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March 14, 2024

TO: HGEA Stewards and Members

SUBJECT: **Resolutions for the 27th Biennial HGEA General Assembly**

The 27th Biennial HGEA General Assembly is scheduled for September 12-14, 2024 at the Hilton Hawaiian Village Waikiki Beach Resort on Oahu. As the highest governing body of the union, the General Assembly considers amendments to the HGEA charter of incorporation and bylaws, and other non-charter and bylaws or general resolutions.

Members may use the attached forms to submit a resolution to the General Assembly. One form is to propose amendments to the charter and/or the bylaws. The other form is to propose general resolutions. Examples and guidelines on how to prepare a resolution are provided for your reference.

The Committee on Charter, Bylaws and Resolutions is responsible for reviewing all proposed resolutions and making a recommendation to the General Assembly. The committee may contact the maker to obtain more information or to suggest alternative language or approaches. All proposals will be considered by the General Assembly unless withdrawn by the maker.

Please submit proposed resolutions to the HGEA Charter, Bylaws and Resolutions Committee, 888 Mililani Street, Suite 401, Honolulu, HI 96813, or drop them off at any HGEA office. Proposals may also be sent by email to cbrcomm@hgea.org. Please remember to include your name, bargaining unit and work phone number. The deadlines for any proposed resolutions are as follows:

Deadline for Charter/Bylaws Resolutions: 4:30 p.m., Wednesday, May 15, 2024

Deadline for Non-Charter/ Bylaws Resolutions: 4:30 p.m., Thursday, June 14, 2024

No late submittals will be accepted. We urge members to submit their resolutions early to make sure their proposal is received by the deadline.

If you have any questions, please email service@hgea.org.

HOW TO DRAFT GENERAL RESOLUTIONS

FORMAT:

Begin title with a verb such as "urging", "requesting", "concerning", "amending", etc., appropriate for resolution's intent.

Arguments in support of resolution should be developed here. Begin with general, broad statement and finish with specific, definitive points.

Use as many "Whereas" clauses as are necessary to provide convincing justifications.

Usually 1 or 2 "Resolved" statements are sufficient to fully accomplish the resolution's intent.

EXAMPLE:

URGING THE STATE LEGISLATURE TO SUPPORT INITIATIVES TO STIMULATE THE ECONOMY.

WHEREAS, Hawaii's economic health should be largely dependent on what state government does to encourage and stimulate, growth; and

WHEREAS, the State desperately needs new sources of tax revenue to improve public education and provide better services for the community; NOW, THEREFORE

BE IT RESOLVED by the 2020 HGEA General Assembly that the state legislature implement special tax and other regulatory incentives to attractive high tech industries, and diversified agriculture to conduct business in Hawaii; and

BE IT FURTHER RESOLVED that a copy of this resolution be sent to the governor and all legislators.

HOW TO DRAFT CHARTER/BYLAWS AMENDMENTS

FORMAT:

Same format as general resolutions except current language that you want deleted from the Charter or Bylaw article must be bracketed and new language you want inserted must be underscored (Ramseyer format).

EXAMPLE:

AMENDING ARTICLE VII-COMMITTEES, OF THE HGEA BYLAWS

WHEREAS, the name of the Committee on Political Action should be changed to "Committee on Legislation and Political Action" because the actual function of the committee includes both legislative lobbying and political activity; and

WHEREAS, one of the primary goals of the committee should be to mobilize the membership; NOW, THEREFORE

BE IT RESOLVED by the 2020 HGEA General Assembly that Article VII of the HGEA Bylaws be amended to read as follows:

(Insert language change in Ramseyer format)

**PROPOSED AMENDMENT TO THE
HGEA CHARTER OF INCORPORATION OR BYLAWS
HGEA 2024 GENERAL ASSEMBLY**

TYPE OF RESOLUTION (check appropriate item):

_____ 1. Amending the CHARTER OF INCORPORATION

Article No. _____ Title _____

Section No. _____ Subsection No. _____

_____ 2. Amending the BYLAWS

Article No. _____ Title _____

Section No. _____ Subsection No. _____

_____ 3. Creating a NEW Charter/Bylaw article (circle one): Charter Bylaw

PURPOSE AND REASONS FOR YOUR PROPOSED AMENDMENT (Use as many Whereas' as needed to justify your proposal):

Whereas, _____

PROPOSED AMENDMENT (Identify article no., title, and section no. Insert brackets around language to delete and underscore new proposed language):

Be it resolved that _____

Submitted By _____ Phone _____

Address _____ Bargaining Unit _____

Department _____

Deadline for receipt of charter/bylaws resolutions: **4:30 p.m., Wednesday, May 15, 2024**

Mail to HGEA, 888 Mililani Street, Suite 401, Honolulu, HI 96813, Attention: HGEA Charter, Bylaws and Resolutions Committee or deliver to any HGEA office. Proposals may also be sent by e-mail to: cbrcomm@hgea.org

