

# How To Write a Resolution

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NJSFWC members can be prominent advocates for issues of both national and state importance. Our members are encouraged to become a network of voices who identify legislative issues, share knowledge with members and supporters, advocate on behalf of the Federation's vision, and form coalitions with organizations that share NJSFWC's mission. Our policy positions are supported by Resolutions that determine our members' legislative actions, using letter writing campaigns, telephone calls and media outreach.

Although your club may not be meeting physically, now is the perfect time for your members to choose an issue or cause and write a resolution that can be submitted to the Resolutions Committee. NJSFWC Bylaws, Article X Committees, Section 2, n. outlines how resolutions may be submitted or suggested. The committee then reviews each resolution that is sent by the deadline. The final resolutions are then considered by the delegates at the Annual Convention held each May.

You may be thinking that writing a resolution is difficult, but this chairman assures you that it is not and she is always just a phone call away to help.

What are the basic rules for writing a resolution?

**Rule #1:** Every resolution must have a title, “whereas” clause(s) and “resolved” clause(s) and carry the President’s name and club name. The title should be clear and concise and convey the general idea of the topic of the resolution. If your resolution deals with a particular piece of legislation, you may utilize that in the title. The “whereas” clauses should explain the rationale for the resolution. Each ‘Whereas’ clause should identify the issue and the need for action and address its effects on NJ residents or the national public at large. Try to include current statistics that address the issue, as well.

The “resolved” clause(s) are the meat of the resolution. These clauses should also be clear and concise and positively state the action or policy called for by the resolution. If you are addressing an action from a pending piece of legislation, include the bill number.

**Rule #2:** Give special attention to the following: 1) Limit the number of “whereas” clauses to no more than 3, if possible. 2) Carefully check the facts and verify the data used. 3) Limit the use of adjectives or qualifying adverbs which are considered “editorial opinion” and focus on the essentials.

**Rule #3:** If a resolution is adopted, the “resolved” clause becomes the most important task that is applied to our members writing for support of the resolution, and should be written to stand alone. This means that you should be able to read the resolved statement separately and have them make sense. Avoid using acronyms. Each “resolved” clause should be perfectly clear without the rest of the document present.

**Rule #4:** Only one topic/issue should be addressed in each resolution. It would be extremely helpful to include any information about the issue when you submit it to the committee.

**Rule #5:** Before submitting a resolution, carefully weigh the merits of your proposal by considering the following questions:

- Is this issue/topic of special interest to many, some, or a few members?
- Is the resolution within the scope of NJSFWC?

If your club doesn't have a Legislation/Resolutions Chairman, see if there is someone in your club that would take some time to explore an issue and bring it to the attention of your members. You may find that forming a small committee of members is easier and allows for varied opinions. The committee or chairman can write a resolution, discuss its merits and send it off to the NJSFWC Resolutions Committee. Don't forget that your club members should vote to decide if they wish to send the resolution and your Club President should sign the finalized version. If you have questions, or feel it isn't 'perfect', it's still ok to send. Always remember that it is the issue that is important to your club members. This chairman is looking forward to MANY resolutions submitted by our clubs.