

## **THE ENLISTED ASSOCIATION OF THE ARKANSAS NATIONAL GUARD RESOLUTIONS COMMITTEE STANDARD OPERATING PROCEDURES (SOP)**

**1. PROPONENT:** This SOP is established by the Chairperson of the EAANG Resolutions Committee. Submit suggested changes to this SOP to EAANG, ATTN: President, PO Box 535, North Little Rock, AR 72115. Suggested changes will then be forwarded to the current EAANG Resolutions Chairperson.

**2. AUTHORITY:** The EAANG 1<sup>st</sup> Vice President shall serve as the EAANG Resolutions Committee Chairperson. In the event the 1<sup>st</sup> Vice President is unable to serve as the Resolutions Committee Chairperson, a person will be appointed by the President of EAANG to serve as the Resolutions Chairperson.

**3. PURPOSE:** The purpose of this SOP is to establish guidelines for the submission, processing, review and potential adoption of resolutions presented to EAANG. Additionally, this SOP clearly defines the duties and responsibilities of all individuals involved in the EAANG resolutions process.

**4. INTENT:** The intent of this SOP is to provide for an orderly and professional manner of submitting resolutions. This SOP is not intended to constrict or discourage our membership from active participation in the resolutions process. If this guidance conflicts with a member's ability to submit resolutions, the EAANG Resolutions Chairperson will make every effort to resolve the conflict. It is the goal of EAANG to promote a free exchange of ideas and issues by making the resolutions process as user friendly as possible.

**5. ACRONYMS AND DEFINITIONS:** Throughout this SOP the following acronyms, words and phrases are used, as defined:

**A. Agency Comment Period** – The time provided to an agency affected by a proposed EAANG Resolution(s), defined as the first full month following the Annual EAANG State Conference.

**B. EAANG RESSUB Form 1** – The form used to forward an EAANG Resolution from the EAANG Resolutions Chairperson to the EAANG President and Legislative Committee Chairperson. One form must be attached to EACH resolution sent.

**C. EAANG RESSUB Form 2** – The form used to initiate the resolutions process. Use this form for the initial submission of a proposed resolution to the EAANG Resolution Chairperson.

**D. EAANG** – Enlisted Association of the Arkansas National Guard

**E. EAANG President** – The individual elected by EAANG as the President of EAANG.

**F. EAANG Resolutions Chairperson** – The individual serving as the EAANG 1<sup>st</sup> Vice President or the person appointed by the EAANG President.

**G. ARNG-LL** – Arkansas National Guard-Legislative Liaison.

**H. SOP** – Standard Operating Procedure

**6. DUTIES AND RESPONSIBILITIES:** Several individuals or groups are involved in the successful processing of resolutions. The following is a list of duties and responsibilities of those individuals or groups and the process to be followed for resolution consideration. The list is not all-inclusive but provides a basic understanding of the resolutions process.

**A. EAANG Members** – Each member of EAANG wishing to submit resolutions will insure resolutions submitted to the EAANG Resolutions Chairperson are complete and utilize EAANG RESSUB Form 2, includes an EAANG RESSUB Form 1, and transmitted in accordance with the time frames established by this SOP. These duties can be accomplished by an individual member, or by a member on behalf of other concerned parties. All resolutions must be processed through the Resolutions Chairperson.

**B. EAANG Resolutions Chairperson**– The EAANG Resolutions Chairperson will solicit, coordinate and insure resolutions are prepared using EAANG RESSUB Form 2. Using the prepared EAANG RESSUB Form 1, properly formatted resolutions will be forwarded by the EAANG

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Resolutions Chairperson, to the EAANG Resolutions Committee in accordance with the timeframe established by this SOP.

**C. EAANG Resolutions Chairperson** – The EAANG Resolutions Chairperson will:

- (1) Review, update and publish this SOP for availability and distribution as needed to all EAANG members.
- (2) Solicit, coordinate, receive and insure proper formatting of resolutions.
- (3) Combine resolutions of similar topics into one EAANG resolution, insuring the intent and purpose of the similar resolutions is conveyed in the combined EAANG resolution.
- (4) Forward to the EAANG Legislative Committee Chairperson, with info copies to the EAANG President, all EAANG Resolutions referred to in subparagraph C (3) above, and providing comment as appropriate.
- (5) Coordinate with the EAANG President during the agency comment period to insure all issues surfaced by affected agencies are fully understood.
- (6) Compile a “draft resolutions” report to be forwarded to all members of the EAANG Resolutions Committee prior to the annual conference; providing sufficient time for each Committee member to review proposed resolutions and establish position. Include information received from affected agencies during the comment period, if available.
- (7) Forward a copy of the draft resolutions to the Legislative Committee Chair prior to the annual conference.
- (8) Accomplish all duties listed in sub-paragraphs C (1) through C (6) in accordance with the timeframes established.
- (9) Resolve, to the greatest extent possible, individual and District conflicts with this SOP. Coordinate with the EAANG President on issues that cannot be resolved.
- (10) Coordinate, through the EAANG Vice President, with the Annual Conference Host facility to insure adequate meeting facilities, administrative support equipment and printing capabilities.
- (11) Coordinate with the EAANG President to insure proper agenda scheduling providing for adequate time to conduct the EAANG Resolutions Committee meeting.
- (12) Conduct the EAANG Resolutions Committee meeting at the EAANG Annual Conference as directed by this SOP. Insure the decisions and recommendations of the committee are properly documented as a report to the General Conference.

