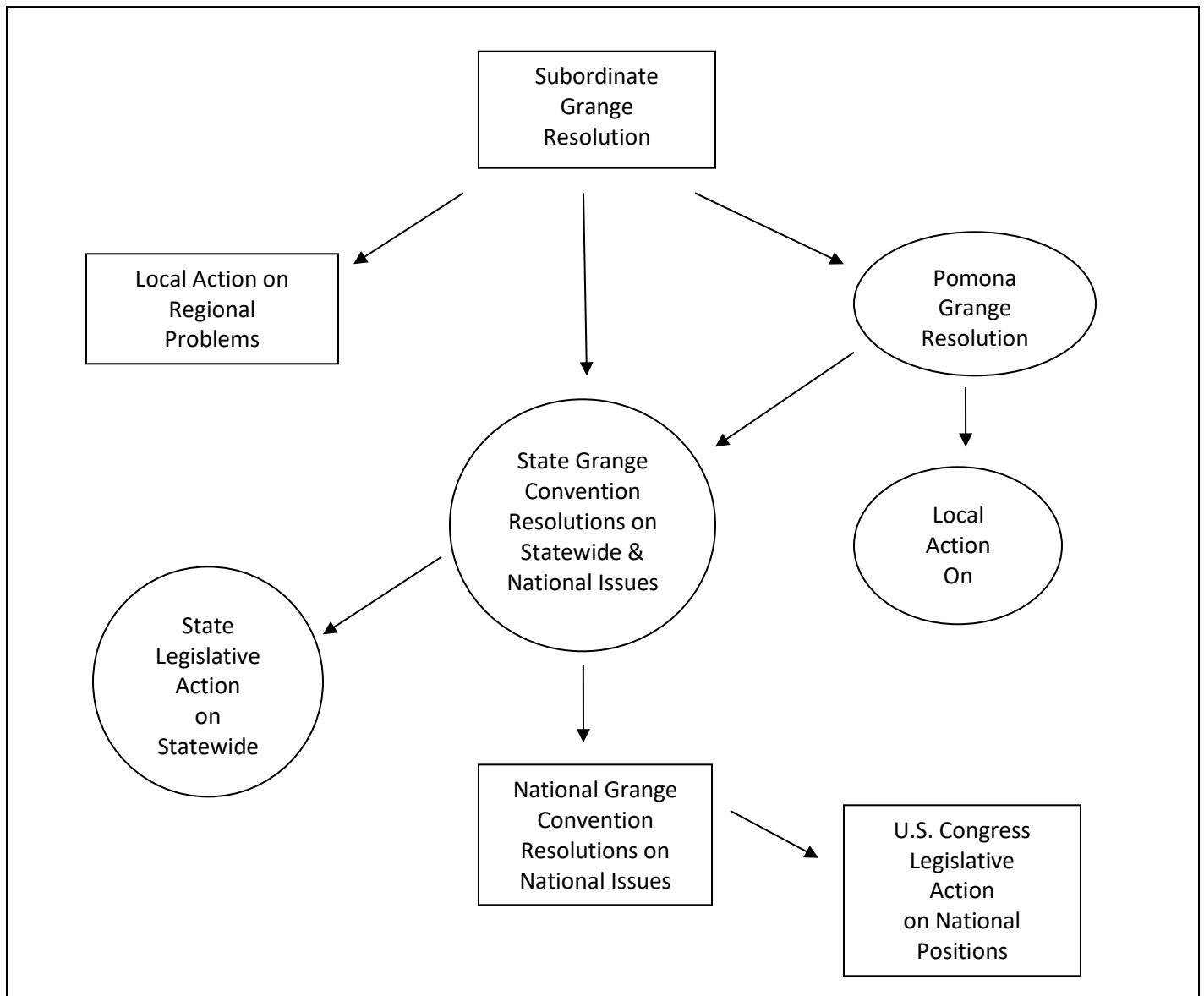


## How Grange Policy is Developed: It All Begins in the Local Grange



One of the basic precepts of the Grange is its adherence to “grass roots” policy development. Nearly every policy statement issued by National or State Grange Masters or their legislative representatives begins in a local Grange meeting. The above chart shows how Subordinate Grange resolutions result in action being taken on local, state and national levels. It is therefore of the greatest importance that Grange members know the correct procedure for drafting resolutions and the method by which they become policy statements or otherwise influence the legislative process. Use this brochure to be certain that your important ideas receive the attention and action they deserve by means of their proper presentation to your fellow Grange members.

