

HOW TO WRITE RESOLUTIONS

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General Information

When members of the Young Democrats of America's (YDA) National Committee (NC) would like to establish a platform position or an action that they then believe should be acted upon by YDA, the proper method to propose this position or action is through a written request known as a resolution. Every voting member of YDA's National Committee has the right to compose and submit resolutions to YDA's Resolution Committee

Parts of a Resolution

The format of a resolution is not complicated. Each resolution includes:

1. Title of resolution including topic covered.
2. Supporting information which includes any background information as to why the resolution is being proposed. These statements should represent a brief but persuasive argument as to why the members should approve your resolution. These statements are not printed in the official policy document.
3. "Be it resolved" or operative clause. This is the "resolution proper," as it describes the proposed changes in the official policy document. This part of the resolution should specifically designate the actions that you wish to accomplish.
4. The names, chapter affiliations, and national committee positions of the YDA members sponsoring the resolution

How and When to Send in Resolutions

Any students that are considering proposals are encouraged to take action and submit by the deadline established by the Resolution Committee. At the conference, the authors of resolutions can work to get their resolutions passed. Please refer to the Parliamentary Procedures guideline that explains Robert's Rules of Order Revised for debating the resolutions on the website.

Format of Resolution Writing

Resolution: *(Number determined by Resolution Committee)*

Subject: *(List topic covered. One resolution is required for each topic.)*

Old Resolution or Amendment typed here if applicable

1. **WHEREAS**, *(List the supporting information for your topic with the first letter of the*
2. *first word being capitalized and all lines double-spaced); and*
3. **WHEREAS**, *(Use as many Whereas paragraphs as necessary, limiting one idea per*
4. *paragraph); now, therefore, be it*
5. **RESOLVED**, That *(State your desired action as specifically as possible and*
6. *reference specific sections of the **Constitution and Bylaws** to be amended if*
7. *necessary.) (No handwritten resolutions will be accepted. Number all lines of the*
8. *resolution text. Double space all lines in this part of the page.)*

Submitted by: *(List all the sponsoring National Committee members by their name, their chapter, and their position)*

Name #1 (Chapter – National Committee Position)

Name #2 (Chapter – National Committee Position)

Name #3 (Chapter – National Committee Position)

Name #4 (Chapter – National Committee Position)

Name #5 (Chapter – National Committee Position)

Action Taken: *(Adopted by majority approval of the National Committee or Not Adopted.)*

Date: *(Date submitted to the Resolution Committee.)*

Effective Time Period: *(If this resolution represents a permanent change, declare "Ongoing." If the resolution is of a short-term nature, specify a date that this resolution could be removed from the Policies Section since the resolution would no longer be in effect.)*