



Alaska Native Brotherhood
Alaska Native Sisterhood



Guidelines for Writing Effective Resolutions

These guidelines were prepared by Dennis Demmert, edited by Ross Soboleff in Sept. 2000.

- ✓ **Summarize the resolution in the title:** The title states the action being requested; identifies the person or organization that the resolution is asking to take action.
- ✓ **Draft the resolve clause first:** By drafting this first, you are providing a focus for the *whereas* clauses. This clause states what you want done. The resolve clause must stand alone.
- ✓ **Draft Whereas clauses second:** These clauses are supporting the resolve clause. Each clause should present a separate reason in support of the resolution.
- ✓ **Be specific:** Get all the facts about the issue being addressed. Use the most supportive facts in the *whereas* clauses. Be clear about what action is being requested.
- ✓ **Verify the accuracy of everything in the resolution**
- ✓ **Use “Further Resolved” sparingly:** One resolve clause is usually sufficient. Do not use this to indicate the receiver of resolution.
- ✓ **Name the ANB/ANS in the resolve clause as the sponsoring organizations:** For example, “Resolved, That the Alaska Native Brotherhood and the Alaska Native Sisterhood...”
- ✓ **Edit every resolution:** Review each resolution critically. Make sure that the grammar and facts are correct. Eliminate weak *whereas* clauses. Other people reviewing each resolution is helpful.
- ✓ **Standard punctuation for a resolution:** Capitalize each word “Whereas,” follow with a comma. Capitalize the word following each word “whereas”. Use a semicolon [;] and the words “therefore, be it” at the end of the last “whereas” clause. In a resolution, no punctuation mark follows “therefore, be it”. Put a period at the end of the resolve clause, end each resolve clause with a period.
- ✓ **Submit all resolutions in two forms:** Hard copy and on disk, cd, etc.