

Society for Nutrition Education Resolutions Process

Purpose of the Resolutions Process

Resolutions provide a route for members to propose that SNE adopt a position, take an action, or endorse a policy or principles in a formal manner. The SNE 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.*

Background and History

Since the early days of SNE, there has been support among the membership for the Society to take an active role in educating members about nutrition policy. The membership has supported establishing and maintaining an active public policy program, currently carried out by the Advisory Committee on Public Policy. The resolutions process has been one of the mechanisms for members or groups of members to bring forth policy positions for discussion and vote by the membership. This process incorporates several approaches used by other professional nutrition and public health organizations.

Directions for Submitting a Resolution for Consideration by the SNE Membership

An individual, group of SNE members, SNE Division or SNE committee may submit a resolution for consideration by the membership. SNE members 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 by e-mail and/or fax (electronic copy strongly encouraged) to the SNE office by April 7, 2008.

Each resolution must follow the format below.

Required Format for a resolution:

1. Title of resolution
2. Date of draft
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 SNE. 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 SNE members endorsing the resolution: At least 10 names required.
6. Contact person for future communications: Include name, e-mail, phone, fax, and mailing address.
7. List of people/groups from whom the author(s) sought input. Note whether alternative viewpoints have been considered.
8. Identify the primary audience(s) for the resolution.
9. Briefly describe the relevance of the resolution to SNE’s mission and vision.
10. State ways in which the author(s) anticipate the resolution will be used (e.g., policy development, public education, etc.) and the products 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.
11. Specify what support or action would be required from SNE’s administrative staff or volunteers and an estimate of the cost to SNE 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.

Process for Resolution Review:

The Issues/Resolutions Review Committee will review each resolution for:

- Factual and scientific basis and accuracy;
- Clarity of language and presentation;
- Relevance to SNE’s mission and vision; and
- Identification of potential overlap with the Advisory Committee on Public Policy’s (ACPP) recent or planned efforts.

Recommendations pertaining to the operation of the Society will not be handled through the resolutions process.

The Review Committee shall reply to the primary contact person for the proposed resolution by May 7, 2008 with one of three responses:

- 1) The proposed resolution has been approved to be posted on the SNE Website, and should be posted by June 7, 2008;
- 2) 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
- 3) 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).

Discussion of the Proposed Resolution

The SNE membership will receive the resolution by email, along with information on how the process for commenting, education, and voting on the resolution will take place. Members will be directed through a link to the password-protected members-only bulletin board on the SNE website where members can post comments, provide additional information directly or via links to articles and other resources, and have discussion. The Review Committee will summarize the electronic comments received up to one week before the annual conference.

At the annual conference, an opportunity will be provided for the primary author of each resolution to present a prepared statement, no longer than one page, on the content of the resolution. Key pro and con points will be summarized. No further discussion will be held at this time. The time of the issues and resolutions forum will be announced and publicized.

The issues and resolutions forum provides opportunities for different perspectives to be heard, when they exist. If different viewpoints have arisen during the comment process on the web forum, the Review Committee will be responsible for identifying in advance at least one individual who will present viewpoints that differ from those of the author(s). Following the forum, the Chair of the Review Committee will be responsible for ensuring that a summary of comments made at the forum is posted on the SNE Website by September 1.

Authors of the Resolution will have the opportunity to amend the Resolution as they see fit after the forum. The final proposed Resolution will be posted on the SNE Website by the 1st of October. Members can post additional comments and discussion until the February 1.

Procedures for voting on proposed Resolutions:

The resolutions ballot will be incorporated with the annual on-line ballot for election of SNE officers, Board members, and Division leaders. A resolution will be approved if at least 15% of the members cast ballots and a majority of those voting approve the resolution.

If you should have any questions, please feel free to contact Amanda Cook at (317) 328-4627 or via email at acook@sne.org.