

# Introduction

Requirements and deadlines relevant to the resolutions process are described below for DA members who may like to write a resolution, for DPCA members who may submit resolutions for consideration, and for DPCA members who will vote on resolutions.

This document is available on the DA wiki space for DPCA Resolutions and any changes will be noted there. The DA wiki also has plain-language advice and instructions, additional resources, and links for resolution authors, a recording of the educational session and presentation from March 22, and resources for DA leaders who want to develop events or initiatives around DPCA Resolutions. The front page of the space is <https://democratsabroad.atlassian.net/l/c/7m0Ky4ft>

In April, the Resolutions Committee will host office hours for specific consultations, discussions, and clarifications. WebEx details and timezone conversions are available on the DA wiki space linked above.

Thursday April 7, 5-6am DC time

Monday April 11, 9-10am DC time

Wednesday April 13, 2am-3am DC time

The Resolutions Committee is always available for questions, comments, and clarifications at [resolutions@democratsabroad.org](mailto:resolutions@democratsabroad.org)

## Roles and definitions

**Primary sponsor:** A member of the DPCA who takes official responsibility for submitting a specific resolution for consideration. The primary sponsor is also officially and ultimately responsible for providing contact information, responses to the Resolutions Committee, and any confirmations needed up to the publication of the Resolutions Committee's final report for the Global Meeting.

**Author(s):** Individual(s) identified by the primary sponsor as having composed the resolution; an author may also be designated by the primary sponsor as the contact person for the dashboard and as the individual responsible for changes to the text.

**Resolutions Committee:** Volunteer members of Democrats Abroad, with the chair of the committee appointed by the International Chair, who organize the process of submitting resolutions and provide editorial suggestions to authors.

**DPCA members:** Have responsibility for adopting resolutions, or not, at the Global Meeting. DPCA members may have privileges throughout the process, such as the ability to speak first or access to DPCA-specific resources such as the DPCA channel on Mobilize.

**DA members:** Are welcome to attend hearings and to participate in online discussions about submitted resolutions. The texts of resolutions will be available to DA members but the contact information and summaries (on the dashboard) will be restricted to leaders with the general password for the DA wiki.

**Co-sponsor:** A DA member who indicates support for a specific resolution using the form available in the week before the Global Meeting, after the final texts of all resolutions are distributed.

## Process for DPCA decisions on resolutions

1. Beginning April 2, 2022, information about all resolutions submitted to date will be available on the Resolutions Dashboard (<https://democratsabroad.atlassian.net//c/QEn541oZ>). Informal discussion on the DA-Discussion Mobilize group may be initiated at any time by primary sponsors.
2. Draft texts must be submitted by April 21 (and more details about submission appear below). Draft texts will be available to DA members in a Draft Resolutions Report published approximately April 29. Invitations to discussion will be posted by the Resolutions Committee on the DA-Discussion Mobilize group.
3. Two or three global hearings will be conducted by the Resolutions Committee approximately during the period May 2-10. Hearings will consist of a semi-formal discussion of each resolution and may affect the order of consideration at the Global Meeting.
4. Final texts will be available in a formal Resolutions Report to be published one week before the Global Meeting, May 14.
5. The form where a DA member can become a co-sponsor of any given resolution will open on May 14 or after final texts are available after the hearings, whichever is later, and will close on May 18.
6. The order of consideration – determined by the International Chair – and the complete co-sponsor lists will be available on the DA wiki by May 20. Proposed special rules for debates and decisions during the Global Meeting are likely to be distributed to DPCA members by this date. These special rules may or may not include the custom of recognizing the primary sponsor or author as the first speaker.
7. Decisions regarding amendment and passage of resolutions – or not – will be made by the DPCA during the Global Meeting. Resolutions can be adopted by a majority vote of the DPCA. (See DA Charter 3.6(e) for more details.) Resolutions will be taken up in the published order of consideration unless any special procedural motions are adopted

during the meeting. Sponsors and authors will have no special role in responding to amendments, debate, or procedural motions during the global meeting.

## Process for the submission of resolutions

Note: Due to the limited time available for resolutions on the agenda of the upcoming Global Meeting, the criteria for the addition of policy-oriented resolutions will be strict. Resolutions about policies not directly related to Americans abroad or not essential to DA's success in increasing turnout for 2022 midterm elections are likely to be assigned low priority or not included on the agenda at all.

