

## CONNECTICUT STATE GRANGE

# HOW TO WRITE A RESOLUTION



A resolution often consists of one long sentence, divided into clauses, in which the opinion of the writer is reflected. The resolution is proposed to the organization (in this case, the Connecticut State Grange) and then offered to a vote. You as the writer can only request the organization to do something, advise something, or condemn an act.

A purpose of a resolution is to be a statement of the entire group, so phrasing only the thoughts of one person will not work. The aim is to compose a resolution with other delegates to make it acceptable to the majority of the members.

### The heading of the resolution

When writing a resolution, you start off with the heading. This is the general purpose of your resolution. Usually this heading is repeated every page of the resolution.

### Preambulatory clauses

Now the actual resolution starts. This is one long sentence. First you have the preambulatory clauses (pre-am's). These are general statements, preceding the main part of the resolution. This where you can state facts that might be essential to the resolution, something that is obvious, well known or can be proven. In this part no actions are allowed. You may have one or many perambulatory clauses. After each preambulatory clause a comma is placed. This clause starts with **WHEREAS**,

### Operative clauses

The operative clauses are the real point of the resolution. This is why you want something done. Always leave a blank line between two clauses. The operative clauses may be bulleted or numbered. Remember to place these clauses a little further from the marginal line than the preambulatory clauses. After each operative clause a semi-colon (;) is put, after the last one comes a full stop (.).

### Sub points

You can of course use sub points in a clause. Put small letters in front of these clauses. If you want to use sub points within a sub point, you use Roman figures (I, II, III, IV, V, etc.) Remember to indent each time you do this.

### The beginning of a clause

Operative clauses start with a verb in present tense, third person (ending with -es or -s). Sometimes these words appear in combination with adverbs like 'strongly', 'deeply' etc.

### Framework of a resolution

Do not make your resolution too complicated or too long. Remember to be precise when taking measures; make sure that a measure can be executed within common sense. Every clause may contain only one aspect of the issue, so it should not become a 'medley' of measures.

### Conclusion (or Resolve)

At the end of a resolution you will find a concluding sentence or clause. In it, you express your hope to indicate what action is proposed, come to a resolve, find a solution, or suggest alternatives. The conclusion will start with **THEREFORE BE IT RESOLVED**, that. Each following resolved should start with **RESOLVED**, or **BE IT FURTHER RESOLVED**,. Each resolved clause must be a separate paragraph and may be ended with a period or a semi-colon and in the case of the next to the last clause, be followed by the word "AND". The final resolved may start with **BE IT FINALLY RESOLVED**,

The State Grange wants to know which Local and/or Pomona Grange started this resolution, so always add a line stating the name and number of your Grange as the Source. All resolutions from Local Granges should be sent on to their Pomona Grange before submitting them to State Grange.