

# CY2012 Use of the Electronic Draft Resolutions Form By State Associations

**State association officers MUST use the following process and methods to ensure electronic Draft Resolutions Forms are submitted properly.**

State associations receive, review, and adopt draft resolutions inputs at and during their annual conferences. Industry partners may submit resolutions inputs to state association officials using the non-electronic “**Proposed 2012 Draft Resolutions**” form. State associations subsequently submit adopted resolutions to NGAUS using the “Electronic” Draft Resolutions Form. Instructions for completing and submitting this form can be found on the NGAUS Website in the Legislative Action Center under “Resolutions.” Industry resolutions inputs **MUST** be submitted to a state association – NGAUS will not take any resolutions directly from any industry member.

**Draft resolutions adopted at state conferences must be formatted as follows for submission to NGAUS:**

- Open the PDF *Electronic Draft Resolutions Form* provided by NGAUS (preferably using Microsoft products). NGAUS will be downloading the submitted forms into a Microsoft “Excel” spreadsheet.
- Fill in the applicable areas as indicated on the form (guidance is included on the form).

**IMPORTANT – Each draft resolutions form may contain only *one* “Recommendation” (This enables us to also use the form as a “Tracking Sheet” for NGB). However, the same “Background” may be used for several inputs if applicable.**

**States complete only Page 1 of the form. Page 2 is for NGAUS, NGB, TASK FORCE, AND BOARD OF DIRECTORS USE ONLY. The information on page 2 will be coordinated by NGAUS legislative staff.**

- Refer to the guidance above for fill-in text areas of the form for guidance (where “Drop-Down” lists are not provided).
- As you complete each Draft Resolutions Form, save the file using the following guidelines:
  - Before saving the file, create a separate “2012 (State Name) Draft Resolutions” folder (Example; 2012 Alabama Draft Resolutions).
  - Save a copy of each state draft resolution “Input” using the following format: (State Initials; AL, AK, AZ, AR, CA, etc.)(Input #) Example; AL1, AL2, AL3, etc.).

**Note: The “Input #” is the sequential number of drafts submitted by your state. The Input # has no connection to the Standing Resolution you are intending to change. “Category” – “Resolution #” – and “Item #” have their own “Drop-Down” lists.**

- When you have completed saving all of your state’s Draft Resolutions inputs, E-mail the “2012 (State Name) Draft Resolutions” folder to [ngausresolutions@ngaus.org](mailto:ngausresolutions@ngaus.org)

**Note: A courtesy copy to the appropriate NGAUS Program Manager:**

(Joint, [pete.duffy@ngaus.org](mailto:pete.duffy@ngaus.org); Air, [emily.sass@ngaus.org](mailto:emily.sass@ngaus.org); Army [kevin.mccolaugh@ngaus.org](mailto:kevin.mccolaugh@ngaus.org)) will provide a “head’s up” to these individuals. If you experience any problems, please do not hesitate to contact any of our staff.