



**ΩΨΦ STATE
ORGANIZATION
of GEORGIA**

C.A.R.E

COMMITMENT | ACCOUNTABILITY | RESPONSIBILITY | EXCELLENCE

RECOMMENDATIONS & RESOLUTIONS

Bro. Thaddeus Hodges
Recommendations/Bylaws
thad.hodges@yahoo.com
912-429-0703

Any recommendations shall be submitted no less than ninety (90) days before the State Meeting. Therefore, Deadline for submission is July 1, 2021, please email Bro. THAD HODGES thad.hodges@yahoo.com Phone: (912) 429-0703. Please follow up after sending to confirm receipt.

Omega Psi Phi Fraternity, Inc. State of Georgia Recommendations Submittal Form

a. Recommendation Index:

Title _____ (6 Word Max)
Submitted By: Bro. _____ Control Number: _____
Contact Info: _____
(E-mail Address req'd) *(Phone Number)*
Chapter Name: _____ Location: _____

b. Submittal Information:

Date Submitted to Recommendations Chairman:

Method: Electronic Fax Mail/Other

Date Received by Recommendations Chairman

Method: Electronic Fax Mail/Other

c. Endorsement:

Submittal of this Recommendation was endorsed by _____
(Chapter Name).

Chapter Contact: Bro. _____ Office _____

Contact Info: _____
(E-mail Address req'd) *(Phone Number)*

d. Research:

This Recommendation will have a Financial Impact on:

Candidates for Membership Brothers Chapters State District Fraternity

Estimate of Annual/One-Time Financial Impact _____

This Recommendation will affect: Constitution By-Laws New Membership Policy Dues Other Procedure

PROCEDURE FOR SUBMITTING GEORGIA RECOMMENDATIONS

Part I. About this Procedure

To assist the Recommendations Committee in performing its duties under the Constitution and Bylaws of the State of Georgia Organization, Brothers are urged to adhere to the instructions below. This cooperation will expedite the work of the Committee and ensure the inclusion of properly prepared recommendations in the Committee's report to the Georgia State Meeting.

The recommendations submittal form (Form 3A-GA) is designed to require and encourage the Brother submitting the Recommendation to consider the potential impact of the Recommendation and to seek support for the Recommendation, from the submitter's Chapter prior to submitting the Recommendation. This will assist the Committee in their evaluation activities and improve the efficiency of the Recommendations process between and during State Meetings.

Part II. The Procedure

Duties of the Committee

- The committee is charged with the duty of reviewing all recommendations presented in advance and submitting it to the Georgia State Meeting for consideration.
- During the interim between Georgia State Meetings, the committee is charged with making available to itself a codification of all previous recommendations passed by Georgia State Meetings and advising the State Representative and the Executive Council of their status as to implementation.

Format and Preparation of Recommendations – Experience of previous Committees, as they performed their duty and made their presentations to the Georgia State Meeting, has provided the rationale to require all Brothers to use the appropriate forms and follow the Recommendations submittal process as described below:

1. Each Recommendation, regardless of the source, must be submitted in writing through this procedure to be considered by the Recommendations Committee. Recommendations submitted in any other fashion will be deemed invalid.
2. The format of the Recommendation submittal document (font size, spacing, etc.) is defined and described below under the section titled "Forms". No other document or vehicle (neither Officer Reports, Committee Reports, nor "resolutions" raised on the floor of the Georgia State Meeting are accepted as part of the Recommendations process. (Issues and changes presented through other means may indeed be adopted by the Georgia State Meeting, up to and including amendments to the Constitution and By-Laws, however, these actions will not be deemed Recommendations.)
3. Each Recommendation must be submitted to the Recommendations Chairman not less than 90 days, with no exception, prior to the start of the Georgia State Meeting.
 - a. This is to be an electronic submission using the form described below.
 - i. Only the State Representative, under special circumstances, can grant exception to this electronic submission requirement.
 - ii. As the Brother submitting the Recommendation is encouraged to seek endorsement of his Recommendation from Chapter and that each Chapter is to have electronic submission capability, only the most unique circumstances must exist to waive the electronic submission requirement.

