USET SPF Resolutions Process in Brief

Draft Resolutions Due: 3 Weeks Before USET SPF Meeting

Resolutions must be submitted to USET SPF staff in advance of the meeting at which the resolution will be considered.



USET SPF Resolutions Review Committee Reviews and Distributes Draft Resolutions: 2 weeks before USET SPF Meeting

The USET SPF Resolutions Review Committee determines whether draft resolutions are in order and refers resolutions to committee(s) of jurisdiction.



Draft Resolutions Referred to USET Committee(s) of Jurisdiction: 1 Week Before USET SPF Meeting

Draft resolutions will be provided to Committee Chairs no later than 1 week after submittal deadline or in the case of late resolutions, as they are received and accepted by the Review Committee. Draft resolutions are also provided to Members of the USET SPF BOD.



USET Committees of Jurisdiction Review Draft Resolutions: During USET SPF Meeting

Committees review and provide vote recommendations on draft resolutions.



USET Resolutions Review Committee Accepts and Prepares Committee-Reviewed Resolutions

Committee Chairs or designees deliver reviewed resolutions to USET staff office by 1 pm the afternoon prior to the final business session of the <u>USET</u> SPF Board of Directors.



USET SPF BOD Considers and Approves Resolutions: Final Business Session of Meeting

USET SPF Board votes on committee-reviewed resolutions. The Director, committee representative, or external organization submitting the draft resolution **must be present during the meeting** when the resolution is considered.



USET SPF Staff Finalize and Distribute Resolutions: Post-USET SPF Meeting

Final resolutions distributed to USET member Tribal Nations, Board of Directors, Committees, outside stakeholders and placed on <u>USET</u>'s website.



USET Committee Chairs, Resolution Sponsors, Staff Assist in Follow-up

USET SPF staff conduct initial resolutions outreach and include others, as necessary, in follow-up process



Resolutions Status Tracking & Reporting

Reporting on resolution status throughout the year, with final report presented annually. USET staff assigned to committees responsible for brief updates during meetings.