



# THE UNITED STATES CONFERENCE OF MAYORS

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CEO and Executive Director:  
TOM COCHRAN

TO: Member Mayors  
FROM: Tom Cochran, CEO and Executive Director  
SUBJECT: Resolutions/Standing Committee Membership REMINDER –  
**May 8, 2009 Deadline**  
DATE: April 20, 2009

This is a reminder that the resolutions submission deadline for our Annual Meeting in Providence is Friday, May 8 at 5:00pm Eastern Daylight Time. This is the same deadline for standing committee membership changes, as detailed in the amended process previously sent to you.

## How to Submit a Resolution:

To reduce confusion in the submission process, we have established a central email address for all resolutions. To submit a resolution, you or your staff must email it directly to [resolutions@usmayors.org](mailto:resolutions@usmayors.org).

The resolution should:

1. Be properly formatted (See: <http://usmayors.org/resolutions/> for examples)
2. Contain a title
3. List the name, city and state of the primary sponsoring mayor
4. List the names, cities and states of all co-sponsoring mayors
5. Contain a cost estimate (or state "Unknown")
6. List the name, title, city and state, phone number, and email address of the key staff person handling the resolution (include in email).

**If you submit a resolution and want to add co-sponsors, please resubmit the entire resolution with the entire list of co-sponsors. We will NOT accept cosponsors from multiple sources. The lead sponsor must submit all co-sponsors to assure accuracy.**

**NOTE: ONLY RESOLUTIONS SUBMITTED BY A MAYOR OR HIS OR HER STAFF TO THIS EMAIL ADDRESS WILL BE INCLUDED IN THE RESOLUTIONS PACKET.**

## How to Review Your Standing Committee Membership:

You can review your USCM Standing Committee memberships by using our <http://usmayors.org/contactme>. Simply log in (or create a profile if you have not already done so) and you will see your memberships, and be able to request changes. Again, the deadline for changing committees is May 8 at 5:00pm EDT.

If you have any questions on this process, please contact my Chief of Staff Ed Somers at (202) 861-6706 or [esomers@usmayors.org](mailto:esomers@usmayors.org), or talk to the lead staff for your standing committee.