

## **Instructions to follow when submitting a proposed change to the Constitution, Goals & Priorities and Resolutions at the 2024 Biennial APEA/AFT Caucus.**

Caucus is the time set aside for considering changes to the APEA/AFT Constitution. All suggested changes to the Constitution must be submitted to the APEA/AFT Constitution Committee no later than September 25, 2024. A recommended change must be submitted in the format specified in the Constitution. Below is a brief description of what must be considered when proposing a change. Attached is a copy of the form to be used if you are interested in submitting a change. Forms can also be found on the APEA website by visiting [www.afea-aft.org](http://www.afea-aft.org).

When submitting a proposed change to the:

**Constitution** - Be sure to state the current Constitution provision(s). The proposed words, phrases, characters to be deleted should be displayed with a single line through the word, phrase or character. Words, phrases, characters to be added should be displayed with a single line under the word, phrase or character. Provide justification, the pros and cons, financial impact and source of funding to pay for increase for the proposed change(s).

**Goals & Priorities** - Clearly state what the Goal and Priority provision is. Goals are observable, with a measurable end result having one or more objectives to be achieved within a fixed timeframe. Goals keep our Local(s) focused on an achievement and moving forward. Goals should be obtainable. Once a goal has been accepted by the committee – tasks should be set to attain the goal. Break the goal down to easy steps in order to attain the goal on the form by indicating what the goal is, the quality of achievement, to be done by whom and by when.

**Resolutions** - Resolutions are formal expressions of the official opinion or will of the Local(s). Resolutions must be statements directing action. Start with a title that reflects the resolutions subject. Begin the statement with, "What is the resolution regarding", followed by "Whereas" parts for the supporting statements of "facts". Next add the "be it resolved" which is the action that is required – this should consist of at least one thing you require to happen. If several things are to be done you may add by stating "be if further resolved".