**\* \* \* INSTRUCTIONS FOR SUBMITTER OF RESOLUTIONS TO CSFN GENERAL ASSEMBLY (GA) \* \* \***

Submitter (delegate org or outside entity) shall:

1. Submit a resolution preferably that fits _on one page_ on your organization letterhead
   (NOTE:  Side margins should be set to ½-inch.  About 1-1/2 - 2 inches of the top will be devoted to the CSFN letterhead logo & about 1-1/2 inches for the signature block not counting cc's at the bottom.  All text should be spaced at 1.0 (single-spaced)).
2. Bring at sufficient copies (usually 25 hardcopies or up to total number of orgs in CSFN – get count from keeper of organization list) and distribute to the General Assembly (GA) for a vote:
   a. Give one hardcopy to Recording Secretary before presenting resolution
   b. Give one hardcopy to the 2nd VP before presenting resolution
3. Submitter shall read the resolution to the GA – just "Resolved" clauses if time constrained.
4. Submitter shall write legibly onto the hardcopies of the Recording Secretary & the 2nd VP the _GA-approved and passed_ language.
   NOTE:  ABSOLUTELY NO TEXT SHALL BE CHANGED OTHER THAN WHAT THE GA APPROVED in the finalized resolution  at the GA meeting.

   What this means:  Unless text matches exactly what was voted on by the GA, the resolution shall not be put on CSFN letterhead.

   Any corrections must go through the GA again by special vote or otherwise & 2nd VP shall not engage in dialogue regarding changes.
5. Submitter shall create a Word-formatted "print-ready" file with the first occurrence of its own org name/sponsoring entity name replaced with "The Coalition for San Francisco Neighborhoods (CSFN)" (spelled out & followed by the abbreviation in parentheses).
6. Submitter shall, in this Word-formatted "print-ready" file, replace all subsequent occurrences of its own org/entity name with "CSFN" (not spelled out).
7. If changes were made at the GA to the resolution text, the Submitter shall have included the text changes in this Word-formatted-"print-ready" file (as written on the hardcopies of the Recording Secretary & 2nd VP's copies at the GA) which need to match.
8. 2nd VP will \***NOT**\* edit Submitter's Word-formatted "print-ready" file in re spelling, spacing (e.g. margins at ½-inch, vertical spacing at 1.0), punctuation, capitalization, grammar, etc. errors.

9. ***ONLY IF**\* the GA has passed the resolution, the Submitter shall send the Word-formatted "print-ready" file to the 2$^{nd}$ VP.
10. Submitter shall provide:
    a. Names/titles (*NO* email IDs)
    b. Address(es) where it is to be sent (CSFN isn't sending it)
    c. Names for the cc's (*NO* email IDs)
11. 2$^{nd}$ VP shall put the finalized GA-approved resolution text on letterhead.
12. 2$^{nd}$ VP shall send the final resolution on CSFN letterhead with President's signature/electronic authorization to:
    a. Submitter
    b. President
    c. Correspondence Secretary (for file in binder)