



## TEMPLATE FOR RESOLUTIONS

SAMPLE RESOLUTION – HOW TO WRITE ONE (Title - should be clear and concise)

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WHEREAS this is the part of the resolution that paints a picture of why the issue or problem should be addressed in factual terms; and

WHEREAS each "Whereas" statement should address only one fact, idea or supporting argument related to the issue or problem; and

WHEREAS each resolution should address only one issue or problem; and

THEREFORE BE IT RESOLVED that this is the part of the resolution that states the basic issue or problem and proposes a solution to the issue or problem identified in the "Whereas" statements; and

THEREFORE BE IT FURTHER RESOLVED that each "Resolved" statement should address a separate action to be taken or solution proposed to resolve the issue or problem; and

THEREFORE BE IT FURTHER RESOLVED that the "Resolved" statement should stand alone and the action proposed therein should be clearly understood by the reader without having to refer back to the "Whereas" statements.