

## **ISSUES, POSITIONS, and RESOLUTIONS**

The American Probation and Parole Association (APPA) is one of the largest community corrections associations in the nation and is an international association that consists of members from the United States, Canada and other countries. APPA serves as the voice of its membership and has grown to become a strong, unified voice for the field of community justice.

APPA represents the membership when significant current events, critical issues, or controversial topics arise that have implications on public policy and practices in the field. The association may address these issues and concerns by way of written statements of issues, positions, and/or resolutions.

Any active member or committee may submit a paper for review and approval. The following guidelines provide information on the submission process in accordance with the APPA Constitution and Bylaws, the types of documents that can be created, and format and minimum requirements.

### **AMERICAN PROBATION AND PAROLE ASSOCIATION<sup>1</sup> Constitution and Bylaws**

#### **ARTICLE VI – COMMITTEES (SECTION 7)**

An Issues, Positions and Resolutions Committee, appointed by the President upon approval of the Executive Committee receives, reviews and recommends adoption of resolutions on behalf of the Association.

- a) Resolutions, position statements or issue papers may be submitted by any active member of the Association. All resolutions will be referred to the Issues, Positions and Resolutions Committee. The Committee will review all such submissions for their relevancy to the organization's vision and appropriateness in furthering the goals and functions of the Association.
- b) Resolutions, position statements and issue papers recommended for adoption will be presented by the Committee Chair to the Executive Committee. If approved, the Committee Chair or, in his/her absence, the President will present the submitted document to the Board of Directors for approval by simple majority.
- c) Resolutions, position statements and issue papers adopted by the Board of Directors will be communicated to the general membership in writing by the designated agent of the Association.

---

<sup>1</sup> Link to access a document of the full APPA Constitution and Bylaws [http://www.appa-net.org/eweb/docs/APPA/bod/manual/01\\_constitution.pdf](http://www.appa-net.org/eweb/docs/APPA/bod/manual/01_constitution.pdf)

- d) A permanent record of all adopted resolutions, position statements and issue papers will be kept by the designated agent of the Association.
- e) The President with majority approval from the Executive Committee may take formal positions on matters when deemed politically expedient. Such actions shall be reported to the Board of Directors at the next scheduled meeting.

