



CSG National Policy Resolution Guidelines

Overview

The public sector members of The Council of State Governments (CSG) may, from time to time, wish to articulate specific policy positions, endorse specific policy practices, comment on specific federal actions as they relate to the states, or recognize/honor public officials. Such actions are permitted under CSG's Articles of Organization and are directed by these guidelines as maintained by the CSG Executive Committee.

Note: these guidelines only pertain to the introduction, consideration and adoption of policy resolutions by CSG's national headquarters and Washington, DC-based governance, standing and public policy committees. Each CSG regional governing authority is authorized to adopt policy resolution guidelines for use in that region.

Policy Resolution Criteria

CSG national policy resolutions should:

- have a regional and/or national focus;
- be timely and address an issue of pressing concern to the states;
- be directed at Congress, the administration or the federal courts;
- be in response to pending or potential federal action;
- promote state sovereignty and protect the role of the states in our federal system; and
- take into consideration the actions and/or policies of the other state and local government associations.

CSG National Meetings

Policy Resolution Introduction, Voting and Approval

General Rules

1. Only public sector CSG members may propose policy resolutions. For consideration by any CSG national governance or standing committee, policy resolutions must have an identified public sector sponsor present to introduce the resolution, answer questions about the proposal and provide general support.
2. Policy resolutions must be submitted to CSG staff by 5:00 p.m. (Eastern) on the 21st day prior to the start of the national meeting at which the policy resolution is to be considered. Policy resolutions failing to meet this deadline will not be considered.
3. Policy resolutions must be posted on CSG's website (www.csg.org) and distributed to relevant committee membership no later than 14 days prior to the start of the national meeting at which policy resolutions are to be considered.
4. Policy resolutions endorsed by the CSG Executive Committee will remain in effect for three years, unless an earlier expiration is provided in the policy resolution, at which time the policy resolution will sunset and no longer reflect CSG's official policy position/endorsement, unless otherwise reinstated by a new vote.
5. Policy resolutions endorsed by the CSG Executive Committee will be posted on CSG's websites within 48 hours of adoption.



Committee Assignments

During CSG's national meetings, policy resolutions may be introduced in one of three ways:

1. CSG Standing Committees – all CSG Standing Committees, e.g., Finance or Interbranch Affairs, may draft, vet, and endorse policy resolutions and refer such matters directly to the CSG Executive Committee for overall CSG adoption without first referring to the Intergovernmental Affairs Committee. However, all policy resolutions emanating from a CSG Standing Committee must be considered, vetted, and endorsed by the CSG Executive Committee before being represented as CSG policy.
2. CSG Intergovernmental Affairs Committee (IGA) – the IGA Committee may directly take up any policy resolution that does not fit within the defined jurisdictions of a standing committees. Upon adoption by the IGA Committee, policy resolutions are forwarded during the same CSG national meeting to CSG's Executive Committee for final consideration and approval.
3. CSG Executive Committee – only interim policy resolutions adopted by the CSG Leadership Council between CSG Executive Committee meetings may be considered directly by the CSG Executive Committee. All other policy resolutions must first be introduced through a CSG standing committee and may not be submitted directly to the CSG Executive Committee.

Voting and Approval

1. CSG Standing Committees – the quorum requirement for each CSG standing committee is one-fourth (25%) of those member jurisdictions represented on the committee. The endorsement of a policy resolution by any CSG standing committee requires approval by a majority vote (50% + 1) of those present and voting.
2. CSG Executive Committee – the quorum requirement for the CSG Executive Committee, when considering policy resolutions, is twenty-five (25) members. The endorsement of a policy resolution by the CSG Executive Committee requires approval by a majority vote (50% + 1) of those present and voting.

Policy Resolution Format

Policy resolutions submitted for consideration by CSG must contain the following information in addition to the policy statement:

1. Background information and/or legislative history of the policy resolution topic;
2. Internet links allowing CSG members to obtain additional information about the policy resolution topic; and
3. Management directives detailing desired outcomes and staff follow-through for all CSG endorsed resolutions. Such directives should: a) clearly define the goals of the resolution; b) clearly define the timeline of action associated with the resolution; c) clearly define and set standards of accountability; and d) meet the goals and priorities of CSG's mission.

Sample CSG policy resolutions may be found at: <http://knowledgecenter.csg.org/drupal/category/content-type/content-type/resolutions>



Interim Policymaking

Policy resolutions failing to meet the 21-day submission deadline for CSG national meetings or policy resolutions deemed pressing due to the timely nature of the topic may be submitted to CSG's Leadership Council for consideration between meetings of CSG's Executive Committee. All policy resolutions endorsed by CSG's Leadership Council will stand as CSG national policy until the next meeting of the CSG Executive Committee during which the interim policy resolution may be approved or rescinded. No policy resolutions endorsed by the CSG Leadership Council may remain in effect beyond the next CSG Executive Committee meeting unless affirmed by the CSG Executive Committee.

Interim Policy Resolution Introduction, Voting and Approval

General Rules

1. Only public sector CSG members may propose interim policy resolutions. For consideration by the CSG Leadership Council, interim policy resolutions must have an identified public sector sponsor, must be properly formatted (see Policy Resolution Format) and must be forwarded to appropriate CSG staff for transmittal to CSG Leadership Council members.
2. CSG staff will notify CSG Leadership Council members and electronically transmit a copy of the proposed interim policy resolution and supporting materials within 2 business days of receipt of the proposed interim policy resolution.
3. CSG Leadership Council members will be provided 2 business days to respond electronically with their vote accepting or declining the proposed interim policy resolution.
4. CSG Leadership Council members may amend the proposed interim policy resolution. Such amendments will trigger an automatic 2 business days extension during which time the amended proposed interim policy resolution will be transmitted to all CSG Leadership Council members electronically and members asked to respond with their vote accepting or declining the amended proposed interim policy resolution.
5. At the discretion of the CSG Chair, the CSG Leadership Council may be convened via conference call to discuss the proposed or amended interim policy resolution.
6. No proposed or amended interim policy resolution may remain under consideration by the CSG Leadership Council for longer than 5 business days following initial transmission to CSG Leadership Council members. Such items will be removed from the CSG Leadership Council's consideration.
7. A majority vote (50% + 1) of all CSG Leadership Council members is required to endorse a proposed or amended interim policy resolution.
8. Upon the CSG Leadership Council's acceptance of the proposed or amended interim policy resolution, CSG staff will, within 2 business days, take the following actions: 1) notify the sponsor(s) of the interim policy resolution; 2) notify members of the CSG Executive Committee and the CSG Leadership Council; and 3) post the approved interim policy resolution on CSG's websites. Such items will be labeled "interim" and will list the membership of the CSG Leadership Council.
9. Upon the CSG Leadership Council's declination of the proposed or amended interim policy resolution, CSG staff will, within 2 business days: 1) notify the sponsor(s) of the interim policy resolution; and 2) notify members of the CSG Leadership Council.
10. All interim policy resolutions adopted by the CSG Leadership Council will automatically sunset at the next meeting of the CSG Executive Committee unless approved by the CSG Executive Committee.



**The Council
of State
Governments**

CSG Staff Contacts

For additional information on the CSG policymaking process, please contact Elizabeth Whitehouse, CSG Chief Public Policy Officer at (859) 244-8142 or ewhitehouse@csg.org. For additional information on CSG's parliamentary and quorum requirements, please contact Jason Moseley, CSG General Counsel at (859) 244-8145 or jmoseley@csg.org.