<u>UBCIC Resolution Drafting Guidelines</u>

General Notes

- Resolution titles should be short, but convey the purpose of the resolution (e.g., Capacity Funding from Canada to Support Implementation of the UN Declaration)

- Please use clear and concise language in resolutions and avoid redundancy

- UN Declaration clauses are meant to be initial, high-level framing pieces, so typically go near the beginning of the resolution

- Resolutions should be situated in the context of UBCIC's existing mandate, consistent with previous resolutions and may repeat boiler plate introductory clauses from related resolutions – please reach out to staff with questions or for support

- There must be enough background info in the resolution to justify the Therefore Be It Resolved (TBIR) clauses.

- In the TBIR, the resolutions don't typically need to direct staff to take action - by directing the Executive, you are directing the staff. Resolutions are business of the Chiefs Council.

- Once you begin working on a resolution, take out the "**Chief/Proxy, First name and last name, community"** and either fill in with the mover/seconder info, or leave blank so it can be written in on day that resolution is considered

- Please, please try to get movers and seconders in advance

Formatting

- The font should be Times New Roman.

- One space between each separate clause.

- Resolution should be one formatted to cleanly fit on fewer pages if the following page only has 2-4 lines of text. Change the font size of text and/or paragraph spaces through the entire body of the resolution for consistent spacing and avoid irregular spacing.
  This can be done by:
  Changing font size of document (> size 11)
  OR
  Changing font size of paragraph spaces (> size 8)

- Use rounded, not square brackets (e.g., () not [])

- UN Declaration articles should be formatted as "Article Number(subsection):" without a space between the number, subsection, or colon, and all bolded **"Article 26(1):"**

- Clauses that include an indented paragraph, there is no space between the beginning of the clause and the indented paragraph.

Consistency with UBCIC Writing Style

UBCIC has a style guide and key points relevant to Resolutions drafting are included below. For full style guide, reach out to staff.

- For both the Whereas and TBIR sections, semi colons are used and an "and" is included on the second lasts entry. Example:

- o **Whereas…..;**
- o **Whereas….; and**
- o **Whereas…**

- The first word after **"WHEREAS"** is not capitalized, unless required (e.g., First Nations, UBCIC, etc.)

- UN Declaration "Whereas"

  - o The article, subsection and colon are all bolded e.g. **Article 3(2):**

  - o There are no spaces between the article number, subsection, brackets and colon

  - o Colons are used on all articles, including subsections (see examples below)

  - o Sub sections are denoted with brackets not periods, e.g. (1) not 1.

  - o In a list of articles, all end with a period, except the last one which ends with a semi colon, and do not write article or the article number in a list that includes multiple subsections (see Article 2). E.g.
    - ▪ **Article 2(1):** …
    - ▪ **(2):** ….
    - ▪ **(3):** ….
    - ▪ **Article 26:** ….
    - ▪ **Article 29(2):** …;

  - o Do not use …. When only included one subsection, whether letter or number. E.g. **Article 8(2):** States shall provide effective mechanisms for prevention of, and redress for: (b) any action which has the aim or effect of dispossessing them of their lands, territories or resources. NOT **Article 8(2):** States shall provide effective mechanisms for prevention of, and redress for:… (b)

  - o If a summarizing statement is used rather than a list of Articles and the relevant articles are referenced in brackets, please do not bold the articles in the brackets. E.g. affirms that Indigenous peoples have the right… including the conservation of their vital plants, animals and minerals (Articles 18, 24 and 32).

- Do not bold lists of items or articles aside from the UN Declaration, such as the Truth and Reconciliation Commission Calls

- "UBCIC Chiefs Council" is a collective noun- in this case meaning a group composed of members. In the case of UBCIC resolutions, all members of the Chiefs Council are doing the same thing at the same time, meaning the Chiefs Council is a singular. Therefore, the verb following must be singular as well- "the UBCIC Chiefs Council directs" and not "the UBCIC Chiefs Council direct". The Chiefs Council, when acting altogether, is typically used with the pronoun "it" but if there was a disagreement among the Chiefs Council, you would shift to describing the Chiefs Council as "they" and no longer singular. For example, when there is agreement "the UBCIC Chiefs Council agrees [singular] that the UNDRIP must be implemented" but when there is disagreement "the UBCIC Chiefs Council disagree [plural] about the integrity of the FNHC"

- Do not capitalize "title and rights"

- Use B.C., not BC

- Avoid the use of hyperlinks in resolutions- this is to keep the resolution as a document that contains all information that the Chiefs will need to make their decision, rather than having to review external documents.

- Italics, Acronyms and Abbreviations:
    - In general, follow APA guidelines for italics, which include italicization of the titles of books, reports or other stand-alone works, but not for shortform and abbreviated titles (see below).
    - When introducing acronyms, use brackets but no quotation marks, italics or bolding within the brackets. E.g., *the United Nations Declaration on the Rights of Indigenous Peoples* (UN Declaration).
        - Not **(UN Declaration)**, (*UN Declaration)*, or ("UN Declaration").
    - Acronyms should be reintroduced in the **Therefore Be It Resolved** section to ensure that the calls can be read as a standalone piece.
    - Acronyms do not need to be introduced for B.C., although drafters can use British Columbia, the Government of British Columbia, B.C., the Province of B.C., etc., as they see fit without acronyms
    - No need to introduce UBCIC as an acronym

- If there are only 2 TBIR, the first is "Therefore be it resolved" and the second is "Therefore be it finally resolved".