

Resolution Guidelines

International Sea Turtle Society

I. GENERAL INFORMATION

A) Who can submit resolution proposals?

- 1) Any Member of the International Sea Turtle Society (ISTS) may submit proposals for resolutions to be considered during the Annual Symposium on Sea Turtle Biology and Conservation.
- 2) A Member is any person who has paid their annual membership dues (<http://iconferences.seaturtle.org>) for the ISTS for the year in question; dues must be paid before submitting any proposed resolution.

B) Purpose of proposed resolutions

Proposed resolutions must be relevant to the Vision and Mission Statements (<http://www.seaturtle.org/ists/mission.shtml>) of the ISTS, focusing on issues related to sea turtles and their habitats. Their purpose must be to further and support endeavours related to the biology and conservation of sea turtles.

C) Language of proposed resolutions

- 1) All proposed resolutions must be written in clear, succinct English, the official language of the ISTS.
- 2) Sponsors of proposals of particular relevance to countries or organizations where English is not the official language must submit - together with the English text –translations of their proposed resolutions in the relevant language.

D) Style and format of proposed resolutions

Proposed resolutions must conform to the contemporary style used in resolutions. Please check resolutions from past years for guidance, for example those published in the Marine Turtle Newsletter as follows:

- a. Resolutions of the Participants at the 17th Annual Symposium on Sea Turtle Biology & Conservation. ([Anon. 1997. Marine Turtle Newsletter 77:28-31](#)).
- b. Resolutions of the Participants at the 19th Annual Symposium on Sea Turtle Biology & Conservation. (Pamela Plotkin. 1999. Resolutions of the

Participants at the 19th Annual Symposium on Sea Turtle Biology and Conservation. [Marine Turtle Newsletter 85:20-24](#)).

- c. Resolutions of the Participants at the 20th Annual Symposium on Sea Turtle Biology & Conservation (Sheryan Epperly & Jack Frazier. 2000. Resolution of the Members of the 20th Annual Symposium on Sea Turtle Biology & Conservation. [Marine Turtle Newsletter. 88: 22-26](#)).
- d. Resolutions of the Participants at the 21st Annual Symposium on Sea Turtle Biology & Conservation (J. Frazier, 2001, Resolutions of the 21st Annual Symposium on Sea Turtle Biology and Conservation, Philadelphia, Pennsylvania, USA, February 24-28 , 2001. [Marine Turtle Newsletter, 93: 24-30](#)).

E) Deadline for submission of proposed resolutions

Resolutions proposals to be considered at the 27th Symposium (Myrtle Beach, 22-28 Feb 2007) must be submitted no later than **15 November 2006**.

II. SUBMITTING PROPOSALS FOR RESOLUTIONS

Please read - and follow - these steps if you wish to submit a proposal for a resolution: *Any submissions that do not fulfil these requirements will be rejected by the Resolutions Committee or the [Board of Directors of the ISTS](#).*

A) Information to be included in proposed resolutions

1) Required information:

- a. text of the proposed resolution,
- b. name(s) of sponsor(s),
- c. full address(es) of sponsor(s),
- d. draft cover letter for the signature of the President of the ISTS (see examples from previous Symposia):
 - o [Example 1 PDF](#)
 - o [Example 2 PDF](#)
 - o [Example 3 PDF](#)
 - o [Example 4 PDF](#)
- e. list of full names, titles and addresses to whom the final approved resolution is to be sent.

2) Additional information:

- a. name(s) and contact(s) of collaborating institutions that have agreed to assist in the printing and distribution of the final approved resolution,
- b. translation(s) of the resolution into the required language(s),
- c. translation(s) of the draft cover letter for the signature of the President of the ISTS into the required language(s),

3) Supporting documentation: It is the responsibility of the sponsor(s) to provide documentation and other relevant evidence to support the proposed resolution; these materials may include scientific articles, copies of government legislation, and/or newspaper articles. These materials must be made available by posting them to the [Symposium Forum](#), or by posting them at the Annual Symposium Registration room during the Annual Symposium.

4) Sponsors of resolution proposals must be able to explain and justify their proposals. Likewise, anyone who is listed as endorsing a proposed resolution must be able to explain and justify the proposal, at least at a basic level.

B) Method of submission

1) Submission via email (preferred)

- a. Address your e-mail to following address:
Resolutions Committee - <resolutions@seaturtle.org>
- b. Write "SYMPOSIUM RESOLUTION" in the subject line.
- c. Fill out the RESOLUTIONS SUBMISSION FORM that is currently posted at <<http://www.seaturtle.org/symposium/resolutions/>>. Fill out all required information and email this form with appropriate supplementary information for your proposed resolution either as an attached file (MS-Word, Rich text (.rtf) or text (.txt) format.