- b. At the same time the Recommendation is submitted to the Recommendations Committee Chairman, the Recommendation is to be electronically submitted to the 1st Vice State Representative.
 - i. Exception can only be granted, as indicated above, by the State Representative.
 - ii. If the State Representative waives the electronic submission requirement on the Brother submitting the Recommendation, must make sure that whatever method used has the Recommendation in the hands of the Recommendations Chairman not less than 100 days prior to the start of the Georgia State Meeting.
 - iii. Upon electronic receipt of a Recommendation, the Recommendations Chairman will **immediately** forward a copy of the form to the State Representative, the 1st Vice State Representative, the State Keeper of Records and Seal and to the Members of the Recommendation Committee and send an electronic acknowledgment to the submitting Brother that the Recommendations has been received by the Committee.
 - iv. Following this process results in all Recommendations (unedited, un-abridged) being in the hands of the Recommendations Committee well before the start of the Georgia State Meeting.
- c. The Recommendations Committee Chairman will:
 - i. Review each recommendation to combine and consolidate any duplications and similar proposals
 - ii. Review the text to clarify the intent and proposed effect on present policy and program operations.
 - iii. Identify and separate any Recommendations affecting changes in the Constitution and/or By-laws and prepare and handle them according to the procedures for Constitution and By-laws.
 - iv. Identify and separate any Recommendations affecting changes in the duties, responsibilities, practices or procedures of other Standing Committees and forward those Recommendations, immediately upon recognition, to the responsible Committee Chairmen.
 - v. Prepare a listing of those Recommendations remaining for consideration by the Recommendations Committee and electronically transmit that listing to each chapter in the state not less than 60 days prior to the start of the Georgia State Meeting.
 1. Each Committee Member will be asked to review and evaluate each Recommendation in the listing mentioned in (v.) above and communicate his position (advice) on each Recommendation to the Recommendations Committee Chairman.
 2. The Recommendations Committee Chairman will facilitate a communication with the entire Committee (electronically, telephonically or otherwise) to reach a Committee consensus position (advice) on each Recommendation mentioned in (1.) above prior to the Georgia State Meeting.
 3. The Recommendations Committee Chairman will:
 - a. Prepare a report to the Georgia State Meeting that includes all Recommendations mentioned in (1.) above which will indicate the consensus position (advice) of the Committee.
 - b. Take the necessary steps to assure that the Committee's report is available for distribution at the Georgia State Meeting to registered Brothers.
 - c. Present the report to the Georgia State Meeting as allowed by the Plenary Agenda and request motions to act upon (Approve, Disapprove,

etc.) the Recommendations included in the report upon consideration of the Committee's advice.

Part III. Timeline

See attached Figure (A)

Part IV. Forms

About Form 3A-GA

Recommendations can only be submitted for consideration by using the two-page Form 3A-GA. Although the procedure requires Form 3A-GA to be submitted electronically, special circumstances can be used to request a waiver from the Executive Director. {See comment above in "**Part II. Procedure - Format and Preparation of Recommendations** Item (3.)" for exceptions.}

See attached Form 3A-GA (blank) and example Form 3A-GA (completed).

The instructions to complete Form 3A-GA are listed below:

a. Recommendation Index:

This portion of the form is to create an easy means to refer to the Recommendation and to identify the Brother who submitted the Recommendation while also providing a means for the Committee to contact that Brother as may be required. The "Title" of the Recommendation is limited to a maximum of six (6) words. All blanks must be completed.

b. Submittal Information:

This portion of the form is to provide a means to track the progress of the Recommendation through the Recommendations submittal process. All blanks must be completed and applicable boxes checked.

c. Endorsement

This portion of the form is to serve several purposes:

- Indicate whether or not the submitting Brother has garnered support for the Recommendation from his Chapter. (It must be understood that this can influence the consensus position of the Recommendations Committee.)
- Facilitate easy contact with Chapter personnel to confirm such indications.

All appropriate blanks must be completed and associated contact information must be provided.

d. Research

This portion of the form serves two purposes:

- Encourage the submitting Brother to do reasonable study to comprehend the potential impact of the Recommendation.
- Direct the further consideration of the Recommendations Committee
- (It must be understood that information included in this portion of the form (as well as the lack of information) can influence the consensus position of the Recommendations Committee.)

e. Recommendation

This portion of the form is for the submitting Brother to provide concise text (25 words or less) that describes and communicates the Recommendation. (Rationale for the Recommendation is also to be shown on page 2 of Form 3A-GA. Submitting Brothers are advised to be clear in regard to what actions

are to be taken by whom to affect which procedure, process, etc. **Each Recommendation is to be submitted on a separate Form 3A-GA.**

Submittal of a Form 3A-GA that indicates a compound Recommendation to take separate and disparate actions may be considered invalid by the Committee.

f. Rationale

This portion of the form is to provide the submitting Brother the opportunity to support his Recommendation; however, is limited to 250 words maximum. All supporting rationale must be shown on this page 2 of Form 3A-GA. (Reference to other documents is allowed on the Form 3A-GA but those additional supporting documents must be provided separately to the Committee Chairman and must follow all timeline constraints described above in the Recommendations Submittal Procedure in its entirety.)

g. History

This portion of the form serves two purposes:

- Indicates the thoroughness of the research performed by the submitting Brother
- Contributes to the formation of the consensus position of the Recommendations Committee

(It must be understood that Recommendations with a history of disapproval by past Georgia State Meetings, require substantial supporting comments in the rationale comments in item (f.) above, to receive a favorable consensus from the Committee.)

h. Referral

This portion of the form allows the submitting Brother to indicate his desire for a particular entity (State Officer, or Committee (other than the Recommendations Committee)) to consider the Recommendation. The Recommendations Committee encourages submitting Brothers to indicate such to expedite the referral process.

If Brothers have questions regarding completion of the Form 3A-GA or any element of the Recommendations Submittal Procedure, they are encouraged to contact the Recommendations Committee Chairman.