

## HOW TO WRITE A RESOLUTION

Much of the business of Council and Assembly meetings, Local, State, as well as Supreme, is accomplished by the use of resolutions. As an example, if you were to change the By-laws of your Council or Assembly, you would use a resolution to get the changes made. Simply stated, a resolution is a motion offered as a resolution because of its length, importance or complexity.

Each resolution may only deal with ONE subject. Each different subject must have a separate resolution of its own.

A resolution consists of two elements. The first element is the preamble. The preamble is used to state background information and other reasons for introducing the resolution. In short, it provides information to make the resolution better understood.

The second element is the action clause(s). In this portion the action to be taken by the resolution is stated. In short, what you want to accomplish by the resolution.

### DETAIL OF FORM AND VARIATIONS IN RESOLUTIONS

The following details regarding the usual form for writing resolutions, and the variations that are used should be noted.

If there is a preamble, each clause, written as a separate paragraph, begins with the word "Whereas" followed by a comma(,) and the next word should begin with a capital letter. The Preamble, regardless of how many paragraphs it has, should NEVER contain a period. Each of its paragraphs should close with a semicolon(;), followed, except in the case of the next to last paragraph, by the word "and". The last paragraph of the preamble should close with a semicolon(;), after which a connecting expression such as "Therefore" or "Therefore be it" or "Now therefore, be it" is sometimes added. When one of these phrases is included, no punctuation should follow it, and it should ALWAYS be placed at the end of the preamble paragraph, NEVER at the beginning of the resolving paragraph, thus:

Whereas,       The..... (text of the preamble); now, therefore, be it  
Resolved,      That..... (state the action to be taken).

However, a resolution is often more forceful with a minimum of connecting words.

The word "Resolved" is followed by a comma(,) and the word "That", which begins with a capital "T". If there is more than one resolving clause, each of them should be a separate paragraph. Unless the paragraphs are numbered, as in the alternate form described below, each paragraph begins with the words "Resolved, That", just as the First resolving clause. Each resolving clause may close with a semicolon(;), followed by the word "and" (at least in the next to the last paragraph) or each resolving paragraph may end with a period(.). A resolving paragraph SHOULD NOT contain a period in its structure. As an alternate form, separate paragraphs may be numbered and begin with the word "That", as follows:

Resolved,       1. That  
                  2. That  
                  3. That  
                  4. That

For more information on formatting resolutions, see examples 1, 2, and 3. Also see Robert's Rules of Order.

**EXAMPLE 1**

**RESOLUTIONS WITH NO PREAMBLE**

This format would be used to take any sort of action that does not need a detailed explanation or reason for being taken. For instance, correct a grammatical error or set the meeting date for your Council or Assembly.

Resolved,           That in the future, Council 0000 will meet at 8:00 PM, on the first Tuesday of each month.

**EXAMPLE 2**

**RESOLUTION WITH PREAMBLE**

This format would be used when the reasons for taking the action must be made known to all who would vote on the action, for instance, praising an individual, changing an accepted practice or introducing a new concept.

Whereas,           The primary election for South Dakota will be held in June; and  
Whereas,           In keeping with the Knights of Columbus tradition of patriotism; and  
Whereas,           The Knights of Columbus recognize the significance of the right to vote; now therefore, be it  
Resolved,           That all citizens of South Dakota be encouraged to vote.

**EXAMPLE 3**

**RESOLUTIONS WITH PREAMBLE AND NUMBERED PARAGRAPHS**

This format may be used as an alternate when the resolving clause has several paragraphs in it. If you were to assign some additional duties to the Council or Assembly Officers, for instance, you could use numbered paragraphs to assign the duties.

Whereas,           To fulfill the mission of the Knights of Columbus, Council Officers must be assigned  
                          additional duties in their councils; be it  
Resolved.           1. That the Grand Knight act as a member of the Parish Council; and  
                          2. That the Treasurer act as the investment guide for the council; and  
                          3. That the Warden act as the representative to the Home Association.

The deadline for all resolutions is **January 31, 2018**

Mail all resolutions to:  
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