPP will inform the Conference Chair of the upcoming annual conference if one or more resolutions have been approved to move forward into the discussion phase. Resolutions will be discussed during the ACPP open meeting. The open meeting can also be used to educate the membership on the resolution process.

The issues and resolutions forum during the ACPP open meeting 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, ACPP 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 member volunteer (not part of the review committee or the resolution submitters) and provided to the Chair of ACPP.

14.8 Final Review by Membership

ACPP will summarize the comments and communicate them to the authors. Authors of the Resolution will have the opportunity to amend the Resolution as they see fit after the comment period/conference forum prior to voting.

14.9 Procedures for voting on proposed Resolutions:

The resolutions electronic ballot will be open for 25 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.

14.10 Reintroduction of failed Resolution

If a Resolution fails to achieve required votes, the original authors may revise and resubmit to ACPP for review.

14.11 Communication and Implementation of an Approved Resolution:

The results of voting on resolutions will be communicated to the SNEB membership via email 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 ACPP 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 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.
- Board action on an approved resolution can be done by email or during a scheduled board meeting.

Approved, SNEB Board, May 13, 2005; amended July 14, 2006; amended January 11, 2012; revised July 20, 2018; revised February 6, 2019.