

Resolve To Write Resolutions!

Alpha Delta Kappa

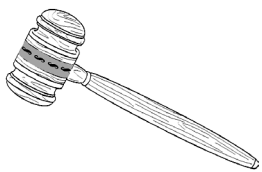
Change in an organization may come about in different ways. One way of seeking change may be through the resolution process.

What is the difference between a motion and a resolution? What are resolutions? Who may write resolutions? How are resolutions submitted? What is the resolution process? These and other questions may be resolved here!

MOTIONS VS. RESOLUTIONS

A motion is a formal proposal by a member, in a meeting, that the assembly take certain action. RONR (11th ed.), p. 27, ll. 18—19. The member, after obtaining the floor, then makes his motion, in simple cases by saying, “I move that...[announcing what he proposes in a wording intended to become the assembly’s official statement of the action taken].” RONR (11th ed.), p.33, ll. 1—7.

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. RONR (11ed.), p. 105, ll. 26—29.



Usually resolutions are long or complicated motions.

WHO MAY WRITE RESOLUTIONS?

Any member or members may write a resolution; only a chapter, state, province or nation may submit resolutions for consideration at an Alpha Delta Kappa International convention.

FORMATTING PREAMBLES

Each clause...

...is written as a separate paragraph.

...begins with the word “*Whereas*” (printed 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 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

FORMATTING RESOLVED CLAUSES

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*” 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).

SAMPLE RESOLUTION FORMAT

Whereas, The Alpha Delta Kappa International Resolutions Committee desires that all AΔK members be knowledgeable in writing and processing resolutions;

Whereas, The AΔK International Resolutions Committee 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 AΔK International Resolutions Committee prepare and update guidelines for writing resolutions.

RESOLUTIONS PROCESS

1. The member (s) writes the resolution.
2. A chapter or state, province or nation submits the proposed resolution to the International AΔK Resolutions Committee Chairman, postmarked or submitted by e-mail no later than **October 15** of the even-numbered year. Check the AΔK International website or the August **KAPPAN** for the name and address of the International Resolutions Chairman.
3. The International Resolutions Committee may contact the chapter or S/P/N which submitted the resolution to make any necessary revisions by November 30.
4. The AΔK International Resolutions Committee considers ALL proposed resolutions for compliance with the AΔK Constitution and International Bylaws. When the resolved clause requires action from the International Executive Board, it should be stated as **“It is recommended that the International Executive Board conduct a feasibility study of...”**
5. The International Resolutions Chairman sends copies of the proposed resolutions for review to the International Executive Board Members, Executive Administrator, International Bylaws Chairman and Parliamentarian by February 1.
6. The International Resolutions Committee submits proposed resolutions to Headquarters by March 1 to be copied and distributed to chapters.
7. Chapter delegates study the proposed resolutions and get input from the chapter for direction in voting upon the resolutions.
8. The International Resolutions Committee Chairman presents its report and proposed resolutions to the delegates at the AΔK International convention.
9. The voting delegates adopt or reject each resolution.
10. The International Resolutions Committee Chairman submits to Headquarters an annotated copy of the resolutions together with the disposition of each resolution.
11. The International Executive Board Chairman will assign the adopted resolutions to as many resolution committees as there are adopted resolutions.
12. Each committee will research and study the feasibility of the resolution during the biennium. The report to the International Executive Board may result in a recommendation for discussion and action on the resolution.
13. After thoughtful deliberation by the International Executive Board, a final decision will be made and voted upon for each resolution.
14. The results of this process are reported in the **KAPPAN**, when completed.
15. If changes to the International Bylaws are necessary, the amendment(s) will be voted upon at the following International convention.

References:

Robert’s Rules of Order Newly Revised (RONR)
AΔK International Resolutions Committee Guidelines

Revised by the

International Executive Board 2013—2015