

Emergency Resolution Submissions Guidelines

These guidelines outline the criteria, process, and voting requirements for submitting and considering Emergency Resolutions, Recommendations, or Policy Statements (“emergency submissions”) when the standard and late submission deadlines cannot be met.

1. Emergency Submission Qualifications

A submission may be treated as an emergency when:

- It is submitted fewer than seven (7) days before the scheduled Leadership Council; and
- The Resolutions Committee determines that the matter qualifies as an emergency.

2. Emergency Submission Criteria

The following criteria should be considered when determining whether the submission qualifies as an emergency:

- **Urgency:** The issue arose unexpectedly, could not be submitted in time to meet the standard or late submission deadlines, and requires action before the next Leadership Council meeting.
- **Material Impact:** Delay in consideration would significantly harm the Association’s interests, operations, or public position.
- **External Events:** A rapid change in law, regulation, public policy or external circumstances necessitates immediate action.
- **Internal Necessity:** Time-sensitive association matters that cannot be addressed through standard submission timelines.

3. Submission Process

- Any Delegate may submit an emergency submission in accordance with the requirement set forth in NAHB’s Bylaws.
- Additionally, emergency submissions should include a statement of justification explaining why the submission could not have been submitted earlier and why it requires emergency consideration.

4. Committee Review Process

- The Resolutions Committee will review the submission promptly upon receipt and determine whether matter qualifies as an emergency.
- If the Resolutions Committee determines the submission qualifies as an emergency and time permits, the emergency submission may be referred to the appropriate committees or councils for review and recommendation.