

Basic Rules for Resolutions

The basic rule for resolutions is that:

ALL PROPOSED RESOLUTIONS MUST BE SUBMITTED AS PER THE RESOLUTION GUIDELINES

There are four stages to resolutions. The sponsor of the resolution proposal has primary responsibility at each of these stages. Please note that the Resolutions Committee is responsible only to facilitate the process and provide guidance. Drafting, explaining, defending, and finalising resolutions (including follow-through once their resolution is adopted by the ISTS) is the responsibility of the sponsor of the resolution proposal.

The **first stage** is submission of the resolution proposal.

- All resolution proposals must be submitted in English.
- Fill out the Resolutions Submission Form that is posted on the ISTS Symposium website.
- Clearly indicate to whom the resolution is targeted. For example, this could include specific people, government agencies, domestic or international organisations, etc. Include specific names and addresses indicating to whom the resolution should be sent.
- The resolution proposal must adhere to the proposal guidelines and, technically, be of high quality. If applicable, citations should be used within the text to support specific claims. The Resolutions Committee, may request the sponsor to make alterations at this stage to ensure that the proposal meets the above requirements
- *Please note this new requirement of providing documentation and other relevant evidence to support the proposed resolution.*

The **second stage** is the review of the proposed resolution by the Board of Directors.

Upon review, the ISTS Board of Directors may choose to:

- 1) Approve the resolution. The resolution will then be brought up for discussion and vote at the ISTS Plenary Business Meeting at the next annual symposium.
- 2) Request the sponsor to make specific alterations to the resolution and then resubmit the resolution to the Board of Directors.
- 3) Table the resolution for further discussion. For example, further information might be required to properly evaluate the proposed resolution.
- 4) Reject the resolution.

The **third stage** is the ISTS Plenary Business Meeting during the Symposium where resolutions, accepted by the Board of Directors, are discussed and voted on.

- At least one sponsor of the resolution proposal must attend the Plenary. Sponsors are expected to answer questions in regard to their resolution proposal at the Plenary.

During the Plenary Meeting a member of the Resolutions Committee will add into the resolution any changes that are made and voted on at the Meeting.

The **fourth and final stage** is the finalising of an approved resolution. The resolution sponsor is responsible for:

- a final proof reading;
- organising translations into any other languages that are required;
- providing a list to whom the resolution should be sent, including current addresses.
- it is also highly recommended that the sponsor identify an organisation that can provide support for the printing and distributing of any resolution that will involve significant financial costs .

The sooner these tasks are completed the sooner the resolution can be sent out.