

HOW TO WRITE A RESOLUTION

Resolutions are comprised of four parts:

The Title

Provides the subject.

Whereas

This is a statement of fact and provides the foundation for the RESOLVED. It should contain only clauses that are necessary using no more than five clauses, and must be double-spaced. Each clause constitutes a paragraph beginning with the word “Whereas” (only the “W” is capitalized), followed by a comma and the first word is capitalized. Each clause ends in a semicolon. After the last clause, which also ends in a semicolon, place the word “therefore”. No matter how many clauses are used, a period is never used. The issues must be stated clearly in a manner that is accessible to members and non-members alike.

Resolved

The word RESOLVED must be in capital letters followed by a comma and the word “That” with a capital “T”. Since the Resolution is to be presented at the Annual Convention, the first RESOLVED should begin with:

RESOLVED, That the New Jersey State Federation of Women’s Clubs of GFWC, an organization of approximately 8500 concerned women, in Convention assembled, May 2013, strongly urges the (New Jersey Legislature/United States Congress, for example) to (state action requested)

There should be only two RESOLVED sections, each ending in a period.

The last RESOLVED should include the various parties to whom the Resolution should be sent, including the leaders of government, the makers of the legislation referenced, all agencies that are impacted by the legislation referenced or requested. Be certain to include correct titles and correctly spelled names. Precedence in the order of listing should be United States government officials, followed by New Jersey government officials (Senate leaders precede House/Assembly leaders), and closing with the various agencies.

Submitted by

The last section of the Resolution should name the club or person submitting the Resolution; this information should be placed in the lower right hand corner of the page. If a club submits the Resolution, the club name, President and Recording Secretary must be listed, including their signatures. If a committee submits the Resolution, the committee chairman’s name and signature is to be included.

Please see the NJSFWC Yearbook for further information on deadlines for submission of Resolutions, or contact the NJSFWC Legislation/Resolutions Chairman Mary Pat Marcello at mpmarcello@njsfwc.org or 732.671.0955