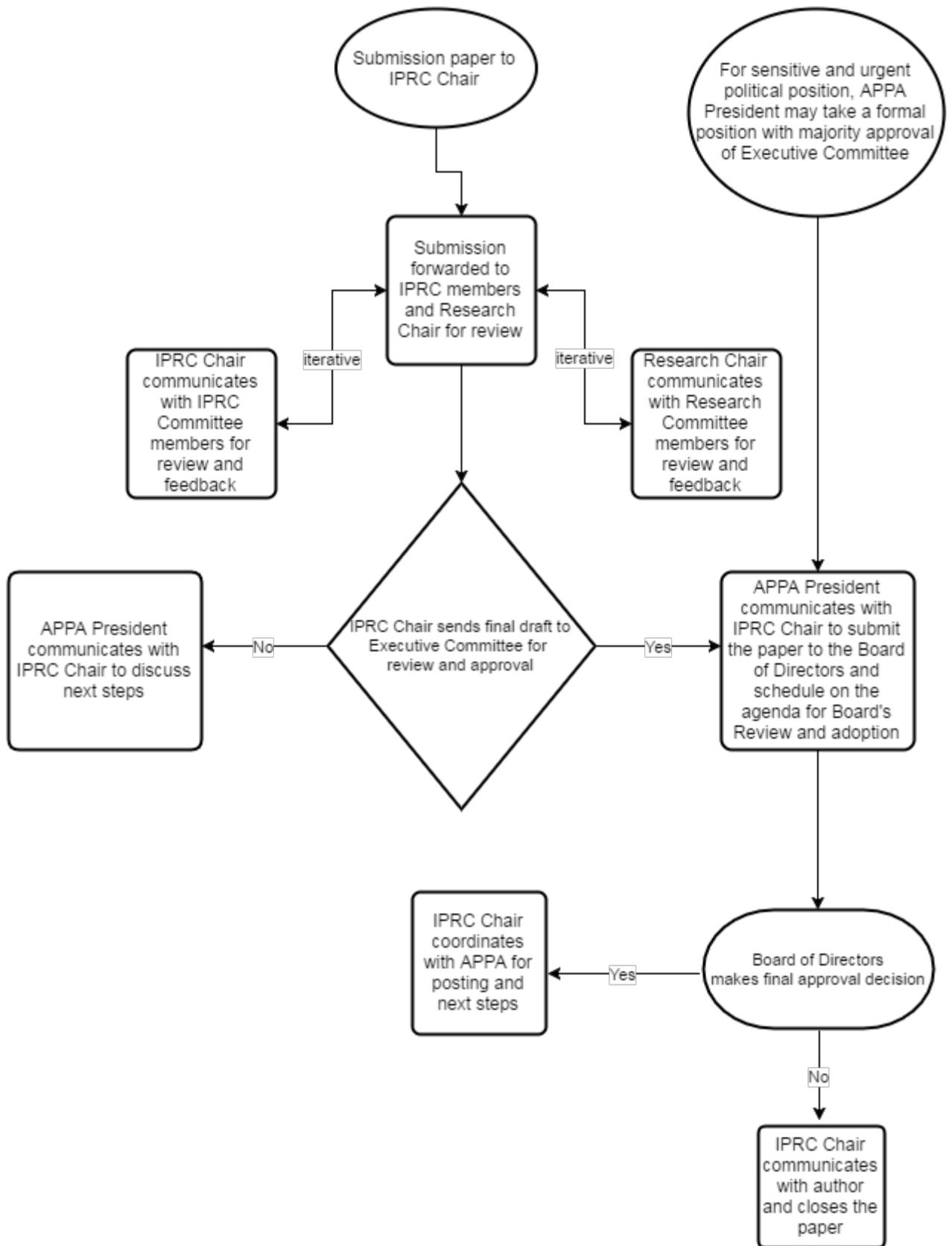
### **SUBMISSION PROCESS**

1. Individual active member or committee Chair submits a paper to the Issues, Positions, and Resolutions Committee (IPRC) via an email attachment to the IPRC Chair.
2. IPRC Chair forwards the paper to IPRC members and Research Chair requesting review and feedback to the author. The Research Chair communicates with Research Committee members for review and feedback. This may be an iterative process until the paper is ready for submission to the Executive Committee.
3. Upon approval by the IPRC and Research Committee, IPRC Chair sends the final draft to Executive Committee requesting review and approval.
  - a. If approved,
    - i. APPA President communicates with IPRC Chair to submit the paper to the Board of Directors and schedule on the agenda for Board's review and adoption.
    - ii. The IPRC Chair or, in his/her absence, the President presents the paper to the Board of Directors for approval
  - b. If not approved, APPA President communicates with IPRC Chair to discuss next steps.
  - c. The IPRC Chair communicates with the author of the status of the paper as necessary. The author of the paper may be invited to the Board of Directors meeting for questions and answers if the author is not already a member of the Board of Directors
4. Upon approval by the Board, IPRC Chair will work with APPA staff:
  - a. To send a communiqué to general membership<sup>2</sup>.
  - b. To post the paper on APPA website
  - c. To ensure a permanent record will be kept by APPA Staff<sup>3</sup>
5. In the event a position is deemed politically sensitive and urgent, with majority approval from the Executive Committee,
  - a. The President may take a formal position on APPA's behalf then report to the Board of Directors at the next scheduled Board meeting.
  - b. The President also informs the IPRC Chair when such position has been taken
  - c. Follow step 4

---

<sup>2</sup> Per APPA Constitution and Bylaws, documents adopted by the Board of Directors "will be communicated to the general membership in writing by the designated agent of the Association."

<sup>3</sup> Per APPA Constitution and Bylaws, "A permanent record of all adopted resolutions, position statements and issue papers will be kept by the designated agent of the Association."



