

# Write Your Resolution Right

An SGP Resolutions writing how-to.

Improve and update our Policy Book and/or our Constitution and Bylaws by submitting a well-crafted resolution.

Resolutions and Policy changes may be submitted for discussion and voting at the Annual General Meeting. Resolution(s) must be specific and indicate clearly the intentions of your proposal.

If the resolution relates to our Policy or Constitution and Bylaws, it must specify how and why it relates, and where it fits in SGP policy documents. Resolutions that are not specific and/or do not indicate where they are to be inserted in the official party documents may not be accepted for voting at the AGM. If time permits, non-compliant submissions will be returned to the sender for correction.

## **Links to relevant documents:**

- The Policy Book is available at [SGP2024Policies.pdf](#).

## **The Three Ws for Writing Resolutions**

### ***What?***

“A resolution is a formal vehicle of expression, stating intended action by a member or constituent body.”

### ***Who?***

Any current member of an official body may move or second.

### ***When?***

Submit at any time; it will be considered and brought forward in accordance with the organization's bylaws.

## **Parts of a Proper Resolution**

1. Title – A short, concise title for identification
2. Author(s) – first and last names of the submitter and second(s)
3. Preamble – your supporting information
4. Resolved – the proposed action

### **Title and Author**

- Your title should “identify the problem or issue or its proposed solution.”
- List your name and other author(s).

### **Preamble**

- Your preamble is the necessary information to support your Resolved section.
- Write clearly and concisely, as if you will not be present when the resolution is debated.
- Written as a series of statements beginning with the word WHEREAS. Each is presented on a separate line.
- End each paragraph with a semi-colon followed by “and” except for the final paragraph, which has the connecting phrase THEREFORE or THEREFORE BE IT, NOW THEREFORE, or BE IT.

### **Resolved**

- This section indicates your proposed action and begins RESOLVED, followed by “that”.
- Each resolved clause must be a separate paragraph and may end with a period or a semicolon. The next-to-the-last clause should be followed by the word “and”.
- A resolution must be worded so that this section can stand on its own without the preamble.

## Is Your Resolution?

- Concise
- Realistic
- Positive
- Convincing
- Supported

## Example Resolution

Amendment to By-Law 1: Free Youth Membership

Pearson Singbeil Montgomery and James Beddome

WHEREAS, the Green Party of Manitoba created the position of youth representative without passing any measures to increase youth membership;

and WHEREAS youth find it particularly difficult to justify the purchase of memberships;

and WHEREAS purchasing membership in the GPM requires a credit card;

and THEREFORE, BE IT RESOLVED that #1 of the By-Laws of the Green Party of Manitoba be amended to read "Youth Membership Free of charge, issued annually, for an individual between the ages of 14 and 29.";

and FURTHER BE IT RESOLVED that the free membership be advertised.

## Reference

- Content quoted and/or modified from The Professional Institute of the Public Service of Canada's [Pocket Guide - Write that Resolution.](#)