

HOW TO WRITE A RESOLUTION

The background or reasons for resolutions should be incorporated in a preamble which is stated before the resolve portion of a resolution. The history and circumstances which leads to the resolution should be provided for in additional support data.

Keep the wording simple and concise.

- (a) You may think that some phrase or word will sound and look good in your resolution, but if no one can understand it, the meaning will be lost. Make your opening statement very clear.
- (b) Do not include too many points in one resolution. The reader will lose the train of thought first presented, and tend to become confused about the intent.

Make each point a single paragraph - these are the WHEREAS=s. Whereas means because.

The preamble or the Whereas=s should never contain a period. Each paragraph should close with a comma (,) or semi colon (;), followed by the word and except the last Whereas, which should close with the word therefore, or therefore be it.

The resolved portion of the resolution begins with the word Resolved and 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, each paragraph begins with the words Resolved, That, just the same as the first resolving clause. Each resolving paragraph may close with a semi colon followed by the word and. As an alternate form, separate paragraphs may be numbered and begin with the word That - as follows:

Resolved, 1. That
 2. That
 3. That

When starting the resolved portion of the resolution, make certain you state how you feel the resolution should be dealt with. You must know and indicate the action you want taken.

Examples:

Pension Payment Considered as Income

WHEREAS: there are veterans with a disability pension who apply for senior housing and are told they must declare their pension when declaring income and also take an oath or they are not accepted; and

WHEREAS: if a veteran=s income was \$800.00 per month, 25% of this would make his/her rent \$200.00 a month; and

WHEREAS: If he/she had \$1,000.00 per month disability war pension also, his/her total being \$1,800.00 per month, rent at 25% would be \$400.00 per month. This is not fair as a veteran=s disability pension is supposed to be tax free.

THEREFORE BE IT RESOLVED, That the Alberta-N.W.T. and Dominion Commands of The Royal Canadian Legion petition the required departments of the Provincial and Federal Governments to clear up this unfair practice.

Recognition of the Invasions of Sicily and Italy

WHEREAS: the booklet *Interesting Facts* by The Royal Canadian Legion gives important dates of the First World War, Second World War, Korean War and the Gulf War; and

WHEREAS: dates given for the Second World War include such dates as July 31 - October 1940 - Battle of Britain, 25 December 1941 - Fall of Hong Kong, 19 August 1942 - Dieppe Raid, May 1943 - Battle of the Atlantic, 6 June 1944 - Normandy Invasion (D-Day), but there is no mention of 10 July 1943 - Invasion of Sicily or 3 September 1943 - Invasion of Italy; and

WHEREAS: there were 92,757 Canadians who served in all three services in the campaign of which 5,764 died, 19,486 wounded and 1,004 captured;

THEREFORE BE IT RESOLVED, That any future material printed by The Royal Canadian Legion concerning dates of the Second World War include the dates of 10 July 1943, Invasion of Sicily and 3 September 1943, Invasion of Italy.

Useful information when drafting Resolutions:

1. A resolution must express an option and the basic idea is that it be in plain simple form and easily understood. It must not contain a bundle of opinions as some would be in favour of some clauses and against the others.
2. Resolutions must be intelligent and words must not be used in a forced or unnatural sense, or a crop of amendments will arise.
3. A Resolution must not be negative because the principle of discussion is that an affirmative proposition is being put to the meeting. The expression of a negative view must be shown by debate and voting against the resolution.
4. A Resolution must not introduce a matter already decided. If a Resolution has been passed deciding a certain matter, no person is allowed to bring up the subject again at the same meeting. This meeting rule preserves continuity and ensures a certain amount of protection.
5. Amendments to Resolutions must be relevant and must not contradict. They should be in writing and as brief as possible.

6.

BRANCH RESOLUTIONS FOR CONVENTIONS

It is very important that all resolutions be clearly worded so that their intention is unmistakable, and the preamble to the resolution should show the reason for the resolution.

BRANCH RESOLUTIONS FOR DOMINION CONVENTIONS

In every Dominion Convention year the Command Secretary advises the Branches of the final date by which Dominion Convention Resolutions shall be received at the Provincial Command Office.