## WRITING GUIDELINES and REQUIRED FORMAT

**AUTHOR:** *(Name of the individual or committee who wrote the paper)*

**SUBMITTED BY:** *(Name of contact person with whom the IPRC will be working)*

**DOCUMENT TYPE:** *(Issue, Position, or Resolution)*

**TITLE:** *(The title should be as self explanatory as possible)*

**DEFINITIONS:** *(If needed, define key terminologies to ensure clear understanding)*

**ENACTMENT/REVISION DATE(S):**

**CONTENT:** *(see below)*

**ISSUE PAPERS:** An Issue Paper is a document that articulates a thorough understanding of the topic by providing a review of the literature, media coverage of the topic, and/or other sources of information. The document also lays out pros and cons of the topic. An Issue Paper is required as a basis for a Position Paper. The format for an Issue Paper is as follows:

**INTRODUCTION:** All Issue Papers will begin with an introduction as a lead-in to inform what the topic is and the nature of the paper, i.e., whether the issue is formulated about a program, a research piece, a legal issue, etc.

**BODY:** The body of the paper may contain multiple sections with subtitles for purposes of organization. The content elaborates and provides comprehensive exploration of the topic at hand. It offers to enhance the readers' knowledge of the subject, is informative to developing and/or improving policies and practices, to share observations based on research or literature findings, and may contain citations as appropriate.

**SUMMARY:** The paper will end with a summary of the content, analysis of the topic, and highlights of the pros and cons.

**REFERENCES:** The Publication Manual of the American Psychological Association may be used for reference format. Cite all sources of information as appropriate including website, interviews, magazine, journal, book, and others.

**POSITION STATEMENTS:** Position papers are statements that represent the unified stand or opinion of the APPA body on matters that are believed to have longevity within the field and that set the stage for public policy and practices on a national level. Position Papers must be based on updated Issue Papers that provide extensive background information. A Position Paper thoroughly analyzes the issue that clearly shows support for the position taken. Should a position paper become a resolution, the position paper will be re-written into a resolution.

**INTRODUCTION:** All Position Statements will begin with an introduction as a lead-in to inform what the topic is, the nature of the paper, and why taking a position is necessary.

**BODY:** The main body of a position statement needs to address the following:

- Incorporate the Issue and Position Papers
- Thoroughly explain the topic and the various perspectives entailed
- Elaborate the rationales on why taking the position is important
- Present philosophical principles and values and/or empirical data that support the position taken

**SUMMARY:** The paper will end with a re-statement of the position taken, a summary of main supportive facts, and a recommendation for actions as deemed necessary.

**REFERENCES:** The Publication Manual of the American Psychological Association may be used for reference format. Cite all sources of information as appropriate including website, interviews, magazine, journal, book, and others.

**RESOLUTIONS:** Resolutions are definitive statements that are in support of or in opposition to a particular public policy, practice, initiative or program that is in existence or in development including proposed legislation. A Resolution is supported by a fully developed Issue Paper and a Position Statement adopted by the Board.

APPA members, Board, and committees may cite Resolutions to represent the position taken by APPA as a platform for legislative principles and agenda. Resolution statements:

- Begin with background information articulated in a listing format
- Each paragraph is a statement in itself beginning with “WHEREAS,”
- More than one paragraph is appropriate
- One page is recommended and no more than 2 pages
- Presented in the order outlined below:

**WHEREAS,** introductory statement that articulates what is being supported or opposed

**WHEREAS,** explanation of what the issue is about

**WHEREAS,** clarification statement of the issue to be addressed

**WHEREAS,** supportive statement of the position being taken

A resolution will conclude with a concise statement or list of statements of what APPA supports or opposes with each paragraph begins with “NOW THEREFORE BE IT RESOLVED,”:

**NOW THEREFORE BE IT RESOLVED,  
NOW THEREFORE BE IT RESOLVED,  
NOW THEREFORE BE IT RESOLVED,**

## HELPFUL INFORMATION

Here are a few things as food for thought. Think of the 5 W's questions:

- **WHAT** is the topic? What are the major questions for this topic? What are the issues and is there a debate about this topic? Is there a range of viewpoints to consider?
- **WHY** was the topic chosen? How is this an interest of the association or the field of probation and parole? What are existing opinions about the issue involved and based on what?
- **WHO** are the being affected by the topic chosen? Who are the sources of information? Who might have published about it? Which organizations/institutions may be affiliated with this topic? Who has taken action on the topic?
- **WHERE** is the topic important: local, national and/or international level? Where are specific places affected by the topic?
- **WHEN** is/was the topic important? Is this a re-current issue? Is it a current event or historical issue? Is there a need to compare the topic by different time periods?