

Resolutions: Short, Simple, SMART

Keep it simple and direct, make it SMART and remember SHORTER IS BETTER when writing a resolution. If it's too long, few people will read it. Include only the following elements:

Title :

- The Title should reflect the intent of the resolution. Keep it simple and direct.

Purpose/Goal:

- Focus on one simple goal/purpose that you want to fulfil. Make the goal SMART:
 - **Specific** - it's clear and concrete, ideally it should be action-oriented.
 - **Measurable** – so you can objectively evaluate whether or not the goal is met.
 - **Achievable** –ensure that it is possible, realistic. It is do-able.
 - **Relevant** – it matters in today's world. It is an issue confronting our society.
 - **Time-bound** – give a deadline or frequency for meeting the goal/purpose.

Whereas:

- **Include no more than 3 “Whereas” statements** – these are the rationales/reasons for determining the Purpose/Goal and it's relevancy.
- Every “whereas” clause must reflect back to the purpose/goal.
- “Whereas” statements provide the basic facts and reasons (the whys) for the resolution. Always give the reference information when including information obtained from a published source such as a book or website.
- Every issue brought up in the “whereas” clauses should be addressed in the “resolved” clauses.
 - Remove any “whereas” clause not addressed in a “resolved” clause.

Resolved:

- **Include no more than 3 “ Resolved” statements** –
- These are the actions, the “to dos” that one can take to reach the Purpose/Goal.
- Be clear in what you want members to do so that they can reach the goal or fulfil the purpose within the time frame given.
- One “Resolved” statement should include presenting a follow-up progress report to the Board of Directors at the following annual convention.

Refer to our website for more information, www.nccw.org →Protocols

References: *Guidelines for Writing Resolutions*, Humboldt State University. Retrieved from www.senate.humboldt.edu. November 9, 2020; *Sample of Resolution Format*, American Library Association. Retrieved from www.ala.org. November 9, 2020.

Submitted by Beverly South, Chair of Resolution Committee