

### Submission deadline: September 7, 2024.

**Conference schedule:**

September 28, 2024: Atlanta, GA (Southern and Midwestern regions)

October 19, 2024: Phoenix, AZ (Western Region)

October 26, 2024: New York, NY (Mid-Atlantic and Northeastern regions)

These conferences will feature hybrid (in-person and virtual) resolutions voting plenaries.

Resolutions working parties will be held virtually earlier during the week of each conference (schedule TBD).

The National Resolutions Committee (NRC) invites members to submit resolutions that will be considered at the Fall 2024 Regional Conferences.

To have a resolution presented at the regional conferences, ***please adhere to these requirements:***

#### 1. Getting Ready to Submit:

- **Contact the National Resolutions Committee.** The NRC can answer questions about the process, let you know if a resolution is the right path for your goal, and help you begin to structure your resolution. Email the NRC at [resol@aiusa.org](mailto:resol@aiusa.org)
- **Consider AIUSA policy:** All resolutions should consider the [Standing Rules of the Membership Resolutions Process \(MRP\)](#), [Shared Leadership Guidelines](#), [IDEA \(Inclusion, diversity, equity, accessibility\)](#), and other relevant governance policies.
- **Check the status of your membership:** To submit a resolution, your membership in AIUSA must be valid when you submit it and on the date of the Regional Conferences. You are a member if you have either paid dues in the form of a donation for membership to AIUSA within the past year or have received a dues waiver. Not sure about your membership status? Contact member services at [aimember@aiusa.org](mailto:aimember@aiusa.org) or call (212) 633-4254.
- **Determine which regional conference you will submit your resolution to:** You should submit your resolution to the regional conference which aligns with your place of residence ([AIUSA regional map](#)). Sponsors/presenters of resolutions must be current members and have voting eligibility at the conference at which they are presenting a resolution. Members may only vote at one regional conference. Thus, in order to submit a resolution to multiple conferences, you would need multiple sponsors/presenters that meet these criteria. Keep in mind that a resolution needs only pass at one regional conference to move forward to the AGM.

2. **Crafting your resolution:** After you have talked over your idea with an NRC representative and you think a resolution is the best way to move forward, you can start the process. There are three steps to the process:

a. **Review Prior Resolutions**

Reviewing previous resolutions will help you craft yours. Notice the tone and conciseness of the language used. Pay particular attention to “Whereas” and “Resolved” clauses - these are the heart of your resolution. Past resolutions can be accessed at <https://tembo.amnestyusa.org>.

b. **Write an Explanatory Note**

In about 250 words, explain your resolution; what issue does it address and what motivated you to write it? How will Amnesty International be a better organization if this resolution becomes policy?

c. **Draft the “Whereas” and “Resolved” Clauses**

Each Resolution includes “whereas” and “resolved” clauses. “Whereas” clauses give background and explanation for the policy change you are proposing. “Resolved” clauses specify the specific proposed policy change(s). The NRC can help fine-tune these after your submission.

3. **Submitting Your Resolution Proposal:**

All resolutions must be submitted by **September 7, 2024**.

- **Complete the Resolutions Submission Form** (next page)
- **Send the Resolution Submission Form to the Board Office.** Email your Submission Form as an attachment to Kristen Mensing at [kmensing@aiusa.org](mailto:kmensing@aiusa.org). Please contact Kristen via email or call (212) 633-4153 with any questions about submitting your proposal.

4. **After Submission**

Once your resolution is submitted, you should:

- **Expect contact from your NRC representative**  
Once an NRC representative has been assigned to the draft of your resolution, he or she will contact you to discuss your resolution further.
- **Be available to NRC.** The NRC works with sponsors to clarify the language and intent of your resolution. Your timely feedback is vital in this collaborative step of the process. ***Please be available to respond to your NRC representative's questions within 48 hours.***
- **Be present (virtually) at the fall conference working party and at the conference voting plenary (in person or virtually) to present and answer questions about your resolution.** You (or someone designated by you) must be available to speak for your resolution at the regional conference.

# Fall 2024 Resolution Submission Form

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**Submission deadline: September 7, 2024.**

**Please complete this form and send to the Board Office.** Email your submission form as an attachment to Kristen Mensing at [kmensing@aiusa.org](mailto:kmensing@aiusa.org). Please contact Kristen via email or call (212) 633-4153 with any questions about submitting your proposal.

Date:

To which 2024 regional conference are you submitting this resolution?

***Note:** You should submit your resolution to the regional conference which aligns with your place of residence. Presenters of resolutions must be current members and have voting eligibility at the conference at which they are presenting a resolution. Members may only vote at one regional conference. Thus, in order to submit resolutions to multiple conferences, you would need multiple sponsors/presenters that meet these criteria. Keep in mind that a resolution need only pass at one regional conference to move forward to the AGM.*

Atlanta, GA (Southern and Midwestern regions)

Phoenix, AZ (Western Region)

New York, NY (Mid-Atlantic and Northeastern regions)

## **Sponsor contact information:**

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Name:

Email Address:

Phone Number:

Alternative Phone Number:

State of Residence:

*If you plan on having someone else represent your resolution at the conference, please provide their name and contact information:*

Presenter's Name:

Presenter's Email Address

Presenter's Phone Number:

Presenter's Alternative Phone Number:

Presenter's State of Residence:

## Resolution Text

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Resolution Subject/Title:

Explanatory Note:

*In about 250 words or less, explain why you want this resolution. What issue does it address? What motivated you to write it? How will AIUSA or AI be a better organization if this resolution becomes policy?*

WHEREAS clause(s)

*Explain in one or more statements why your resolution is necessary. These will come before your resolution, so make them short to keep the focus on the more important resolved clauses.*

THEREFORE BE IT RESOLVED clause(s)  
*This is the action (or actions) that AIUSA will take if your resolution passes.*

Signature of proposer

Date