

**CONSTITUTION  
AND  
RESOLUTION  
TRAINING**

***THE MEMBER'S VOICE***

# WHAT IS THE DIFFERENCE BETWEEN CONSTITUTION AND RESOLUTION CHANGE PROPOSALS?

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- **Constitution**

- This is a change to your Local Unit's Constitution. *-or-*
- This is a change to the MICHIGAN Constitution.

- **Resolution**

- This is a change to the National Constitution. *-or-*
- A “wish list” of things we want from the MIRLCA, NRLCA, USPS, and even Congress.

# WHO CAN SUBMIT CONSTITUTION AND RESOLUTION CHANGE PROPOSALS?

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- **Only Members of the NRLCA**
- **Steps:**
  - **Member**
  - **Local Unit**
  - **State Association**
  - **National Convention**

# WHO CAN SUBMIT CONSTITUTION AND RESOLUTION CHANGE PROPOSALS?

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- Being a member of the organization provides one of the most fundamental rights of a member. The right to voice their opinions in the affairs of the organization.
- By doing so, the member must realize their responsibility for the process and use it with the integrity with which it has been designed.

# WHY SHOULD A RESOLUTION BE PRESENTED?

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- This is the voice used in shaping the organization and its goals as a whole.
- To bring to light an issue that will have a positive impact on the organization.



# WHAT IS THE PROCESS?



Ensure that if your idea will affect more than one aspect of something, your Resolution covers EVERY aspect.

- *Example:* If you want to change how often we have a convention. That could also affect officer elections, how a vacancy in office is filled, annual reports, delegate process, dues amounts, and other policies.

# WHAT IS THE PROCESS?

## Use a Resolution Form for Constitution Change Proposals and Resolution Proposals

The Resolution Form is available on  
[www.mirlca.info/forms](http://www.mirlca.info/forms)  
and printed in the state paper.

**RESOLUTION FORM**

The following Resolution is submitted to \_\_\_\_\_ at the \_\_\_\_\_ Local Annual Meeting for consideration and appropriate action.  
(Insert Your Local Unit Name or #) (Insert Year)

**ISSUES (check one)**      **Binding**       **Non-Binding**

<input type="checkbox"/> VEHICLE	<input type="checkbox"/> LEAVE REPLACEMENTS	<input type="checkbox"/> AUTOMATION
<input type="checkbox"/> RELIEF DAY	<input type="checkbox"/> TIME STANDARDS	<input type="checkbox"/> MAILCOUNT
<input type="checkbox"/> BENEFITS	<input type="checkbox"/> RETIREMENT	<input type="checkbox"/> OTHER
<input type="checkbox"/> SALARY	<input type="checkbox"/> GRIEVANCE PROCEDURES	<input type="checkbox"/> STATE CONSTITUTION
<input type="checkbox"/> WORK RULES	<input type="checkbox"/> EMA	<input type="checkbox"/> NATIONAL CONSTITUTION

1. Indicate if Resolution is to be Binding or Non-Binding (check above)
2. Indicate issue this Resolution concerns (check above)
3. Identify any Handbook, Manual, or Written Document to be amended:  
By: (a) Name of Document: \_\_\_\_\_  
(b) Article: \_\_\_\_\_ Section: \_\_\_\_\_ Paragraph: \_\_\_\_\_
4. Explanatory paragraphs should be headed as follows: (additional sheets with appropriate headings may be used)

**Whereas or Present Language**

\_\_\_\_\_

**Be it Resolved or Proposed Language**

\_\_\_\_\_

**Intent of / Reason for Change**

\_\_\_\_\_

Name of Member Submitting Form: \_\_\_\_\_  
Date of Annual Meeting: \_\_\_\_\_

*Local Unit Secretary Use Only*  
Please select the correct box below.

<input type="checkbox"/> <b>Passed by Majority Vote</b> <small>Must report with annual report</small>	<input type="checkbox"/> <b>Did Not Pass by Majority Vote</b> <small>Keep with the Local Unit files. Do not submit with annual report</small>
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Form Res-Res-2013

# WHAT IS THE PROCESS?

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(Insert Your Local Unit Name or #) (Insert Year)

ISSUES (check one)

Binding

Non-Binding

VEHICLE

LEAVE REPLACEMENTS

AUTOMATION

RELIEF DAY

TIME STANDARDS

MAILCOUNT

BENEFITS

RETIREMENT

OTHER

SALARY

GRIEVANCE PROCEDURES

STATE CONSTITUTION

WORK RULES

EMA

NATIONAL CONSTITUTION

1. Indicate if Resolution is to be Binding or Non-Binding (check above)
2. Indicate issue this Resolution concerns (check above)
3. Identify any Handbook, Manual, or Written Document to be amended:

By: (a) Name of Document: \_\_\_\_\_

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# WHAT IS THE PROCESS?

