

Resolution/Membership Process for Standing Committee  
and Plenary/Business Session Operation  
at the Annual Conference of Mayors  
Adopted by the Executive Committee  
August 1977  
Amended September 1992  
Amended September 2005

*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.*

*Only “member Mayors” of cities with populations of 30,000 or greater are eligible for the rights and privileges detailed in this document.*

I. Introduction of Resolutions

A. Submission

1. Only Mayors whose cities are members (“member Mayors”) of The United States Conference of Mayors may submit or co-sponsor resolutions for consideration at the Annual Meeting.
2. 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.
3. Resolutions introduced after this deadline shall require a 2/3’s vote to be considered, as further stated below. There shall be no changes in the language of a resolution after the deadline until the committee and floor process of the Annual Meeting.

4. The Mayor submitting a proposed resolution with co-sponsors is responsible for the accuracy of the list of co-sponsors. In addition, the lead sponsor is required to send a final copy of the resolution to all mayors who the lead sponsor has listed as co-sponsors.

5. A resolution submitted by a member Mayor's proxy or a notification of co-sponsorships submitted by a member Mayor's proxy will not be received by the Conference unless the proxy also submits a written certification, which may be filed electronically, that she or he is specifically authorized by the Mayor to submit the resolution or add the Mayor's name, or other mayors' names, as a co-sponsors.

6. A Mayor may add her or his name as a co-sponsor after the deadline but her or his name will not appear as a cosponsor on the resolution until the proposed resolution is approved by the Standing Committee and is printed for consideration at the Business/Plenary Session. Resolutions may only be submitted or sponsored in the name of member mayors, not in the name of internal or external organizations or groups.

7. If a member Mayor fails to submit a resolution in a timely fashion, that Mayor must secure the sponsorship of a member of the Standing Committee of appropriate jurisdiction who must add her or his name to the resolution. In addition, the members present and voting must cast a 2/3's affirmative vote to bring the resolution before the Standing Committee for discussion.

#### B. Jurisdiction and Dissemination

1. Upon the close of the deadline for submitting proposed resolutions, the Chair of the Membership Committee and the General Counsel will determine the appropriate Standing Committee designation for all proposed resolutions. Generally, no resolutions will be referred to more than two Standing Committees.

2. Proposed Resolutions will be printed and distributed at least two weeks prior to the Annual Meeting to member Mayors, and they will be posted on the Conference's web site.

## II. Standing Committee Membership and Procedure

### A. Chairs and Membership

1. The President of The United States Conference of Mayors names the Chairs and Vice Chairs of the Standing Committees. The President shall not name any member of the Executive Committee to serve as a Standing Committee Chair, except for the Tourism, Arts, Parks Entertainment and Sports Committee and the International Affairs Committee. If it becomes known prior to or during the Annual Meeting that a Chair will not be in attendance for either the committee or floor process, the President will designate an Acting Chair, with preference to a Vice Chair of that Standing Committee.

2. A member Mayor may select Standing Committees on which to serve. A Member Mayor may serve on only one Standing Committee, except that member Mayors may also serve on either the Tourism, Arts, Parks, Entertainment and Sports Committee or the International Affairs Committees in addition to one other Standing Committee. And, member Mayors may serve on the Membership Committee in addition to all other selections. The acceptance of an appointment as Chair or Vice Chair of a Standing Committee will automatically supersede previous committee selections by a mayor if there is a conflict with Standing Committee rules. The committee selections will be automatically renewed each year unless a member Mayor chooses to make a change, which change must comply with the Section B (1) deadline.

### B. Selection Deadlines

1. For continuing member Mayors, a Standing Committee membership selection must be submitted in writing, or by email, 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 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. No changes in Standing Committee membership will be allowed after the deadline. Standing Committee membership will be published on a private link available to member Mayors and members of the Conference Business Council on the [usmayors.org](http://usmayors.org) web site shortly after the deadline.

