

Tips For Writing Resolutions

- Please adhere to the submission deadlines.** NSGEU Head Office must receive all resolutions - **60 days prior to Convention.**
- All resolutions must be **submitted on the proper resolution form or facsimile.**
- Print or type** (as some people's writing is difficult to read).
- Each resolution must contain **a minimum of one "whereas"** explaining the reason for the resolution being submitted.
- All resolutions **must contain a ... "Therefore be it resolved".**
- Be very clear as to the intent of your resolution.** The resolutions committee does not have the authority to decide what the intent of your resolution is, if it is not clearly spelled out. The committee can assist to get the resolution in proper form to achieve your intent, but remember if the intent is not clear the committee cannot proceed.
- Identify the subject of your resolution.** One subject matter per resolution, try not to be asking for two things in the one resolution, it is better to submit two separate resolutions.
- Ensure that the "resolve" portion of the resolution contains the subject matter identified in the "whereas" portion of the resolution.
- Make sure that the "whereas" portion is clearly reflected in the "Therefore be it resolved" portion of your resolution.
- In the case of Constitutional Resolutions, do not simply cite the articles to be changed but provide the actual wording change when submitting your resolution. When writing Constitutional Resolutions it is imperative that all applicable articles of the constitution be included.** E.g. If you wanted to take away the delegate as of right for Board Members as per Article 3 section 3.1.1, you must also include a change to Article 3 section 3.14.1, when it speaks of voting delegates. One is directly connected to the other.
- Each resolution must be duly discussed and adopted at a regular or special Local meeting and signed by both the Local President and Secretary.**