

HOW TO WRITE A RESOLUTION

1. TITLE: The resolution should be simply titled to focus attention on its purpose.

2. SPONSOR:

- a. Name and affiliations of author(s)
- b. Contact Address
- c. Contact telephone number
- d. Contact E-mail address
- e. Contact FAX number

3. OPERATIVE CLAUSE: “*BE IT RESOLVED THAT*”

- a. This is the “resolution proper,” as it describes the proposed changes or actions to be accomplished. This part of the resolution should specifically designate the actions that you wish to accomplish and designate who should do what to accomplish the intended result.
- b. The Operative Clause needs an active verb noting the action of Convention. For example: Accepts, Declares, Proclaims, Regrets, Affirms, Deplores, Reminds, Requests, Approves, Draws attention, Recommends, Resolves, Authorizes, Designates, Condemns, Encourages, Invites, Supports, Endorses, Proclaims, Notes, Congratulates, Expresses its appreciation, Reaffirms, Takes note of, Confirms, Trusts, Directs

4. RATIONALE/EXPLANATION: Replaces the “Whereas” [please **do not** submit resolutions with Perambulatory Clauses (Whereas)]

- a. This information may include why the resolution is being proposed and important background events, studies, or the scope of the problem. This section should be brief and include all documentation that the delegates will need in order to understand the resolution and its context. This should be a brief but persuasive argument as to why the members should approve your resolution. It is not part of the resolution and is not debatable.
- b. A fiscal note, if necessary, may be important. Describe the costs in the future to implement the resolution if it is passed.

5. SIGNATURE: All resolutions must be signed.