**RESOLUTION TIMELINES AND FORMAT**

Timelines

* Chapters will submit their resolutions to their district vice president by **September 28.**
* Resolutions that have been rejected or amended must be returned to their originating chapter by **October 8** with a written explanation for such action.
* The originating chapter will then have until **October 18** to rewrite and resubmit the resolution to the district vice president.
* District vice presidents must have all the resolutions from their district in the hands of the convention resolutions committee chairperson or his/her designee by **October 25**. CAL FIRE Local 2881 headquarters will act as the resolutions chairperson and the deadline for receipt of resolutions in headquarters is **October 25**.
* The executive board resolutions shall be transmitted to the resolutions committee by **October 25.** Standing committee resolutions are due to the resolutions committee chair on the same date.
* By **November 8**, the convention resolutions chairperson will forward to each chapter director, district vice president, member of the CAL FIRE Local 2881 PAC Board, and convention committee chair a resolution packet containing all resolutions, convention rules, current union constitution and Section 1500, Continuing Policies, of the operating procedures handbook.
* The packet described above will also be posted to the CAL FIRE Local 2881 internet web page, password protected to members only, by **November 8**.

Preparation

* All resolutions must be submitted in writing in the proper format (see example).
* The resolution must be proposed, accepted and posted (signed and dated by the presiding officer) at an officially convened meeting of a chapter, district, committee or the executive board.
* An intent is to be given on every resolution submitted for consideration at the general convention.
* Resolutions which propose or require any addition or change to the CAL FIRE Local 2881 Constitution & By-Laws shall include the specific language proposed (appropriate codification) for them in the Resolved section of the resolution or as an attachment, before they are accepted by the resolution chairperson.
* Resolutions must comply with Article XI, Section 5, of the constitution.
* All resolutions having a financial impact will include a statement declaring when the deductions will end as part of the financial impact.
* Resolutions with per cap increases not involving employee compensation or contract professional services shall include documentation/justification attached to the resolution (if not included in the whereas portion of the resolution).
* All resolutions having a financial impact and no expiration date will include a statement declaring the deductions will continue indefinitely as part of the financial impact.
* The district vice president will post each resolution to the convention resolution committee as it is received. It will be the responsibility of the district vice president to:
* Check resolutions for proper format.
* Combine like resolutions.
* Reject or amend resolutions that are confusing, misleading or are past policy.
* Resolutions pertaining to employee compensation (Policy 0350.01) and contract labor pay (Policy 0351.01) are not permissible.

**CAL FIRE LOCAL 2881 RESOLUTION FORMAT**

(Committee and number to be assigned later)

RESOLUTION

CAL FIRE LOCAL 2881 59th ANNUAL CONVENTION

SAN DIEGO, CA

JANUARY 8 - JANUARY 11, 2026

SUBJECT: (Title)

SUBMITTED BY: (Chapter, District, Executive Board, Standing Committee)

INTENT: (Statement as to purpose of resolution)

FINANCIAL (To be assigned by fiscal steering committee/state finance director)

IMPACT:   
 Sunset Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Continues Indefinitely \_\_\_\_\_\_  
  
 Estimated Annual Revenue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WHEREAS, (1) (Used to point out a condition that does exist); and

WHEREAS, (2) (Use as many whereas clauses as necessary to point out all the conditions); therefore, be it

RESOLVED, (A) (The action requested to resolve the condition must be specific and not contradictory); and be it further

RESOLVED, (B) (If the action cannot be taken care of in the first resolved, additional resolved clauses may be used).

ACTION:

To Executive Board of Directors:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Adopt in Original Form:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Adopt as Amended:\_\_\_\_\_\_\_\_\_\_\_\_ Adopt as a Consolidation of Resolutions:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Withdrawn by Author: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reject:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_