

# HOW TO WRITE A RESOLUTION

Presented by the  
Connecticut Parent Teacher Student Association

# WHY DO WE NEED RESOLUTIONS?

Connecticut PTSA resolutions and position statements are official documents outlining the opinion, will, or intent of the association to address local, state or federal problems, situations, or concerns that affect children and youth and require action to seek resolution on the issue. They serve an important purpose in formalizing and focusing the positions of the organization on various important and relevant issues. Resolutions and/or position statements are usually directed at school boards, legislature, the State Board of Education, or Congress. **They set the direction of our association and help to drive our mission.**

## A resolution should deal with only one subject.

Those which attempt to treat more than one subject are unwieldy to process at conventions, especially if they involve matters which do not fall within the jurisdiction of a single committee of the convention.

They are generally rejected or amended to delete reference to more than one subject.

# Contents of Resolution

1. A resolution should contain supporting documents and its intent should be clearly defined
2. A resolution should be free of errors of fact and law.
3. A resolution should have material relevant to the purposes and programs of The PTA.

# Resolutions have two major parts, a preamble and a resolving section.

The preamble sets forth the reasons for the resolutions: the resolving section sets forth the intent of the resolution.

# Prepare the Resolve First

1. Identification of resolving authority
2. The circumstance and place of the action.
3. The date of the action.

1. The first word after this information would be “That” with a capital “T”.
2. The word “That” immediately following the resolving clause introduces the clause which is the object of the verb “RESOLVED,”.
3. It aids the reader to find the point at which the meat of the resolution begins; it aids the drafter of the resolution to launch a strong and unmistakable statement of intent.

# Examples

“RESOLVED, . . . . That The Connecticut PTSA and its constituents shall sponsor and support legislation to . . . .”

“RESOLVED, . . . . That The Connecticut PTSA and its constituents are opposed to the repeal or weakening of . . . .”



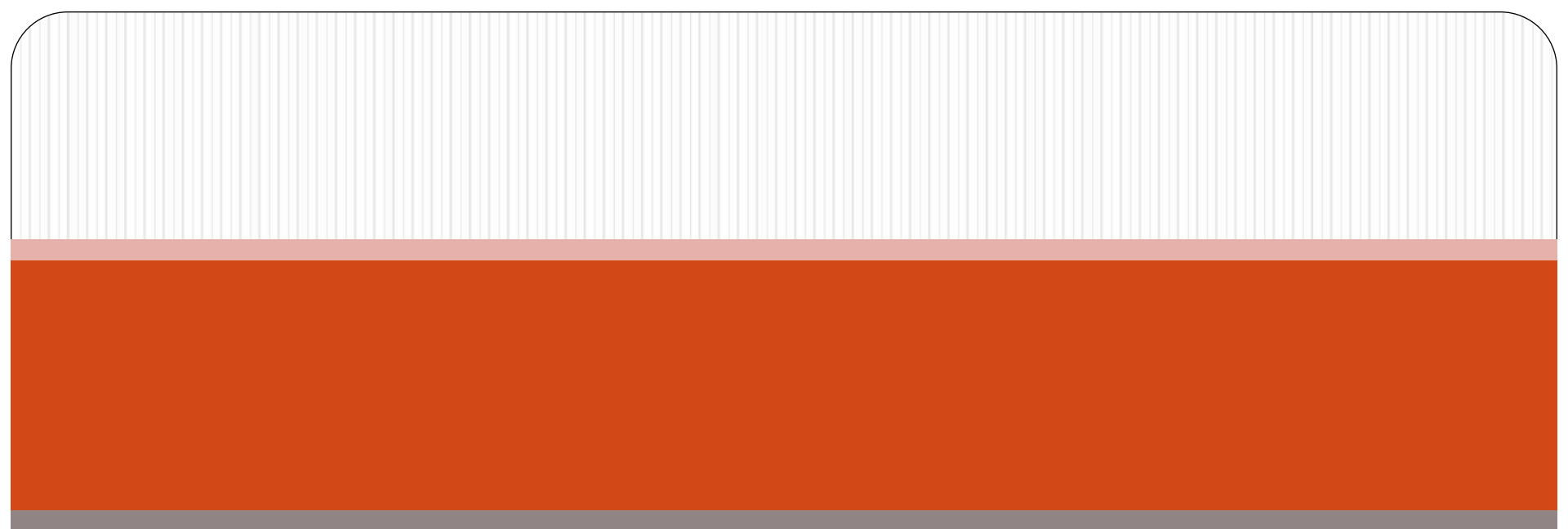
# Further Resolved

Although each resolution should deal with only one subject, it is often necessary or desirable to attach additional clauses (or paragraphs) to a resolution's resolving section in order to cover matters that are closely related to the main intent.