2. New member Mayors must submit their Standing Committee selections by the first day of the Annual Meeting at the New Mayors Orientation or by 12:00 noon. A new member Mayor is defined for this purpose as one whose city is a member of the Conference and the Mayor is attending an Annual Meeting for the first time.

C. Resolution Consideration

1. The first subject of Standing Committee Agendas shall be consideration of resolutions. Proposed resolutions shall be dealt with before consideration of new resolutions. The Chair shall call at the beginning of the meeting for any new resolutions.

2. The Standing Committees shall consider all resolutions referred to them for action, except as noted in part 3 below. As to any new resolutions, only members of the Standing Committee may propose a new resolution, and consideration shall require a 2/3's procedural vote of those members present and voting to bring the resolution before the Standing Committee. Approval of any new resolution by the Standing Committee requires a majority of those present and voting and shall have the status of a resolution filed in a timely fashion.

3. An action to consider a proposed resolution that has been referred to another Standing Committee shall require a 2/3's vote of the members of the Standing Committee present and voting to bring the matter up before the Committee. An action to reassign a proposed resolution to another Standing Committee shall require a 2/3's vote of the members present and voting, and also a 2/3's vote of those members present and voting in the receiving Committee to consider the resolution and a majority vote to act favorably upon it and report it to the full membership as detailed under Section III.

4. The Chairs of the Standing Committees shall have the authority not to consider resolutions that reflect existing policy of The United States Conference of Mayors, and the Chair may be overruled only by a 2/3's vote of the members of the Standing Committee present and voting. Alternatively, a resolution not acted upon may be brought to the Plenary/Business session floor by a member Mayor present and voting as detailed under Section III B (2) with a 2/3's vote for consideration.

5. Each Standing Committee is encouraged to report not more than 10 resolutions, which action should reflect the Committee's assessment of the priority items in the subject area.

6. Any mayor with a current name badge may attend a meeting of a Standing Committee. Only members of the Standing Committee may vote and propose resolutions or amendments. Member mayors that are not members of the Standing Committee may speak if recognized by the Chair, but they may not propose resolutions or amendments or vote.

7. Only mayors may be recognized to speak when resolutions are being considered.

8. There is no proxy or alternate voting in the Standing Committees.

9. A parliamentarian will attend all Standing Committee meetings to assist the Chairs.

### III. Action Before the Full Membership (Plenary/Business Session)

#### A. Voting Credentials/Alternates

1. Voting credentials will be available on the morning of the Plenary/Business Session. It is necessary for all Official Delegates who wish to vote to have these credentials in their possession. There is but one credential for each member city. If the Mayor of a member city is registered, the credential will be issued to him or her. If the Mayor is not registered and has not been in attendance at the Annual Meeting, a registered official from his/her city must have been designated, in writing, to be the Official Delegate to receive the city's credentials, but the Official Delegate may not have the floor or speak to any issue under discussion.

2. If a registered Mayor anticipates that he/she will not be present at the Plenary/Business Session, he/she may designate, in writing, an alternate, who must be a registered official from his/her city, to receive the city's voting credential and exercise the city's vote. Such an alternate, however, may not have the floor or speak to any issue under discussion.

#### B. Resolution Consideration

1. Each Standing Committee shall present its report to the full membership at the Plenary/Business Session. Any member Mayor may set aside a resolution for special consideration.

2. The full membership shall consider all resolutions contained in the reports of the Standing Committees. In addition, a member Mayor may propose a new resolution, or move a resolution not reported out by a Standing Committee, with a 2/3's vote of those member Mayors present and voting in the Plenary/Business Session required for consideration.

3. At the close of the reports of the Standing Committees, the Presiding Officer, at her/his discretion, may entertain resolutions relating to privileged matters such as relate to recognition of special services, statements of appreciation, special commendations.

#### IV. Exceptions

By direction of the Executive Committee there shall be no exceptions to the deadlines or to the process and the staff of the Conference has been so instructed.