



## Format

COMMITTEE: name the Committee

SPONSORS:

SIGNATORIES:

TOPIC: the issue or case study that the resolution deals with

1. the introductory word or phrase of each clause is underlined.
2. there is a line space between each clause. (Except sub-clauses)
3. each operative clause is numbered.
4. sub-clauses are lettered: a), b), c), etc. and sub-sub clauses numbered i), ii), iii), etc.
5. sub-clauses are single spaced together.
6. operative clauses and subclauses are indented (by using tab settings not the spacebar!)
7. acronyms and abbreviations are written out in full the first time they are used in a resolution.
8. Each preambulatory clause ends with a comma.
9. Each operative clause ends with a semicolon.
10. Sub-clauses do not end in a comma or a semicolon.
11. The resolution ends in a period. The entire resolution is one sentence.

**Preambulatory Phrases:** Preambulatory clauses are historic justifications for action. Use them to cite past resolutions, precedents and statements about the purpose of action.

Acknowledging

Affirming

Alarmed by

Approving

Aware of

Believing

Bearing in mind

Confident

Congratulations

Contemplating

Convinced

Declaring

Deeply concerned

Deeply conscious

Deeply convinced

Deeply regretting

Deploring

Desiring

Emphasizing Expecting

Expressing its appreciation

Expressing its satisfaction

Fulfilling

Fully alarmed

Fully aware

Fully believing

Further deploring

Further recalling

Guided by

Having adopted

Having considered

Having considered further

Having devoted attention

Having examined

Having heard

Having received

Having studied

Keeping in mind

Noting further

Noting with appreciation

Noting with approval

Noting with deep concern



Viewing with regret

Noting with satisfaction

Observing

Pointing out

Reaffirming

Recalling

Recognizing

Referring

Reminding

Seeking

Taking into consideration

Viewing with appreciation

**Operative phrases:** Operative clauses are policies that the resolution is designed to create. Use them to explain what the committee will do to address the issue.

Accepts

Affirms

Approves

Asks

Authorizes

Calls for

Calls upon

Condemns

Congratulates

Confirms

Declares accordingly

Deplores

Designates

Encourages

Endorses

Expresses its appreciation

Expresses its hope

Further invites

Further proclaims

Further recommends

Further requests

Further resolves

Hopes

Proclaims

Proposes

Recommends

Regrets

Requests

Resolves

Seeks

Strongly affirms

Strongly condemns

Strongly urges

Suggests

Supports

Trusts

Transmits

Urges