




THE UNITED STATES CONFERENCE OF MAYORS

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TO: Member Mayors

FROM: Tom Cochran, Executive Director 

SUBJECT: Amended Resolutions/Standing Committee Membership Process –
May 3rd Deadline

DATE: January 24, 2006

During The U.S. Conference of Mayors 2005 Fall Leadership Meeting in Long Beach, the mayors attending the Executive Committee voted unanimously for an amended resolutions and standing committee membership process, which was then presented to the entire leadership meeting. A copy of this document, as amended, is attached.

The amended process contains firm deadlines and procedures for: 1) submission of resolutions prior to the Annual Conference; 2) standing committee membership selection; and 3) committee and floor action on resolutions.

As you will see in the document, *“The Resolutions Process begins with the Winter Meeting with a call for proposed resolutions. The Process ends with the Plenary/Business Session of the Annual Meeting. Please note that the Executive Committee has said that the deadlines and process in between must be strictly observed by all.”*

The document further states that *"All proposed resolutions from member Mayors and the names of all co-sponsors must be submitted and received at the Conference headquarters on or before thirty (30) calendar days before the first day of the Annual Meeting. The deadline for submission and receipt by the Conference of Mayors shall be 5 p.m. Eastern Time. Should the deadline fall on a holiday or a weekend the deadline shall be extended to 5 p.m., Eastern Time, on the next work day."*

As a result, the resolutions submission deadline for our Annual Meeting in Las Vegas is Wednesday, May 3, 2006 at 5:00pm Eastern Daylight Time. This is the same deadline for standing committee membership changes, as detailed in the amended process.

If you have any questions on this process, please contact my Chief of Staff Ed Somers at (202) 861-6706 or esomers@usmayors.org, or talk to the lead staff for your standing committee.

Attachment