



## **GUIDELINES FOR MAKING A RESOLUTION AT NFRW NATIONAL BOARD MEETINGS**

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A resolution is a main motion, which, because of its importance or its length, is offered in a more formal matter.

Any resolutions which are proposed for consideration by the National Federation of Republican Women (NFRW) must be concerned with only matters of national significance, and must be within the scope of the objectives of our Federation.

If an individual member has a proposal to submit, she should do so by directing the resolution to her club. Upon receiving the approval by the governing body of the state federation, the resolution would then be sent to the proper person at the NFRW.

All resolutions must be in proper form; when a club presents a resolution to the state federation, it should be worded as if the state were ready to vote on the resolution. That is to say, indicate that it is a state federation resolution. In the same manner, when a state federation submits a resolution to NFRW, it should be written to indicate that it is a National Federation resolution.

It is important at each level, to have documentation of facts and sources of information. A rationale explaining reasons why the Federation should take a stand on the matter must also accompany the resolution.

# FORMAT

A resolution is divided into a preamble and a resolved.

## PREAMBLE:

Each explanation is a separate paragraph and contains NO periods. Each clause or paragraph begins with the word “Whereas” followed by a comma, and a capital letter for the next word. The paragraph ends with a semi-colon.

Example:   Whereas, The.....;  
              Whereas, It.....; and  
              Whereas, The.....;

Note: *The word “and” appears only one time—directly and before the final “Whereas.”*

## RESOLVED:

It is best to use only a few connecting words; “therefore be it” is not necessary. If they are used, they followed the final Whereas.

“Resolved, that.....” (*state action necessary to be taken.*) If there is more than one Resolved, each begins in the same way. Only one “and” is used—prior to the final Resolved (see sample format).

Sample Format- National Level:

Whereas, The.....;  
Whereas, The.....; and  
Whereas, The.....;  
Resolved, That the National Federation of Republican  
Women—(*date and place or type of meeting*)—(*action to  
be taken*).

*Remember: Resolutions are for lengthy motions, **important** items, and they provide explanations within the “Whereas” paragraphs. The number of “Whereas” paragraphs should be few. Too many items tend to detract from the Resolved.*