



## **Guidelines for Making a Resolution** *at National Board Meetings and Biennial Conventions*

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 seeks to submit a resolution to the NFRW Board of Directors at one of its Board meetings, or to a National Biennial Convention, that member should first submit the proposed resolution to her club. Upon receiving approval of her club's leadership, the resolution should next be submitted to the member's State Federation. After being approved by the State Federation's governing body, the resolution should be submitted to the NFRW Resolutions Committee Chairman.

All resolutions must be in proper form when submitted. When a club presents a proposed resolution to its State Federation, the resolution should be worded as though it were coming from the State Federation. That is to say, as if it were a State Federation resolution. Then, when a State Federation submits a resolution to the NFRW, it should be worded as though it were an NFRW resolution.

It is critical within the resolution to document all facts and sources of information, always citing authority for each premise. A rationale explaining reasons why the NFRW should take a stand on the issue presented must accompany the resolution.

# Format

A resolution has a title and is divided into a preamble and a “resolved” portion.

## TITLE:

Example:       A Resolution to Support Republican Presidential Nominee  
                  A Resolution in Support of Transfer of Federally Controlled Public  
                  Land to States  
                  A Resolution In Support of a Balanced Budget Amendment

## PREAMBLE:

Each fact or explanation is a separate paragraph and the preamble contains NO periods. Each paragraph begins with the word “Whereas” followed by a comma and a capital letter for the next word. The paragraph ends with a semicolon. The word “and” appears only one time – directly before the final “Whereas.”

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

## RESOLVED PORTION:

Do not insert the words “Therefore be it.” Simply start a new paragraph with “Resolved that .....” and state the action to be taken. Typically, there is only one “Resolved” but if there is more than one, end the first with a semicolon. Only one “and” is used, prior to the final “Resolved.” End the final “resolved” with a period.

Example:       Whereas, The .....;  
                  Whereas, It .....; and  
                  Whereas, The .....;  
                  Resolved, that the National Federation of Republican Women at  
                  (*meeting, location, date\**) (state action to be taken\*\*).

\*meeting at its Spring Board of Directors Meeting in Arlington Virginia, March 17-19, 2016 *or* meeting at its 38th Biennial Convention in Phoenix, Arizona, September 10-13, 2015,

\*\* pronounces its support for a balanced budget amendment calling the States who have not yet passed a federal balanced budget resolution to pass a resolution for an amendment to require passage of a balanced federal budget.

\*\*pronounces its support for the Toxic Exposure Research Act calling on the United States Congress to pass S. 901 and H.R. 1769.