

Preparation of Resolutions

Compiled by Greg Taillon, PSD

Heading

Resolutions are formal presentations of a call for action on the part of the organization passing the resolution or on some other body, organization or government. They are, in their simplest form, written motions that are placed before a deliberative body such as the New Hampshire State Council.

Resolutions should be properly titled. A resolution is never quite complete, no matter how well constructed, without giving it the final touch – the inclusion of an appropriate short title. A title will assist in identifying the intent of the resolution and reduce the possibility of misinterpretation. A title is usually determined from the operative clause of the resolution. Normally each is also given a number designation by the State Advocate to identify in what order resolutions were received.

Example:

Resolution 2017-03

RESOLUTION TO REQUIRE FORMAL COUNCIL RETENTION COMMITTEES

Preamble

In the accepted style, there are two types of clauses used in resolutions. The first type of clause is a **preamble** that begins with the word "**Whereas**". These clauses are not required but they are frequently used because they can be helpful in describing why a particular action is being sought. They are factual statements that are not subject to debate and are not voted on.

Notes about Whereas clauses:

1. "Whereas" should NOT be in capitals.
2. "Whereas" should NOT have a comma or tab after it.
3. "Whereas" should just be the beginning of a typical sentence.
4. The word after "Whereas" should NOT be capitalized unless it is normally capitalized (so use "Whereas he..." rather than "Whereas He...").
5. Whereas clauses should have hanging indentions.
6. Whereas clauses should be separated by a semicolon (;)
7. **ONLY** the next to the last whereas clause should have an "and" after the semicolon
8. After the last whereas, the semi-colon should be followed by "Therefore, be it resolved that"]

Example: Keywords are colored blue.

Resolution 2017-03

RESOLUTION TO REQUIRE FORMAL COUNCIL RETENTION COMMITTEES

Whereas the retention of membership within our order is of significant importance;

Whereas the loss of catholic men from our Order and the Christian leadership they can provide would be detrimental to the charitable work of the Order;

Whereas every member of our Order is a precious gift from God and should not be easily discarded; **and**

Whereas the New Hampshire State Council has a goal to instill a mindset of Retaining versus Suspending members;

Therefore, be it resolved that

Operative Clause

The second type of clause is the **operative clause**. It contains the specific action being called for and identifies who is being called upon to act. This type of clause is preceded by the words “**Therefore be it resolved that**”. Occasionally, there is an additional request for action within the same resolution and these are preceded by the words “**Be it further resolved that**”. The operative clause is subject to debate, may be amended and is the only portion of a resolution that is voted on.

Example: Keywords are colored blue.

Resolution 2017-03

RESOLUTION TO REQUIRE FORMAL COUNCIL RETENTION COMMITTEES

Whereas the retention of membership within our order is of significant importance;

Therefore, be it resolved that every active council in the New Hampshire State Council shall create, train and operate a formal Retention Committee;

Be it further resolved that each Retention Committee will be chaired by the Council’s Deputy Grand Knight;

Example: If there are many “*Be it further resolved that*” clauses, you can simply list the proposed actions like so:

Resolution 2017-03

RESOLUTION TO REQUIRE FORMAL COUNCIL RETENTION COMMITTEES

Whereas the retention of membership within our order is of significant importance;

Therefore, be it resolved that

1. Every active council in the New Hampshire State Council shall create, train and operate a formal Retention Committee;
 2. Each Retention Committee will be chaired by the Council’s Deputy Grand Knight;
 3. Each Council Trustee will be a member for their Retention Committee;
 4. Documentation of the formation of each Council’s Retention Committee will be made on State Council form 2017-01RC and copies will be send to the Council’s assigned District Deputy and the State Retention Chairman;
 5. Intent to Retain forms will be returned to the Council’s Grand Knight if a formal Retention Committee has not been documented on State Council form 2017-01RC and on file with the State Retention Chairman.
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Sponsorship of a Resolution

At the bottom of a resolution is listed the person or persons sponsoring the request for action. Normally there is a single sponsor and where appropriate one or more co-sponsors. The format is very simple, enter the Name and the current role they are serving in at the time of the resolution. Any past titles earned by the sponsor or co-sponsor should be listed as well (For example: PGK, FDD, PSD, PFN, etc.)

Resolutions can be sponsored by any member of the New Hampshire State Council. This includes voting members; Past State Deputies; District Deputies; State Directors and State Chairmen. When possible having a voting member of the State Council as either sponsor or co-sponsor your resolution can be helpful.

Example:

Resolution 2017-03

RESOLUTION TO REQUIRE FORMAL COUNCIL RETENTION COMMITTEES

Whereas the retention of membership within our order is of significant importance;

Therefore, be it resolved that every active council in the New Hampshire State Council shall create, train and operate a formal Retention Committee;

Be it further resolved that each Retention Committee will be chaired by the Council's Deputy Grand Knight;

SPONSOR: Respectively submitted, Greg Taillon, Training & Development Director, PGK,FDD,PSD

CO-SPONSOR: Jeff Lozeau, Grand Knight #6617, Bob Jones, DD #11

Drafting of a Resolution:

The language of a resolution should be simple, clear, direct and free of ambiguous terms. A resolution that contains well-chosen words will provide the greatest understanding, be more likely to be adopted and to succeed in achieving its goal. Each resolution should address one specific subject. Since the author seeks to influence attitudes and actions, the resolution should directly state the desired action. Persuasive communication is unlikely if the audience does not have a common notion of what is to be supported or opposed.

Resolutions should be accompanied by factual information. Even the most perfectly constructed resolution may fail to clearly indicate the rationale for the action being requested. Any supporting information that was used at the time that the resolution was recommended for submission to the Association may be included with the resolution in the form of a memo. This will assist the Resolutions Committee (and later the membership) in understanding the problem, but it, like any preamble, will not be subject to the final vote.

Resolutions should contain accurate references. The author of the resolution should ensure that the jurisdictional responsibility has been correctly identified. When references are made within the resolution to particular bylaw, the correct Article and Section(s) must be identified.

Disposition of Resolutions

The State Secretary may return any submitted resolutions, including late resolutions, to have deficiencies corrected. Deficiencies may include:

1. The lack of a clear description of the rationale for the specific solution being sought;
2. The lack of a specific remedy or responsible party to take the requested action; and
3. Ambiguous or contradictory language in the supportive or operative clause(s).

The Resolutions Committee shall review all resolutions intended for submission to each Annual Business Meeting and shall refer back to the originator any resolutions deemed inappropriate, with reasons why, for redrafting, resubmission or withdrawal of the resolutions.

In conducting its review, the Resolutions Committee may:

1. Amend the grammar or format of a resolution;
2. Consolidate resolutions of similar intent or subject matter;
3. Provide comments on each resolution with regard to its background; and
4. Inform the sponsor when their resolution is deemed to be inappropriate.