



2021 House of Delegates Pre-House Amendments Process & Timeline

To provide an amendment for an existing house resolution, please refer to the detailed instructions and timeline below. Please note that while the pre-house amendments process is designed to help facilitate consensus and collaboration in advance of the house, additional amendments may be proposed during reference committee hearings or deliberations.

Should you wish to submit a new resolution, please complete the [resolution template](#) form and submit it to governance@cda.org. The deadlines to submit resolutions can be found on the list of [important deadlines and dates](#).

Should you have any questions, please contact the [governance team](#).

Resolution 1, Board Composition Amendments due by September 10	All Other Resolutions Amendments due by October 22
1. Component/Delegate submits Board Composition Pre-House Amendment Form to governance@cda.org	1. Component/Delegate submits Pre-House Amendment Form to governance@cda.org
2. Confirmation of receipt sent to submitter	2. Confirmation of receipt sent to submitter
3. Amendment reviewed for context and clarification obtained, if necessary	3. Amendment reviewed for context and clarification obtained, if necessary
4. Staff, in collaboration with speaker of the house, identifies similarities with other submissions. If there are similarities, staff will coordinate a joint meeting amongst submitters to determine whether language can be agreed upon for a joint amendment; duplicative amendments will be withdrawn when applicable.	4. Staff, in collaboration with speaker of the house, identifies similarities with other submissions. If there are similarities, staff will coordinate a joint meeting amongst submitters to determine whether language can be agreed upon for a joint amendment; duplicative amendments will be withdrawn when applicable.
5. Final amendment reviewed/approved by submitter(s)	5. Final amendment reviewed/approved by submitter(s)
6. Amendment posted on cda.org/house	6. Amendment posted on cda.org/house
7. Amendments reviewed by the board composition workgroup for input	
8. Board composition workgroup report provided as part of reference committee hearing, identifying whether the workgroup is in support of the proposed amendments	