

RESOLUTION SUBMISSION RULES

Computer generated document:

1. Send each resolution as a separate Word document. Do Not submit a PDF.
2. Use Arial 11 font
3. Name the file using the chapter abbreviation, rule number, and your name. Do Not include a name for the rule.

AP rule 13.6.2 P. Webb
AP new rule Sec.13.6 P. Webb

All submissions:

1. On the resolution page (see following examples):
 - a. List the chapter, sec. number and rule number in the header of the page
Resolution AP
Administrative Practices, SEC. 13.0 Rulebook Changes, sub section 13.6
Bylaws/rulebook distribution, rules 13.6.2 and 13.6.2.1
 - b. If the resolution will create a new rule show that in the header
Resolution AP
Administrative Practices, SEC. 13.0 Rulebook Changes, sub section 13.6
Bylaws/rulebook distribution, new rule
2. Do not assign numbers to new rules, or rules that are being moved to a new location. Simply indicate the desired section number.
3. If a rule is being deleted and it has sub rules, if those sub rule numbers are not listed in the header they will not be deleted.
4. **When submitting via email**
 - a. Do Not type the resolution into the body of the email
 - b. Submit each resolution as an attachment
 - c. Send a separate email for each resolution
 - d. In the Subject line indicate the Chapter name, SEC. number and rule number
 - i. Resolution AP SEC. 13.0, rule 13.6.2
5. **When submitting via mail or fax**
 - a. Include a cover note indicating how many resolutions are in the submission

RESOLUTION FORMAT

Resolution # (chapter abbreviation) _____ (leave number blank)

[Chapter name], [if bylaws – Article number and title], [SEC. Number and title], [sub section number and title, if any], [rule number, if one exists]

WHEREAS, , and;

WHEREAS, , and;

WHEREAS,;

Therefore Be It *Resolved* that [Chapter name], [if bylaws – Article number and title], [SEC. Number and title], [sub section number and title, if any], [rule number, if one exists] be amended as follows:

Submitted by: {name} , {type of membership} member

Committee: Adopted as written ___ Adopted as amended ___ Rejected___

Council Of Members : Adopted as written ___ Adopted as amended ___ Rejected___

RESOLUTION EXAMPLE

Resolution # H _____

Horsemastership, SEC. 1.0 General Rules, rule 1.4.1; and SEC. 2.0 Compulsory Phases of Competition, rule 2.2

WHEREAS, Section 1.4.1 makes more sense being included in Section 2.2;

Therefore be it *Resolved* that Horsemastership, SEC. 1.0 General Rules, rule 1.4.1; and SEC. 2.0 Compulsory Phases of Competition, rule 2.2 be amended as follows:

Section 1.4.1 be deleted and added to 2.2 as follows:

2.2 In English, Gymkhana and Western there will be two riding events. In Gymkhana, the two obstacle courses are considered one event. In Combined there will be four riding events.

Submitted by: Peggy Hetlage, Senior member

Committee: Adopted as written ___ Adopted as amended ___ Rejected___

Council Of Members : Adopted as written ___ Adopted as amended ___ Rejected___
