



"Serving Western Legislatures"

Policy Resolution Guidelines

The following guidelines are aimed at providing CSG West Executive Committee, policy committees, and Western lawmakers with an overview of the processes to be followed for the consideration of policy statements or resolutions that place CSG West on public record with regard to interstate or federal policy.

Executive Committee

- The Executive Committee has the sole authority to approve or rescind statements of policy that represent the official position of CSG West.
- Quorum consists of representation from a majority of the Member Jurisdictions (nine). An affirmative vote of at least two-thirds of those members present and voting is required to approve all business in the CSG West Executive Committee.
- Members of the Executive Committee are entitled to one vote. Executive Committee members unable to attend a scheduled and properly noticed meeting may designate an alternate participant at that meeting with prior written notice to the Chair from that member's appropriate authority.

Policy Committees

- As a general practice, proposed policy statements or actions will first be considered by the relevant policy committee(s). If the proposed policy statement or action does not correspond to the jurisdiction of an established committee, the CSG West chair will exercise discretion to have the proposed action considered by an appropriate committee of his/her designation, or for the consideration of the Executive Committee.
- Members of policy committees must present proposed policy statements or actions for the consideration of the committee no later than two-weeks prior to the committee's scheduled meeting. The proposals must be submitted in writing to staff or the committee chair and vice chair. CSG West staff and committee leadership, upon receiving a written proposal for the consideration of the committee, will distribute such proposal(s) to all appointed members of the committee in a timely fashion.
- A proposed resolution or action that is presented within the two-week deadline can be considered by a committee only upon the unanimous consent of the committee members present and voting.

- Pursuant to CSG West Rules, a quorum consists of at least half of the member jurisdictions appointed to the committee. An affirmative vote of at least two-thirds of those member jurisdictions present and voting is required to approve all business. Policy committee members are entitled to one vote.
- Legislators appointed from Associate Member Jurisdictions (Province of British Columbia and Province of Alberta) are permitted to vote in policy committees.
- Approved policy actions or statements by policy committees are referred to the Executive Committee for consideration.

Expiration of Adopted Policy Statements or Resolutions

- Policy statements or resolutions will expire at the end of three years of their adoption by the Executive Committee, unless otherwise stated in the adopted policy statement or resolution.
- Expired policy statements or resolutions can be reconsidered by the appropriate policy committee(s) and must adhere to the guidelines herein.

Form of Policy Actions

Policy actions considered by the Executive Committee and policy committees can be in the form of a policy statement, resolution, or correspondence when appropriate. To the extent possible, policy statements or resolutions should include a directive that provides the Officers and staff with clear instructions to effectively implement the policy statement or resolution.

Robert's Rules of Order

The Executive Committee, policy committees and any established task forces will adhere to Robert's Rules of Order when conducting business.

Adopted by the CSG West Executive Committee on July 31, 2015 during the 68th CSG West Annual Meeting in Vail, Colorado.