



2023 ANNUAL CONFERENCE AND EXPO
SAFE Credit Union Convention Center
September 20 – 22, 2023

Procedures for Petitioned Resolutions

Introduction:

The petitioned resolution process is available for cities or city officials wishing to introduce a resolution at the Annual Conference after the pre-conference resolution submission deadline. Cal Cities Bylaws provide:

"A designated voting delegate of a city may present by petition a resolution to the Cal Cities President for consideration by the Resolutions Committee and the General Assembly at the Annual Conference. These resolutions are known as "petitioned resolutions." The petition shall contain the specific language of the resolution and a statement requesting consideration by Cal Cities General Assembly. The petition shall be signed by designated voting delegates registered with the Credentials Committee who represent ten percent of the number of Member Cities. The signed petition shall be presented to the Cal Cities President no later than twenty-four hours prior to the time set for convening Cal Cities General Assembly.

If the Cal Cities President finds that the petition has been signed by designated voting delegates of ten percent of the number of Member Cities, the petition shall be reviewed by the Parliamentarian for form and substance. The Parliamentarian's report shall then be presented to the chair of the Resolutions Committee. Among the issues that may be addressed by the Parliamentarian's report is whether the resolution should be disqualified as being either non-germane to city issues or identical or substantially similar in substance to a resolution already under consideration.

The Resolutions Committee may disqualify a petitioned resolution as either being non-germane to city issues or identical or substantially similar to a resolution already under consideration.

The petitioned resolution and the action of the Resolutions Committee will be considered by Cal Cities General Assembly following consideration of other resolutions.

A list of voting delegates shall be made available during the Annual Conference to any designated voting delegate upon request." - *Article VI, Section 5*

For a petitioned resolution to be reviewed for qualification for the 2023 Annual Conference, it must be submitted to the voting delegate desk in the registration area by 8:30 a.m. on Thursday, September 21, 2023.

Procedures:

The petitioned resolution process may only be initiated by a voting delegate who has registered at the voting delegate desk. To begin, the registered voting delegate wishing to submit a petitioned resolution should obtain a petitioned resolution packet from the voting delegate desk. This packet includes a title document used for submission, as well as a signature gathering form. After obtaining this form, signature gathering may begin. Any individual gathering signatures must also be a registered voting delegate.

For the 2023 Annual Conference, petitioned resolutions must be signed by **48** voting delegates (*please note: this is subject to change, but will be finalized before the Annual Conference begins*) in order to qualify. To ensure that an adequate number of valid signatures are included, sponsors are encouraged to obtain a few extra signatures before turning in the petition for review.

Only registered voting delegates are eligible to sign the petition. Thus, the petition should not be circulated for signatures before the Annual Conference. **Due to the variety of tasks performed at voting delegate desk and the high volume of traffic that naturally occurs, signature gatherers are asked to maintain a respectful 20-foot distance from the voting delegate desk during the Conference.**

Once the signatures have been gathered, sponsors should submit the petition packet to the voting delegate desk in the registration area by the 8:30 a.m. deadline on Thursday, Sept. 21. A background paper that is no more than two pages may be submitted with the resolution. While this is not required, it can be used to explain in more detail the background behind the resolution.

Once the petitioned resolution is received, the signatures will be verified, and if the petition qualifies, it will go before the Resolutions Committee. For the 2023 Annual Conference, should a petitioned resolution qualify, the Resolutions Committee will meet at 1:00 p.m. on Thursday, Sept. 21 at the Hyatt Regency Sacramento. If any petitioned resolutions are considered by the Resolutions Committee, they will then be considered at the General Assembly which convenes during the Annual Conference at 8:30 a.m. on Friday, Sept. 22, at the SAFE Credit Union Convention Center.

As Cal Cities received no general resolutions by the pre-conference deadline, the Resolutions Committee and General Assembly will only convene should a qualified petitioned resolution be introduced during the conference.

Attached are guidelines for formulating and formatting resolutions.

Guidelines for Formulating Resolutions:

1. Only issues that have a direct bearing on municipal affairs should be considered or adopted at the Annual Conference.
2. The issue should not be of a purely local or regional concern.
3. The recommended policy should not simply restate existing Cal Cities policy.
4. The resolution should be directed at achieving one of the following objectives:
 - (a) Focus public or media attention on an issue of major importance to cities.
 - (b) Establish a new direction for Cal Cities policy by establishing general principles around which more detailed policies may be developed by policy committees and the Board of Directors.
 - (c) Consider important issues not adequately addressed by the policy committees and Board of Directors.

Guidelines for Formatting Resolutions:

There are few guidelines governing the format of resolutions. Please adhere to the following:

1. "WHEREAS" clauses should explain the background of the resolution.
2. "WHEREAS" clauses should be limited to as few clauses as possible (no more than three or four are preferred.)
3. "WHEREAS" clauses may be avoided entirely if the "RESOLVED" clause clearly states the desired action and its purpose.
4. Unsubstantiated "WHEREAS" clauses should be avoided; briefly provide the citation or evidence for assertions made. Otherwise, the assertion should not be included.
5. The "RESOLVED" clause should be a complete sentence, clearly stating the desired action. Be concise in describing the action resolved. For example:

RESOLVED, by the General Assembly of the League of California Cities, assembled during the Annual Conference in San Diego, September 17, 2010, that the League support (or sponsor, or oppose) legislation to authorize cities to levy a local sales tax.

6. "RESOLVED" clauses should reflect standard terminology for Cal Cities legislative positions, (i.e., support, oppose, sponsor).

7. Resolutions directing action on legislative matters should not spell out the precise language of the desired legislation. Circumstances can change substantially between the time of the Annual Conference and when a bill is introduced. Thus, resolutions should describe the desired result in general terms, as in the example above.
8. "RESOLVED" clauses addressing federal issues should direct Cal Cities to request the National League of Cities to work to achieve the desired objective, (i.e., "Resolved... that Cal Cities urge NLC to...").