

“Vision For the Future”



GUIDELINES FOR MAKING A RESOLUTION AT THE AFRW STATE CONVENTION

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

Any resolutions which are proposed for consideration by the Arizona Federation of Republican Women (AFRW) must be concerned with only matters of state 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 approval from her club, the resolution should then be sent by **October 15, 2007** to:

Jan Hermsmeyer
AFRW Convention Resolutions Chairman
17959 W Stinson Dr
Surprise, AZ 85374-1903
Phone: 623-584-6309 * Fax: 623-433-9311

All resolutions must be in proper form; when a club presents a resolution to AFRW, it should be worded as if the state were ready to vote on the resolution. That is to say, indicate that it is an AFRW resolution.

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

GUIDELINES FOR MAKING A RESOLUTION

FORMAT

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 follow 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.

Sample Format: Whereas, The.....;
 Whereas, The.....; and
 Whereas, The.....;
 Resolved, That the Arizona Federation of Republican
 Women –(date and place or type of meeting)-(action to
 be taken.)

Remember: *Resolutions are for lengthy motion, 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.*