1. Optional: A prospective author or primary sponsor may contact the Resolutions Committee at any time for advice and guidance on writing a resolution. The committee has been ready to help since mid-March.
2. Through an email to [Resolutions@DemocratsAbroad.org](mailto:Resolutions@DemocratsAbroad.org), the primary sponsor submits title, initial text, names and titles of author(s) if different, contact information (email and optionally phone number) for self or a designated contact (perhaps an author), a summary (maximum 100 words), and any appendices (footnotes or links).
  - The Charter-mandated submission-deadline is April 21 but the process works better when resolutions are submitted as early as possible. There is no disadvantage to the primary sponsor or authors, because changes to the initial text will be possible until May 12.
  - A primary sponsor may designate an author as contact to take responsibility for changes to the text and for contact information available to DA leaders. Retracting this designation is only possible in extraordinary circumstances. No more than one author may be designated for this role.
  - An author who does not yet have a DPCA member as a primary sponsor may contact the Resolutions Committee for guidance and ask that the resolution be listed provisionally on the dashboard.
3. Members of the Resolutions Committee (editors) will be assigned to coordinate editorial suggestions with the primary sponsor or designated contact of each resolution.
4. Editors will request any missing information or needed clarifications. Editors will update the dashboard with the resolution title, sponsor/author names, contact information, and summary.
  - Based on the title and summary, a primary sponsor or designated contact may be contacted by DA leaders regarding their resolution. While replying to these inquiries is optional, it is highly recommended.

5. Editors will make initial comments and suggestions and a discussion can follow (by email exchange, videoconferences, or other mutually convenient means of communication). In addition, the International Chair or members of the International Executive Committee may contact primary sponsors or designated contacts after April 21.
6. The primary sponsor or designated contact can make changes prior to the publication of the Draft Resolutions Report around April 29. (Primary sponsors and designated contacts will be kept informed of the exact deadlines.)
7. Primary sponsors or designated contacts should plan to attend hearings to discuss the resolutions with DPCA members and other DA members, around May 2-10.
8. Editors and the primary sponsor or designated contact can collaborate on final changes to the resolution's text in response to feedback from hearings and online discussion.
9. Primary sponsor or designated contact confirms the final text by May 12.
10. Primary sponsors and authors may encourage co-sponsors to attach their names to the resolution during the week before the Global Meeting.
11. Primary sponsors, co-sponsors, and authors relinquish control of their resolutions to the DPCA for the Global Meeting on May 21-22.
12. Primary sponsors, co-sponsors, and authors may examine the Resolutions Committee's report to the International Secretary on the results of the Global Meeting.

## Notes on engaging members

Information on resolutions received by the Resolutions Committee will be available on our Dashboard (<https://democratsabroad.atlassian.net/c/QEn541oZ>). The titles and summaries on the dashboard can inspire ideas for member engagement on social media or at events.

DA leaders are encouraged to use the contact information on that page to collaborate with the authors and primary sponsors of resolutions to build interest in particular resolutions. Draft texts may be shared with the primary sponsor's consent.

The draft texts of resolutions will be available to DA members generally, who are welcome to attend the hearings on resolutions tentatively scheduled during May 2-10. Depending on the circumstances of those hearings, DPCA members may have priority in speaking, but we plan to allow DA members generally to join the queue and speak.

The final texts of resolutions will be available to DA members generally. The Global Meeting will be open, so any interested member may see how the DPCA decides on the resolutions on the agenda. Please note that only DPCA members normally have the right to speak on motions during Global Meetings.

## Resources on the resolutions process

The Resolutions Committee has assembled useful resources on the DA wiki. If you are considering writing or submitting a resolution, we urge you to consult past resolutions and the DA mission statement. If your topic addresses internal DA structures, review the DA Charter. If your topic is a matter of public policy, review the DA Platform of 2020. All of these documents are linked here: <https://democratsabroad.atlassian.net//c/sTG0NNu2>

We also urge you to consult any global committees or task-forces that may already be working on the policy or project that you have in mind. If you're not sure whom to contact, your Regional Vice Chair (RVC) or regional team will help.

All these topics were covered in our educational sessions. You can find the slides and a recording here: <https://democratsabroad.atlassian.net//c/L69opaSd>