2) If you do not have access to e-mail, please contact the ISTS secretary or one of the Resolutions Committee Co-Chairs and ask for a RESOLUTIONS SUBMISSION FORM. Fill out the form and send with any appropriate supplementary information for your proposed resolution by FAX/facsimile or by mail to one of the Co-Chairs of the Resolutions Committee or the ISTS Secretary (see below). Please note that the completed form and supplementary materials must be received by submission deadline to be considered:

Nancy FitzSimmons
Co-Chair, ISTS Resolutions Committee
University of Canberra
Institute of Applied Ecology
Canberra, ACT 2601 AUSTRALIA
Tel: 61-2-6201-2237
Fax: 61-2-6201-2328
E-mail: nancy.fitzsimmons@canberra.edu.au

Jeffrey A. Seminoff
Co-Chair, ISTS Resolutions Committee
NOAA-National Marine Fisheries Service
8604 La Jolla Shores Drive
La Jolla, California 92037
Tel: 858.546.7152

Fax: 858.546.7003
E-mail: Jeffrey.Seminoff@noaa.gov

Manjula Tiwari
ISTS Secretary
Marine Turtle Research Program
NOAA-National Marine Fisheries Service
Southwest Fisheries Science Center
8604 La Jolla Shores Drive
La Jolla, California 92037 USA
Tel: +1 858 546 5658
Fax: +1 858 546 7003
Email: Manjula.Tiwari@noaa.gov

C) Questions about submitting proposals for resolutions to the ISTS

If you have questions regarding resolution submission, please contact one of the Co-Chairs of the Resolutions Committee or the ISTS Secretary.

III. PROCESS FOR CONSIDERING PROPOSED RESOLUTIONS

A) Review of Proposed Resolutions prior to the Plenary Business Meeting

- 1) All proposed resolutions will be reviewed by the Resolutions Committee to insure that they meet the requirements established by the ISTS (see above). Please note that ISTS officers and Resolutions Committee Members are NOT responsible for rewriting resolution drafts, and any proposals that are incomplete, unclear, or inadequately written or presented will be rejected.
- 2) The Resolutions Committee will forward all proposed resolutions that meet the minimum requirements to the Board of Directors, with any relevant comments or recommendations. This will be done well before the BoD Meeting, at a deadline set by the ISTS President, in order to give the BoD adequate time for considerations.
- 3) The Board of Directors will review all proposals for resolutions that have been submitted and meet the minimum requirements. Proposals will be rejected by the BoD as unfit to be presented to the Plenary Business Meeting of the ISTS if they do not meet the aforementioned criteria. Reasons for rejection of any proposed resolution will be provided to the respective sponsor(s) by the Co-Chairs of the Resolutions Committee or by the BoD on request.

B) Consideration of proposed resolutions during the Plenary Business Meeting of the ISTS

- 1) All proposed resolutions approved by the Board of Directors will be presented to, and voted upon, by the Members of the ISTS during the Plenary Business Meeting.
- 2) Information for sponsors of resolutions:
 - a. The Primary Sponsor for each proposed resolution **MUST** be present during the Plenary Business Meeting so that they may respond to questions about their proposed resolution.
 - b. All Resolution Sponsors must be prepared to provide a BRIEF (two minute maximum) resume of the proposed resolution when they first move to submit the resolution to the Members at the Plenary Business Meeting.
 - c. Sponsors are encouraged to ask the Parliamentarian of the ISTS - prior to the Plenary Business Meeting - to brief them on procedural aspects.
- 3) Suggestions for Members of the ISTS
 - a. Please carefully review the proposed resolutions in advance of the Plenary Business Meeting. These will be available
 - on the website for resolutions
<<http://iconferences.seaturtle.org/resolutions/>>
Please check back at the website periodically for updates.
Translations into Spanish and other appropriate languages will be posted to the website as they become available.
 - on display at the Registration Room during the Annual Symposium.
 - b. ISTS Members who need clarification or further information on any proposed resolution are encouraged to communicate directly with the relevant sponsor(s).
 - c. A [Message Board](#) will be provided on the Symposium webpage for each proposed resolution, where Members are welcome to register their questions and comments.
 - d. Do NOT expect any of the officers or organizers of the ISTS to discuss, clarify, or justify any proposed resolution.
 - e. Any Member is free to make comments or raise questions on any of the proposed resolutions during the Plenary Business Meeting.
 - f. **Please note that only the resolution proposals that fulfil the minimum requirements will appear at the ISTS website.**

IV. Final Comment

Please keep in mind that the ISTS as a society may be legally responsible for the consequences of endorsing an improperly built or supported resolution, this is one of the primary reasons for the requirement for increased transparency with respect to supporting documentation for all resolution proposals. Moreover, please recall that the ISTS is an ALL-VOLUNTEER organization. By following these guidelines carefully you will make things simpler and increase the speed and efficiency with which your needs can be attended to.