# Form Instructions

## The **Plenary** **Legislative Business Submission Form** is the primary mechanism for submitting policy/programmatic resolutions, position statement resolutions, or amendments to the NBLSA Constitution and/or Bylaws. Please follow the instructions below to submit your proposed business item. Failure to complete the form in full and with sufficient completeness shall result in the form being withheld from consideration by the National Constitution and Bylaws Committee or the regional equivalent. Items should be submitted via email with ‘**national convention plenary legislative business’** in the subject line to the National Parliamentarian at parliamentarian@nblsa.org **and** the National Secretary at secretary@nblsa.org by the due date and time.

**Note**: A chapter must be in good financial standing prior to the submission of any amendments or other business items to the assembly.

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| --- | --- |
| **Name:** |  |
| **Law School:** |  |
| **Region:** | NEBLSA | MABLSA | WRBLSA | SRBLSA | MWBLSA | SWBLSA |

**Please indicate the type of business item being submitted by the chapter.** Items should not be “bundled” into one form. Individual items should be submitted separately with a new form attached thereto.

[ ] Policy Resolution

[ ] Programmatic Resolution

[ ] Position Statement Resolution

[ ] NBLSA Bylaws Amendment

[ ] Amendment to Regional Bylaws

[ ] Amendment to Regional Constitution

Definitions

* Policy Resolution – a resolution that mandates/prohibits/changes broad or specific operating procedures, processes or practices of NBLSA or its Regions. This may also be used to delegate

specific tasks or authority to the NBLSA National Board or specific officers or other NBLSA entities.

* Programmatic Resolution – a resolution that creates, amends, adjusts, or eliminates a program carried out by NBLSA or its Regions.
* Position Statement Resolution – a resolution that outlines and makes public the position of the organization in support of, against, or some other posture towards an issue, happening, or

external policy. **Note: cannot be used to support or disparage candidates for any elected political office.**

* Amendments *–* a resolution that specifically amends the governing documents of NBLSA or one of its Regions. Where a Region does not have such documents, this type of resolution may be used to establish Regional Governing Articles and/or Bylaws.

## All proposed business must be approved by the National Constitution and Bylaws Committee, or the regional equivalent, or the National Executive Board, or the regional equivalent, prior to being heard by the National or Regional Assembly. The following questions help the committee or board reviewing your submission understand your rationale. This form will not be seen by the Assembly.

**Rationale Statement**

Please provide the rationale for submitting your resolution.

# Impact Statement

Please provide the projected impact upon NBLSA should your resolution be adopted by the assembly.

All submissions are done on behalf of a chapter, which is the basic voting unit of the National and any regional assembly. The undersigned certify that they have the approval of one of the the chapter delegates to submit the *following resolution on the chapter’s behalf.*

Signature of Submitter Date

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Signature of Chapter Delegate Date