



Pennsylvania Federation of Sportsmen & Conservationists

2426 North Second St. • Harrisburg, PA 17110

Phone: 717-232-3480

info@pfsc.org • www.pfsc.org

On the Front Lines – So you can be in the woods, on the water or at the range!

PFSC Resolution Process Policy

BYLAWS ARTICLE VII: RESOLUTIONS

The resolution process and policies shall be set and approved by the PFSC board.

Resolution Process Policy (Revised 3-2024)

Types of Resolutions:

1. Affiliated Club & State Organization Resolution

All club & organization resolutions relating to a policy or position of the Federation shall originate in an affiliated club or state organization and may be submitted to the PFSC board for technical review. All submissions require two officers' signatures.

2. Individual Members Resolution

Individual members may submit a resolution to the board after acquiring the signatures of at least five (5) individual members on the resolution form.

3. Unpublished Resolution

An unpublished resolution may be brought directly to the floor upon an affirmative two-thirds vote of the seated delegates present during the annual membership meeting.

Compliance and Due Diligence

The PFSC board may review and vote on the technical content and compliance with the bylaws of properly submitted resolution proposals via electronic communications.

The PA Game Commission, the PA Fish and Boat Commission, and/or DCNR or other appropriate entities may be asked to provide their comments. Their input is not an attempt to influence voting on the proposed resolution but rather to provide as much additional information as possible on which to consider before voting.

The PFSC Board has the discretion to make an exception to these rules, as dictated by the PFSC bylaws.

Review & Voting Process:

Upon review by the board and approval of technical content and compliance with the bylaws:

1. Comments should be sought from the agency or entity that may be impacted by the resolution.
2. The resolution and comments shall be printed in the next available official publication.
3. The resolution and comments may also be sent electronically to clubs, organizations and individuals with valid email contacts.
4. An online survey/poll shall be prepared.
5. Links to the survey/poll shall be provided in the official publication notification and electronic communications. Information on submitting votes in a non-electronic format may also be provided.
6. The membership shall be given at least 30 days to review and respond to the survey/poll after the information has been printed in the official publication or mailed before the survey/poll closes and votes are tallied.
7. All communication efforts shall include notice of when and how the votes will be tallied and announced. A special virtual board meeting may be held to announce the voting results.

Non-compliance:

If the board determines that a resolution does not comply with the by-laws or technical content, it should first attempt to correspond with the submitting entity to seek compliance. Any entity submitting a resolution that is rejected by the board for non-compliance will be notified in writing.

If an agreement cannot be reached between the board and the submitting entity, the resolution and board ruling shall be published if requested by the submitting entity. A representative from the originating entity may appeal the board's ruling to the full delegation at the next general session. If a majority of the Delegates present vote to support overriding the board's decision, the resolution shall begin the resolution process procedures to allow voting by the membership.

Writing and Submission of Resolutions

HOW TO WRITE A RESOLUTION:

The Title: Subject of the Resolution

1st "Whereas" 1st Statement of Fact

2nd "Whereas" 2nd Statement of Fact

3rd "Whereas" 3rd Statement of Fact

(as many "Whereas" can be used as necessary to prove the point of the resolution)

"Now be it resolved" should contain the name of the organization taking action, the date and location of the action, the action(s) to be taken, and instructions for distributing the resolution if approved.

HOW TO SUBMIT A RESOLUTION:

- The resolution must be submitted on an official form and include the required signatures.
- A copy should be sent electronically to info@pfsc.org (Scanned copies are acceptable.)
- Signed hard copies should be mailed to the PFSC office: PFSC, 2426 North Second Street, Harrisburg, PA 17110



**PENNSYLVANIA FEDERATION OF SPORTSMEN & CONSERVATIONISTS, INC.
CLUB & STATE ORGANIZATION CONSERVATION RESOLUTION FORM**

Name of Submitting Club/Organization:

Officer Name: _____ **Phone #:** _____

SIGNATURE: _____ **Date:** _____

Officer Name: _____ **Phone #:** _____

SIGNATURE: _____ **Date:** _____

RESOLUTION TITLE:

WHEREAS:

THEREFORE, BE IT RESOLVED:

(Additional text document may be attached)

(Do not write below this line)

Acted upon by the PFSC on _____ and disposed of in the following manner:
(date)

_____, _____, _____, Results: _____
Yeas Nays Abstained Approved, Rejected, Tabled) Signature of State Secretary

INSTRUCTIONS FOR SUBMISSION

Please Type, Save and Return an electronic Copy via Email to info@pfsc.org * Mail Signed Copy to:
PFSC, 2426 N. Second St., Harrisburg, PA 17110-1104.

Signed Copies Must be Received Before Review by the PFSC Board



**PENNSYLVANIA FEDERATION OF SPORTSMEN & CONSERVATIONISTS, INC.
INDIVIDUAL MEMBER CONSERVATION RESOLUTION FORM**

Name of Individual Submitting Resolution Date **SIGNATURE**

 Address Phone

SUPPORTED BY (Must contain signatures from 5 other members):

(1)	_____	_____	_____
	Name (Printed)	SIGNATURE	Address: Street & City
(2)	_____	_____	_____
	Name (Printed)	SIGNATURE	Address: Street & City
(3)	_____	_____	_____
	Name (Printed)	SIGNATURE	Address: Street & City
(4)	_____	_____	_____
	Name (Printed)	SIGNATURE	Address: Street & City
(5)	_____	_____	_____
	Name (Printed)	SIGNATURE	Address: Street & City

RESOLUTION TITLE:

WHEREAS:

THEREFORE, BE IT RESOLVED:

(Additional text document may be attached)

 (Do not write below this line)
 Acted upon by the PFSC on _____ and disposed of in the following manner:
 _____ (date)
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