**ACTE Resolutions Submission Process**

Effective December 2019  
(from Board Policy Manual)

1. Issues to be acted upon through the resolution process can begin with any standing committee, task force, state association, national affiliate organization, educational institution member, region or division.
2. Requests for an issue to be considered via the resolution process should include the following:
   1. The formal resolution
   2. Information on how the issue addressed impacts CTE or ACTE
   3. Pros and cons of the position to be taken as well as the consequences to CTE or ACTE
   4. Information on how the position aligns with the core purpose and strategic priorities of ACTE
3. Resolutions must be submitted to the Board of Directors by June 1 of each year.
4. The Board of Directors will review all proposed resolutions and has the authority to approve, edit, or decline a resolution. The Board of Directors may decline to approve a resolution if it deems such action in the best interest of ACTE. In accordance with the ACTE Bylaws, the Board then refers Board approved resolutions to the Assembly of Delegates with recommendations, which include comments or concerns.
5. Approved resolutions with background materials are posted on ACTE website and are distributed electronically to divisions, regions and state associations no later than 30 days prior to the Annual Meeting for discussion
6. Final versions of resolutions will be submitted to the Assembly of Delegates for final approval.
7. Resolutions passed by the Assembly of Delegates shall be edited only for technical corrections. Copies of such resolutions shall be distributed to the board of directors, state association presidents, state association executive directors, members of the Resolutions Committee and ACTE executive director. Furthermore, resolutions passed by the Assembly of Delegates shall be made available to ACTE members.