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Whereas or Present Language

Be it Resolved or Proposed Language

Intent of / Reason for Change

# WHAT IS THE PROCESS?

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Name of Member Submitting Form: \_\_\_\_\_

Date of Annual Meeting: \_\_\_\_\_

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***Local Unit Secretary Use Only***  
*Please select the correct box below*

***Passed by Majority Vote***  
*Mail copy with annual report*

***Did Not Pass by Majority Vote***  
*Keep with the Local Unit files*  
*Do not submit with annual report*

Form Revised 2025

# THE 2 KINDS OF RESOLUTIONS

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- Binding – Defined as “The Board has the sole authority to implement and does not have to negotiate with another party and the issue will not harm the organization as a whole”.
- Non-Binding – Defined as “An idea that must be negotiated with another party and therefore cannot guarantee implementation”.

# WHAT IS THE PROCESS?

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## Binding vs. Non-Binding

- **Binding Resolutions** are defined as the **Board, State, or National** having full implementation authority and control.
  - **Example for Local Unit:** The Local Unit will pay \$10 toward meals at the Annual Meeting for members.
  - **Example for State Association:** Coffee and Donuts will be provided for the membership at the State Convention.
  - **Example for National Association:** The NRLCA must offer an in-person joint State President and State Secretary training every other year.

# WHAT IS THE PROCESS?

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## Binding vs. Non-Binding

- **Non-Binding Resolutions** are defined as being advisory in nature.
  - **Example of Non-Binding Resolution:** **The USPS will provide uniforms for all Rural Carriers.**
    - *The NRLCA does not have control over this; thus, it is non-binding.*
  - **Non-Binding Resolutions give our National Board some direction. These Resolutions give our National Board matters to use in Contract Negotiations.**

# WHAT IS THE PROCESS?

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- **One Resolution per Form**
  - **Binding Resolutions, Non-Binding Resolutions, and Constitution Change Proposals are all presented on a Resolution Form.**
  - **If your Resolution affects more than one item, ensure each item has its own form.**
  - **You can add a Proviso.**
    - ***Example* Proviso: Resolution B will be excluded if Resolution A passes.**

# WHAT IS THE PROCESS?

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- **Local**
  - Member: Propose your idea at a local meeting.
    - Start this process early.
  - Work with other members to ensure every detail is covered.
  - Prepare for the Annual Meeting.
    - Have your idea in writing on a Resolution Form.
  - If it passes here and is for the local level, it is finalized here.
  - If it passes here and is for a higher level, it moves on.

# WHAT IS THE PROCESS?

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- **State**
  - If the issue passes the local level and is for the state or national level, it is presented to the Delegates at the State Convention.



# WHAT IS THE PROCESS?

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- **State**
  - At the State Convention, there is a Resolutions and Constitution Committee. Their job is to compare, combine, correct (retaining their intent), and report these to the Delegates.

# WHAT IS THE PROCESS?

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- **State**
  - The proposals are passed out to Delegates no later than 9:00 am on the Convention's first day.
    - Be sure to review all Constitution Change Proposals and Resolutions prior to them being voted on.

# WHAT IS THE PROCESS?

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- **State**

- **Resolutions** must be initially submitted, voted on, and passed at a Local Annual Meeting to come to the State Convention.
- **Resolutions** are adopted as they are read aloud, at the sound of the gavel, unless there is an objection by a delegate.
  - *If you plan to object to any Resolutions, be ready at a microphone before it is read. This process is very fast-paced.*

# WHAT IS THE PROCESS?

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- **State**
  - **Constitution Change Proposals** must pass by a 2/3's Vote.
  - The Standing Rules will give instructions on the voting process.
  - Proposed Changes to the State Constitution shall be submitted by a Local Association, the State Board, or the Finance Committee.

# THE AREAS IN WHICH A RESOLUTION CAN REACH

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- Administrative
- Contractual
- Legislative

# Process Reminders

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- Quality vs. Quantity
- Intent clarified
- Not a complaint process
- Do not confuse the Resolution and Constitution Change Process

# REMINDERS!

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- A Constitution change proposal for the State or National level start out as a Resolution.
- A Resolution passes with a majority vote.
- A Constitution change proposal passes with a 2/3's vote.

# RECAP!

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- Local – If passed goes to the next level.
- State – If passed goes to the next level.
- National – The National Board reviews all resolution issues prior to the next negotiations and assesses the possibility of its real outcome.
  - *The only exception is if the resolution of an issue was intended to be implemented at the level at which it was passed.*



# IN CLOSING

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- The resolution process is the member's voice but always remember to use it wisely and be realistic in your request.
- Make sure that the issue is one that is intended to benefit the entire organization and not just a few.
- Do the Research!!!!!!!!!!!!
- Thank you! We hope this quick tutorial sheds some light on the NRLCA Resolution Process and its intent.
- Any Questions???