

How to Submit Resolutions

Arabian Horse Association (AHA) Resolutions may be submitted by any Member Organization (Adult and Life members only), any standing or Ad Hoc Committee of AHA, by a Regional Board of Delegates, by the Board of Directors of AHA or by the President of AHA.

Methodology of Writing Resolutions

- Define the problem
- Determine the scope of the problem. Does it affect the AHA Handbook and/or USEF Rulebook?
- Develop a possible solution. Ask others for their input such as individuals, clubs, committees, Regional Directors, AHA and/or USEF Staff.
- If your proposed rule change directly affects an existing rule in the AHA Handbook and/or USEF Rulebook, cite the correct Article/Rule number(s) in your "Resolved". For questions, please contact either AHA or USEF for assistance.
- Resolutions must be self-explanatory, self-contained and unambiguous.
- Submit your proper wording by the **due date of August 15th**.
- All resolutions submitted will be reviewed by the Agenda & Resolutions Committee at their pre-Convention meeting and the committee members may contact the proponent with questions and/or suggestions.
- Resolutions will be rejected if they do not meet the requirements in Chapter 9 of the AHA Handbook, if they are recommendations, or if they conflict with Robert's Rules of Order, Newly revised.
- Any resolution not submitted by August 15th deadline must be submitted no later than twenty days before the first day of Convention and must have the signatures and the club affiliation of 25 registered Delegates (for the current upcoming Convention).

Proposed Resolution Form

- The official Resolution form is available online or can be obtained by contacting our office.
- Determine the correct placement of the proposed rule change and locate the chapter and Article/Rule number in the current version of the AHA Handbook and/or USEF Rulebook.
- The "Committees Required to Review" section will be done by the Agenda & Resolution Committee members. The "Approved" or "Disapproved" information will be provided to the delegation floor prior to the discussion of approval for each resolution.
- In the "Proposed Change" section, check the appropriate action; **"Add new rule," "Delete existing rule"**, or **"Change existing text"**. Also, indicate which Article/Rule number is being affected with AHA/USEF/EC.
- Type or print neatly, stating the exact wording being proposed. If you are proposing changes to existing language, or deleting an entire rule, ~~strike through~~ the words and/or sentences you propose to delete. New language should be typed in **bold/italics**.
- The "Whereas" section must contain accurate statements of relevant facts or premises.
- The "Resolved" section will be the rule to be put into place should the Convention Delegation pass the resolution.
- If a substantial amount of existing wording is needed, copy and paste the rule from the online Handbook/Rulebook at www.arabianhorses.org or www.usef.org.
- In the "Resolution Type" section, check "Extraordinary" if the resolution affects the health, safety or well being of the horse and/or rider, or the financial well being of AHA and/or members Organizations, or if it creates a severe hardship or gross unfairness to the Association's recognized events, or if the resolution involves other compelling circumstances. The Agenda & Resolution Committee will determine if the "Extraordinary" criteria has been met. Extraordinary resolutions will have an effective date of December 31st of the year adopted or upon approval by USEF/EC, if applicable. If "Extraordinary" is checked, the proponent must include justification for listing it as such. Check "Standard" if the resolution does not meet the extraordinary definition. Standard resolutions will have an effective date of December 31st of the year after adoption.

- The “Proponents Financial Impact” section must be completed if the resolution requires AHA expenditures. This statement must be detailed and based on accurate premises. Contact the AHA office if you need assistance in obtaining this information.
- The “AHA Impact Statement” section may be completed by AHA Staff and/or another individual knowledgeable in the subject matter. This will be done after the Agenda & Resolution Committee reviews each resolution for submission requirements.
- Include the proponent information in the “Submitted By” section. This includes which body is submitting the resolution; who voted; the total number eligible to vote; the “yes” and “no” vote totals; how the vote was taken; where the vote is recorded; the date the vote was taken; and the contact person for the resolution which includes name, phone and email. The “Contact” person has the authority to amend, combine or withdraw the resolution.
- For the purposes of recording your vote, a quorum must be met. A quorum shall be 10 members of the committee or 50% of the committee membership, whichever is less.