RESOLUTION SUBMISSION RULES

Computer generated document:
1. Send each resolution as a separate Word document. Do Not submit a PDF.

2. Use Arial 11 font

3. Name the file using the chapter abbreviation, rule number, and your name. Do Not include a name for the rule.

   AP rule 13.6.2 P. Webb
   AP new rule Sec.13.6 P. Webb

All submissions:

1. On the resolution page (see following examples):
   a. List the chapter, sec. number and rule number in the header of the page

      Resolution AP
      Administrative Practices, SEC. 13.0 Rulebook Changes, sub section 13.6
      Bylaws/rulebook distribution, rules 13.6.2 and 13.6.2.1

   b. If the resolution will create a new rule show that in the header

      Resolution AP
      Administrative Practices, SEC. 13.0 Rulebook Changes, sub section 13.6
      Bylaws/rulebook distribution, new rule

2. Do not assign numbers to new rules, or rules that are being moved to a new location. Simply indicate the desired section number.

3. If a rule is being deleted and it has sub rules, if those sub rule numbers are not listed in the header they will not be deleted.

4. When submitting via email
   a. Do Not type the resolution into the body of the email
   b. Submit each resolution as an attachment
   c. Send a separate email for each resolution
   d. In the Subject line indicate the Chapter name, SEC. number and rule number
      i. Resolution AP SEC. 13.0, rule 13.6.2

5. When submitting via mail or fax
   a. Include a cover note indicating how many resolutions are in the submission
RESOLUTION EXAMPLE

Resolution # H ______
Horsemastership, SEC. 1.0 General Rules, rule 1.4.1; and SEC. 2.0 Compulsory Phases of Competition, rule 2.2

WHEREAS, Section 1.4.1 makes more sense being included in Section 2.2;

Therefore be it Resolved that Horsemastership, SEC. 1.0 General Rules, rule 1.4.1; and SEC. 2.0 Compulsory Phases of Competition, rule 2.2 be amended as follows:

Section 1.4.1 be deleted and added to 2.2 as follows:

2.2 In English, Gymkhana and Western there will be two riding events. In Gymkhana, the two obstacle courses are considered one event. In Combined there will be four riding events.

Submitted by: Peggy Hetlage, Senior member

Committee: Adopted as written __ Adopted as amended __ Rejected__
Council Of Members : Adopted as written __ Adopted as amended __ Rejected__

---

RESOLUTION FORMAT

Resolution # (chapter abbreviation) ______ (leave number blank)

[Chapter name], [if bylaws – Article number and title] , [SEC. Number and title], [sub section number and title, if any], [rule number, if one exists]

WHEREAS, , and;
WHEREAS, , and;
WHEREAS,;

Therefore Be It Resolved that [Chapter name], [if bylaws – Article number and title] , [SEC. Number and title], [sub section number and title, if any], [rule number, if one exists] be amended as follows:

Submitted by: {name} , {type of membership] member
Committee: Adopted as written __ Adopted as amended __ Rejected__
Council Of Members : Adopted as written __ Adopted as amended __ Rejected__

---