



When Do You Need a Resolution?

A simple, but not complete, answer to this question is “anytime there are proposals for a new policy or making significant revisions to existing policy statements.”



Resolution Format:

An effective resolution is one that conveys a sense of the issue or problem that led to the proposed action and provides an explanation or justification for the particular proposed solution, gives the reader enough background so he/she can understand what is being proposed, and makes it absolutely clear what people are voting on. Typical resolutions have several parts:

1. **HEADING:** The first line should be a brief descriptive title for the resolution, i.e. “Banner Day at Quadrennial Convention”. The second line should name the author(s) of the resolution and the identifying Presiding Elder District, Annual Conference and Episcopal District.
2. **WHEREAS statements:**
 - * The WHEREAS statements are where you describe the problem or issue, the history or context for the policy if important, and the general nature of the policy solution being proposed and why it solves the problem.
 - * When these are well written, there is a kind of rolling logic to the statements. In some cases, the statements might be organized in chronological order.
 - * It is the responsibility of the author to ensure the accuracy of the information contained in the “Whereas” and the “Resolve(s)” sections of the resolution.
 - * Attention should be paid to grammar, spelling, and sentence structure to ensure that the intent of the resolution can be clearly understood by the members of the House.
 - * While you should make sure you cover the topic well enough for an uninitiated reader to follow, typically a resolution should be one page or less, total. A very simple issue might require one or two WHEREAS statements. A more involved issue might require five or six WHEREAS statements, each a brief paragraph of several sentences.
3. **THEREFORE BE IT RESOLVED statement:**
 - * It is the action being taken. You should state EXACTLY what is to be voted upon since the House adopts **only** the Resolve(s) and **not** the Whereas sections of a resolution.
 - * If the item is very brief, then it can be incorporated in this section of the resolution. If you are revising existing language, it is often very helpful to include the old version so that the reader can compare the two.
 - * If the new or revised policy statement is long, then this section might say: “That the attached resolution on (subject) be adopted”, then attach the complete policy statement clearly identified at the top.
 - * A **fiscal note** should be indicated on the resolution if the resolution has a fiduciary duty.

SAMPLE:

Title: Adopting A Screening Guideline for Obese Children

Author's Name (Presiding Elder District, Annual Conference, and Episcopal District)

- WHEREAS, The rate of childhood obesity is steadily increasing, and
- WHEREAS, no clear guidelines currently exist for screening obese children at risk for complications such as Type II Diabetes, hypercholesterolemia, hypertension and heart disease,
- Therefore, be it RESOLVED, That the American Academy of Family Physicians develop and disseminate clear and concise guidelines regarding the screening of obese children at risk for developing chronic illnesses.

- * While you should make sure you cover the topic well enough for an uninitiated reader to follow, typically a resolution should be one page or less, total. A very simple issue might require one or two WHEREAS statements. A more involved issue might require five or six WHEREAS statements, each a brief paragraph of several sentences.

4. **THEREFORE BE IT RESOLVED statement:**

- * It is the action being taken. You should state EXACTLY what is to be voted upon since the House adopts **only** the Resolve(s) and **not** the Whereas sections of a resolution.
- * If the item is very brief, then it can be incorporated in this section of the resolution. If you are revising existing language, it is often very helpful to include the old version so that the reader can compare the two.
- * If the new or revised policy statement is long, then this section might say: "That the attached resolution on (subject) be adopted", then attach the complete policy statement clearly identified at the top.
- * A **fiscal note** should be indicated on the resolution if the resolution has a fiduciary duty.

SAMPLE:

Title: Adopting A Screening Guideline for Obese Children

- WHEREAS, The rate of childhood obesity is steadily increasing, and
- WHEREAS, no clear guidelines currently exist for screening obese children at risk for complications such as Type II Diabetes, hypercholesterolemia, hypertension and heart disease,
- Therefore, be it RESOLVED, That the American Academy of Family Physicians develop and disseminate clear and concise guidelines regarding the screening of obese children at risk for developing chronic illnesses.

Author's Name