

**National Active and Retired Federal Employees (NARFE)
Virginia Federation of Chapters (VFC)**

Proposed Convention Resolution
(Please follow instructions on reverse side of this form)

Date: _____

1. **Subject:**

2. **Adopted by Chapter:**

Chapter Number: _____ Chapter Name: _____

3. **WHEREAS:** (Provide the reason that the Convention should take the proposed action. Limit to no more than three paragraphs).

4. **BE IT RESOLVED:** (Proposed action Convention should take).

5. **Estimated Annual Cost:** (Necessary for informed decisions).

6. **Referred To:** _____ Committee

7. **Committee Recommended Action:**

____ Adopt ____ Adopt as Amended ____ Reject

Instructions for Convention Resolutions
Please read before completing reverse side!

This form is used for VFC Conventions for all resolutions that do NOT involve an amendment to the Bylaws or Standing Rules.

- The WHEREAS section must include rationale for the change. The case for the proposed action should be capable of being justified in no more than three paragraphs.
- Clearly identify the proposed action the Convention should take.

Estimated Cost

Many changes to the bylaws result in administrative cost only; however, some can involve significant cost. The membership cannot evaluate the proposed amendment without having some estimate of the cost involved if the amendment is adopted. Refer to the VFC Treasurer for assistance.

Submitting Resolutions

Resolutions (other than Bylaw/Rules Amendment Proposals) must be forwarded to the VFC Secretary at least 75 days before the Convention.

VFC Convention Procedures

For each resolution referred, a VFC Convention committee may amend, combine with similar resolutions, or prepare a substitute, then recommend adoption, adoption as amended, or rejection.

NOTE: The VFC Secretary will return any resolution not complying with these instructions to the originating chapter with an explanation of the reason for not accepting the resolution.