# ALL RESOLUTIONS MUST FOLLOW THIS FORMAT

## THE PARTS OF A RESOLUTION

Each resolution is numbered.	Resolution No. 1
Clear, concise title.	USDA FUNDS
State the problem in this paragraph. Do <u>not</u> express opinions—only supportable facts. Note use of “WHEREAS,” (capitalized) and semi-colon followed by “and” at end of paragraph.	<del>WHEREAS, funds appropriated to USDA, often give the impression to many people not associated with farming that these funds go directly to the farmer for his personal use; and</del>
This states a fact (not opinion) that causes the problem. Each fact (there may be several) is a separate paragraph. Note use of semi-colon followed by “therefore be it.”	<del>WHEREAS, many public programs such as school lunch, forest service, meat inspection and food stamps are federal programs funded by USDA; therefore be it</del>
The RESOLVED states the action you wish to take. If there is more than one solution, tie them together with “and be it further resolved” using punctuation as before. Properly written, this section can stand alone – it will relate to the problem and action desired to correct it.	<del>RESOLVED, that the Grange urge that USDA programs be separated and listed as to amount of money received and all other means be used to promote a clearer understanding between consumers and farmers concerning USDA appropriations.</del>

## RESOLUTIONS BECOMES POLICY

It is now time for the ideas of one or a few members to become the action of policy of the Grange. If the resolution was the work of an individual, it may be referred by the Master, following its introduction, to a special Committee for consideration and action. The committee must act in some manner upon the resolution. A resolution originally introduced by a Committee charged with the responsibility to draft eh same would not need to be referred to another Committee for action.

The resolution committee may:

1. Recommend approval of the resolution as written;
2. Recommend rejection of the resolution;

3. Amend the resolution or redraft it as they so decide; or
4. Recommend that the resolution be transferred to another Committee, be tabled, or referred for further study to avoid action on it directly.

All actions reported should be by majority vote of the committee.

When a committee is ready to report, the Chairman or other selected member shall rise, be recognized by the Master, and shall report.

The report of Committee is properly before the Grange for discussion and action without the necessity for a motion to adopt. The Master will announce, "The report of the Committee is now properly before you. Are there any remarks?" At the termination of discussion, he will call for the vote as follows: "All in favor of adopting the report of the Committee will manifest it by the voting sign of the Order" and so on.

#### REJECTION BY COMMITTEE

If a Committee recommendation is to disapprove or reject a resolution, the vote by the members would mean the Committee report was accepted and the resolution would thus be rejected by the members.

Should the Committee report not receive a majority affirmative vote, the action of the Committee (their report) is not approved and the resolution is now properly before the members for consideration. A motion is necessary for consideration of the resolution by such means as approval as written, or as amended, or returned to the committee for further study, or to be tabled.

#### AN AMENDMENT

If a member desires a change in a portion of a resolution or a report, he may move that an amendment be made. Such motion requires a second and must be decided before the original question is voted upon.

Amendments may be proposed in three ways:

1. By inserting or adding a word, phrase, sentence or section;
2. By striking out some particular word, phrase, sentence or section;
3. By striking out some particular part and inserting in its place some other work, phrase, sentence or section.

(or combination of above)

An amendment once adopted cannot be further amended, except by a vote to reconsider (chapter XIII, sec 13.14.2, 2016 Digest).

An amendment to an amendment may be proposed while the first amendment is under consideration. In such cases the amendment to the amendment is voted upon first, then the amended amendment, and finally, the report or resolution as amended.

A motion to amend an amendment to an amendment is never in order. Involved parliamentary procedures can be avoided by well-developed, sound resolutions and Committee reports.

#### SUBSTITUTE

A Committee may rewrite one or more resolutions and offer their draft as a substitute. As such it is the report of the Committee and acted upon as above.

#### MINORITY REPORT within Committee

If there is a well-defined difference of opinion on a certain issue, those Committee members in the minority may elect to submit a "minority report". Such report must be read before the majority report is acted upon. In order to bring the minority report properly before the Grange, a motion should be made and seconded to substitute the minority report for the majority report. If the motion prevails (receives a favorable vote), the minority report becomes the report of the Committee and is then acted upon.

If the motion to substitute is lost, the majority report will then be considered.

## AVOIDING THE ISSUE

A Committee is appointed to assist the Grange in deciding policy and action. It therefore should strive in every way possible to reach a recommendation for the Grange on all questions assigned to it.

If a committee cannot reach agreement on a recommendation for a resolution, they may:

1. Report the resolution “without recommendation”. The resolution is now before the Grange for action. This procedure is not recommended as it necessitates time-consuming debate of the entire Grange. The entire membership must now do what the Committee decided they could not do – decide the issue.
2. Ask that the resolution “be referred for further study”. This puts off action on the topic itself until a later date. The action of the Committee still must stand a vote of the Grange for approval.
3. Ask that the resolution “be tabled” either for a “time certain” or “indefinitely”. This motion takes precedence, is non-debatable and if approved, the “time certain” requires the issue to be brought before the Grange at the specified time.

## IN CONCLUSION

Additional information relating to parliamentary procedures used in Grange meeting is found in the Code of Parliamentary Law, Chapter XIII of the Digest, and in the book, Roberts’ Rules of Order.

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To obtain additional copies of this brochure, contact:

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# WRITING GRANGE RESOLUTIONS

Be it resolved...

