

## Guidelines for Writing a Resolution

The following instructions for writing a resolution are taken from the format used by the 1997 General Convention of The Episcopal Church. For the sake of clarity, consistency, and efficiency, these guidelines are to be used in preparing resolutions for the 2008 Diocesan Convention.

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**Please do not use a Preamble (“Whereas” Clause).**

Robert’s Rules of Order suggests that: “It is usually inadvisable to attempt to include reasons for a motion ... within the motion itself ... In general, the use of a preamble should be limited to cases where it provides little-known information ... or where unusual importance is attached to making certain reasons for an action a matter of record.”

The use of “Explanations” is encouraged over using preambles or “Whereas” clauses in legislative resolutions, because the latter has too often led to debating the whereas rather than dealing with the resolution itself. Background information, purposes, intentions or justifications are best placed in an explanatory section following the resolution.

**Title:** Each resolution should bear a brief descriptive title highlighting the topic of legislation.

**Resolution Text:** The word “Resolved” is underlined or printed in italics and is followed by a comma and the word “That,” which begins with a capital “T.” A resolving paragraph should not contain a period within its structure. In a resolution containing several resolving paragraphs, all but the final paragraph ends with a semi-colon followed by “and be it further” as the lead-in to the next paragraph.

A Resolution should be phrased so that, if adopted, it will result in some action by Diocesan Convention.