

Resolve to Write Resolutions!

The following guidelines will aid members or chapters in the process of writing resolutions. The correct format for writing a resolution is included below, as well as the process for submitting a resolution.

1. RESOLUTIONS DEFINED

Usually, resolutions are long or complex motions.

“A motion is a proposal that something be done or that a certain statement expresses the sense or opinion, or wish, or will of the assembly.” (Parliamentary Law, 572)

“A main motion — particularly an original main motion — is frequently offered as a resolution, either because of its importance or because of its length or complexity . . .”

2. MOTIONS VS. RESOLUTIONS

A motion begins with a simple statement, such as, “I move that the chapter . . .” or, “I move to . . .”;

A resolution, depending on its complexity, may have one or more “Whereas,” clauses and one or more “Resolved,” clauses.

“A simple resolution may contain only one preamble and one resolving clause:
Whereas, The . . . ;
Resolved, That . . .” (ROBERTS RULES OF ORDER NEWLY REVISED, 106)

“When special circumstances make it desirable to include a statement of background, the motion should be cast in the form of a resolution, with the background or reasons incorporated in a preamble which is placed before resolving clauses.” (RRONR, 104)

3. SAMPLE RESOLUTION FORMAT

Whereas, The California State Executive Board desires that all AΔK members be knowledgeable in writing and processing resolutions;

Whereas, The California State Executive Board researched formatting techniques for writing resolutions; and

Whereas, There are a number of variations frequently used in writing resolutions; now, therefore be it

Resolved, That the California State Executive Board prepares guidelines for writing resolutions.

4. FORMATTING PREAMBLES (Whereas)

Each clause . . .

. . . is written as a separate paragraph.

. . . begins with the word “Whereas” (option: underline, bold, or print in italics) followed by a comma,

with the next word beginning with a capital letter.

. . . closes with a semicolon (the word “and” follows the semicolon in the next to the last paragraph —

“and” is also optional for the preceding paragraphs); the words “now, therefore, be it” follow the

semicolon in the last paragraph. No punctuation follows these connecting words.

Whereas, The . . . (text of first and other reasons);

Whereas, The . . . (text of next-to-last reason); and

Whereas, The . . . (text of the last reason); now,
therefore, be it

5. FORMATTING RESOLVED CLAUSES (be it Resolved)

When the resolved clause requires action from the California State Executive Board, it should be stated as “It is recommended that the California State Executive Board study the feasibility of . . .”

Each clause . . .

. . . is written as a separate paragraph.

. . . begins with the words “Resolved, That” followed by a comma. The word following the comma begins with a capital letter. (The word “Resolved” may be bold, underlined or printed in italics.)

. . . closes with a semicolon. (The next to the last paragraph contains the word “and” following the semicolon — “and” is also optional for the preceding paragraphs). The last clause ends with a period.

Resolved, That . . . (stating action desired);

Resolved, That . . . (stating further action desired); and

Resolved, That . . . (stating more action to be taken).

6. WHO MAY WRITE RESOLUTIONS

Any member or members may write a resolution; only a chapter may submit resolutions for consideration at California State Convention.

HOW ARE RESOLUTIONS PROPOSED?

1. The member(s) writes the resolution.

2. A chapter submits the proposed resolution to the California State Resolutions Chairman via email by the deadline established by the State President.
3. The California State Resolutions Chairman considers ALL proposed resolutions for compliance with the AΔK Constitution and Bylaws.
4. The Chairman sends copies of the proposed resolutions for review to the California State Executive Board, Bylaws Chairman and Parliamentarian by a due date set by the State President.
5. The Chairman submits proposed resolutions to the State President in time to be copied and distributed to chapters in the January convention packet.
6. The Chairman presents its report and proposed resolutions to the delegates at the California State Convention.
7. The voting delegates adopt or reject each resolution.