

## RESOLUTIONS

Resolutions Committee  
Chairman  
Carolyn Cunningham

A resolution is a formal way of presenting a motion. It is a main motion, needs a second, and is handled like any other main motion except that it is always presented in writing. The name of the organization is mentioned in the resolution, and the word “resolved” is always italicized. A resolution can be simple.

If a resolution is proposed at a mass meeting, word it in the following way:

Resolved, That in the sense of this meeting, we form a Neighborhood Watch Program and send letters to all the homes between Martin and Smith streets inviting homeowners to participate.

Sometimes a resolution includes a preamble. A preamble enables members to give background information and to state the reasons why the motion should be adopted. However, a preamble to a resolution is usually not necessary. In fact, a preamble should be used only when the maker of the resolution wants to give little-known information or wants to present important points regarding the adoption of the motion if there is some doubt about whether it will pass. A preamble contains whereas clauses that communicate the important background information to the assembly, the actual resolution then follows. A resolution with a preamble should contain only as many whereas as necessary.

I know this sounds complicated but read the rules in your Robert’s Rules of Order and it may make sense to you. Start out with a Courtesy Resolution to help you get started.

Courtesy Resolutions: In addition to its duties in regards to the resolutions which are referred to it and which usually relate to policy matters, the Resolutions committee is often charged with the duty of drafting and presenting to the assemble any courtesy resolutions that may seem appropriate. Ordinarily courtesy resolutions express the appreciation of the convention to those who arranged accommodations for its physical needs or rendered to service.