Writing Resolutions

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A resolution is a formal statement of opinion or determination adopted by an assembly or other formal group. Webster's New World Dictionary, Second College Edition (1980).

There are three major things that should be considered when writing a resolution – purpose, format and style.

Purpose

The purpose should suggest an action or express a sentiment

Format

The format is prescribed by custom. Your format should include the following:

Title: Write this last as it is really a very precise short summary of your resolution and should include notice and summary

Whereas clause: This should include a Statement of Fact. The whereas clause should separate your findings, and present an argument in favor of your position.

Resolving clause: This statement should be distinct and clear and should include: action suggested, and sentiment expressed

Style

A quality resolution should be easy to read and understand. It should be simple, written in ordinary words, with all acronyms defined. The resolution must be accurate, and include credibility and be specific. Be as brief as possible, do not repeat yourself or use superfluous language. Be positive and use and active voice. Keeping these suggestions in mind will help improve the effectiveness and clarity of your resolution.

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EXAMPLE OF A WELL-WRITTEN RESOSLUTION

WHERAS, the Medicine Bow Conservation District has exemplified the ability to speak for conservation pertaining to Riparian Habitat Management, and

WHEREAS, the Conservation Districts of Wyoming have been authorized by the State Statutes to work with soil and water resource problems:

THEREFORE BE IT RESOLVED, that the Wyoming Association of Conservation Districts address Riparian Habitat Management issues by setting up a sub-committee and coordinating with other local, state and federal agencies in managing riparian habitat.

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