



# Late Resolution Submission Form

A resolution is considered late if it is received after the official submission deadline. It may be considered at the Business Meeting under "Other Business." At that time, a motion to suspend the bylaws for the purpose of considering a particular resolution may be offered. A motion to suspend the bylaws is required to be moved, seconded and adopted by a two-thirds vote for every resolution submitted from the floor. Once the motion to suspend the bylaws is adopted, the new resolution can be moved and seconded, and a simple majority of those present and voting is required to be approved. *If the motion to suspend the bylaws fails, the resolution cannot be considered.*

**SUBMISSION INSTRUCTIONS:** This form must be emailed directly to NYSSBA Governmental Relations at [advocacy@nyssba.org](mailto:advocacy@nyssba.org). Please include your district's name in the subject line of the email.

**RESOLVED:**

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**RATIONALE:**

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**SUBMITTED BY:**

I, \_\_\_\_\_, Board President Superintendent Board Clerk  
*(Select one - no substitutions)*

am submitting this resolution on behalf of \_\_\_\_\_ on \_\_\_\_\_  
*(District/BOCES Name) (Date)*

**Name of the designated contact person to respond to any questions/concerns:**

Name \_\_\_\_\_ Board Position \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_