

Guidelines, Procedures and Deadlines for submissions to the Resolutions Committee

Guidelines

Resolutions proposed for consideration by the Resolutions Sub-Committee should be **clear, accurate, relevant** and **based in the values of the Democratic Party**.

For resolutions to be considered favorably and advance to a hearing and then to the committee at large for a vote, your resolution should be:

- **Clear**: Please insure that your submission is well written and properly cited, if need be.
- **Accurate**: Please verify any facts to which you refer as being accurate and in the public record (published in or broadcast by reputable media sources).
- **Relevant**: If your resolution takes a stand for or against an issue, please explain briefly how taking the position you propose would be of benefit to the Massachusetts Democratic party as a whole
- **Based in Democratic values**: Please explain briefly how the substance of your resolution aligns with Democratic Party values (those enumerated in the preamble to our current platform).

Procedures

Resolutions must be submitted in writing* to the Executive Director of the Massachusetts Democratic Party or by email to resolutions@massdems.org at least 21 days prior to the next State Committee meeting. See 2018 deadlines below.

*Hard copy submitted via mail or a Word document /PDF attachment submitted via email are acceptable formats for submission.

Resolutions filed after this deadline will not advance to the agenda of the next State Committee meeting. Amendments to resolutions submitted by the deadline can be taken under consideration by the subcommittee at its post-hearing meeting.

Time-sensitive resolutions will be advanced to the agenda only by the discretion of the Co-Chairs of the Resolutions Committee.

Hearings for resolutions will be held at public venues to be announced in advance of each hearing date. See 2018 dates below.

Deadlines for resolutions filings for 2018 DSC meetings

DSC Meeting Date	Filing Deadline	Hearing Date
Saturday, Apr. 28, 2018	Friday, April 13	Thursday, April 19
Wednesday, Nov. 14, 2018	Wednesday, Oct. 24	Tuesday, October 30