**D. EAANG President** – The EAANG President will:

- (1) Appoint the EAANG Resolutions Committee Chairperson in the event the EAANG 1<sup>st</sup> Vice President is unable to perform the duties.
- (2) Review all EAANG Resolutions forwarded to the EAANG President by the EAANG Resolutions Chairperson and provide comment as appropriate.
- (3) Act as the final authority in resolving individual and District conflicts referred to in sub-paragraph C (9) above.
- (4) Forward proposed EAANG Resolutions, with EAANG RESSUB Form 2, to the appropriate affected agency or agencies for comment.
- (5) Return proposed EAANG Resolutions, with any comments from affected agencies, to the EAANG Resolutions Chairperson in accordance with the timeframes established by this SOP.
- (6) Forward approved EAANG Resolutions to the proper agencies, as suggested by the “recommendation” section of the resolution.
- (7) Periodically, report the status of EAANG Resolutions to the membership body.
- (8) As needed, forward approved EAANG Resolutions to the ARNG-LL; President of the National Guard Association of Arkansas; and the EANGUS Area IV Resolutions Committee Chairperson.

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**7. EAANG RESOLUTIONS TIMEFRAMES:** The following is a suggested timeframe for the resolutions process. As indicated in paragraph 4, the intent of this SOP is not to mandate specific requirements, but to establish guidelines to provide for an orderly resolutions process.

<b>1 September – 31 December</b>	EAANG President appoints/reappoints EAANG Resolutions Chairperson.
<b>1 January – 15 February</b>	EAANG Resolutions Chairperson distributes current Resolutions Committee SOP in accordance with paragraph 6C(1) of this SOP.
<b>1 January – 15 February</b>	EAANG resolutions Chairperson places a “Call for Resolutions” from the EAANG membership.
<b>16 February –15 April</b>	EAANG members submit resolutions to EAANG Resolutions Chairperson, utilizing EAANG RESSUB Forms 1 and 2.
<b>April - May</b>	EAANG General Conference – Conduct Resolutions Committee meeting and provide General Conference attendees with final Resolutions Committee Report for action.
<b>May</b>	EAANG Resolutions Chairperson submits EAANG Resolutions to EAANG President, and Legislative Committee Chairperson.
<b>June</b>	EAANG President forwards EAANG Resolutions to the affected agencies for comment.
<b>June – July</b>	Affected Agency Comment Period.
<b>July</b>	EAANG President returns the proposed EAANG Resolutions to the EAANG Resolutions Committee Chairperson, with the affected agency comments, ideally posted to the EAANG RESSUB Form 2.
<b>August</b>	EAANG President distribute approved EAANG Resolutions to the appropriate agencies.

**8. EAANG RESOLUTIONS FORMAT:** The required format for EAANG Resolutions submissions is EAANG RESSUB Form 1 and EAANG RESSUB Form 2. Examples of these forms are provided below. Resolutions should be submitted as a Microsoft Word Document, when possible. A file of the forms in Word format will be provided on the EAANG website, and is available upon request from the EAANG President, 1<sup>st</sup> Vice President, and from District Representatives. Resolutions will be submitted via e-mail to the EAANG Resolutions Chairperson. Each proposed resolution will be limited to no more than one issue. Do not combine multiple issues in one proposed resolution or the proposed resolution will be returned without action.

**EAANG RESOLUTION SUBMITTAL FORM  
(TO BE COMPLETED BY SUBMITTER)**

**THE ENLISTED ASSOCIATION OF THE ARKANSAS NATIONAL GUARD  
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**RESOLUTION TITLE:** \_\_\_\_\_

\_\_\_\_\_  
**SUBMITTED BY:** \_\_\_\_\_

***CONTACT INFORMATION MUST BE PRIVATE, PERSONAL INFORMATION. DO NOT  
USE A GOVERNMENT ADDRESS, PHONE NUMBER OR EMAIL***

**ADDRESS:** \_\_\_\_\_

**CITY/STATE/ZIP:** \_\_\_\_\_

**HOME PHONE:** \_\_\_\_\_

**CELL PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**REFERENCES:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
(State Law / US Code / Military Regulations, Etc.)

//////////////////////**BELOW TO BE COMPLETED BY RESOLUTIONS CHAIR**\\

**DATE RECEIVED:** \_\_\_\_\_

**RESOLUTION NUMBER ASSIGNED:** \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_  
**RECOMMENDATION:** \_\_\_\_\_

**CONFERENCE VOTE RESULT:** \_\_\_\_\_

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**Enlisted Association of the Arkansas National Guard (EAANG) Resolution**

**AR \_\_\_\_\_ - \_\_\_\_\_ (DRAFT)**

**TITLE:** \_\_\_\_\_

**SHORT DESCRIPTION:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**PROPOSAL TYPE:** \_\_\_\_\_

**SUBMITTER:** \_\_\_\_\_

**BUSINESS CASE:** \_\_\_\_\_

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**RECOMMENDATION:** \_\_\_\_\_

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