This device is especially useful for spelling out the details of how and by whom the intent of the resolution is to be carried out or accomplished.

# Example

**“RESOLVED, by ..., That..., and be it  
“FURTHER RESOLVED, That ..., and be it  
(add FURTHER RESOLVED paragraphs as  
required)..., and be it “FINALLY RESOLVED,  
That...”**



As shown here, the identifying information is stated *only once, in the first paragraph of the* resolving section of a resolution, and is not repeated in the subsequent paragraphs.

A period is used only once at the close of the last paragraph of the resolving section.

# Construction of Resolution Preamble

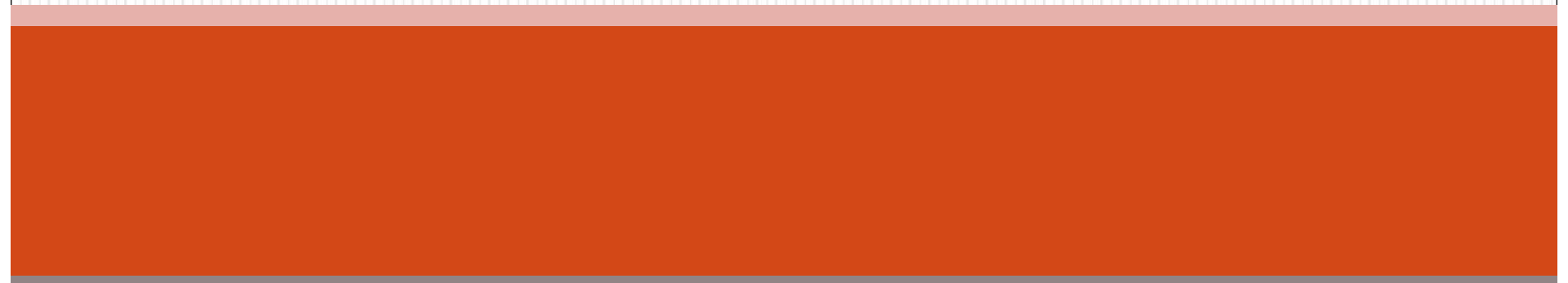
The preamble of a resolution is made up of one or more clauses (or paragraphs), each of which begins with “WHEREAS, “.

Two or more of these clauses are joined together by a semicolon followed by “and”.

# Examples

**“WHEREAS, The PTA is an organization of people who have dedicated themselves to the health, education and welfare of children; and**

**“WHEREAS, This service is performed through The Connecticut PTSA’s basic programs;  
and (etc.)”**



Each clause in the preamble should contain a statement of fact which is logically related to the intent of the resolution and explains and justifies the need for the resolution.

Note that each clause would stand alone as a complete sentence if the “WHEREAS” were removed and a period were used in place of the semicolon at the end.

# Joining the Whereas to the Resolved

The final clause of the preamble is joined to the resolving section of the resolution by a semicolon (or colon), followed usually by the phrase “now, therefore, be it ...” (acceptable variations in common usage are “therefore be it”; or simply “be it”).

# Example

“WHEREAS, ... (etc.) ...; and

“WHEREAS, ... (etc.) ...; and

“WHEREAS, ... (etc.) ...; now, therefore, be it

“RESOLVED, by ... (etc.)..., That... (etc.)...”



# How Many Whereas

There is no formula for deciding how many “WHEREAS” clauses a resolution should have. In general the fewer the better provided the reason or reasons for the resolution are adequately stated. Most of the good reasons for a resolution will have been stated during the debate for its adoption. Use them. It is not necessary, however, to refer in the preamble to every fact or circumstance that has a bearing of the intent or the resolution.

# Final Thoughts

Study the resolving section and get the exact purpose of the resolution firmly in mind. Then start writing down statements of fact which relate to this purpose. Organize them into a logical sequence (throwing out the weak or unnecessary ones), and then put a “WHEREAS,” in front of each, a semicolon at the end of each, plus the appropriate connecting word (“and”) or words (“now, therefore, be it”) for joining them to each other and the resolving section. Do not use a period in the preamble. Resolutions are important business to The PTA. Write them with thought and care.