

### Resolutions Committee

1. The committee members will read the Section Bylaws for the description of the committee.
2. The committee members will visit the Business Meetings tab on the Section website to read previous years' Resolutions documents.
3. For the year preceding the annual Section Meeting, keep an ongoing list of the activities, people, awardees, and honorees that contribute to the Section.
4. In preparation for the annual Section Meeting, prepare a written Resolutions document which includes all the above-listed information. Some of the information is obtained from the appropriate committees at the annual Section Meeting itself.
5. Read the Resolutions document at the annual Business Meeting, if requested.
6. If the preparer is not the Section Secretary, then give the complete and final document to the Secretary for inclusion in the Business Meeting minutes.
7. Note: the Section Secretary is a member of the committee.