

Delegate Assembly Business Item Checklist



This checklist is designed to assist members in writing business items to be considered by the Delegate Assembly. These are general guidelines for all items. Additional guidance for each item is also listed on the individual submission forms. Following these guidelines will help ensure that your item receives appropriate consideration.

Per the MSCF Bylaws Article V, Section 2, the Delegate Assembly shall have the authority:

- a. to propose new policies to the Board of Directors;
- b. to review the existing policies of the organization and advise the Board of Directors thereon;
- c. to consider and recommend new business items as proposed by chapters, the Board of Directors, the Executive Committee, or individual members;
- d. to recommend amendments to the Constitution and Bylaws to the Board of Directors. Proposals for amendments shall be submitted to each chapter thirty (30) days prior to the Delegate Assembly;
- e. to consider and establish resolutions for the organization.

To prepare an effective business item:

- 1) Determine what type of item you wish to submit.
 - **Policy Item:** These are the rules the organization follows when carrying out its operations.
 - **Action Item:** Directs a group or individuals within MSCF to take specific actions.
 - **Constitution and Bylaw Amendment:** These are the internal laws of MSCF and are enforceable in court as a contract.
 - **Resolution:** A statement of values or a position on an issue. Resolutions are primarily statements to communicate our values to external audiences.
 - **Rescind/Retire a Resolution:** May apply to any current resolution.
- 2) Ensure the desired action is not out of order.
 - It cannot violate a federal, state or local law.
 - It cannot conflict with the MSCF Constitution or Bylaws.
- 3) Consider whether the desired action or activity is the responsibility of a different body.

For example, the authority to set the budget rests with the Board of Directors. The Delegate Assembly can advise and make recommendations to the Board of Directors on budgetary issues, in the form of an action item or resolution, but the Board is still the decision making body.

4) Research whether the issue has already been addressed in any of our current governing documents. These documents would include the Constitution and Bylaws, our Core Values statement, Standing Resolutions, Committee Position Statements, and Financial and Operational Policies. All documents can be viewed on the MSCF website: www.msctmn.org

5) Consult with others who may be impacted by the item you are bringing forward.

If you have any questions as you are preparing your item, please reach out to the state office for assistance by emailing mscf@edmn.org.