

Convention Resolution Writing Workshop
Saturday, March 29, 2014

Whereas, The ... [text of the first preamble clause]; and
Whereas, ... [text of the next to the last preamble clause]; and
Whereas, ... [text of the last preamble clause]; now, therefore, be it
Resolved, That ... [stating action to be taken]; and be it
Resolved, That ... [stating further action to be taken]; and be it
Resolved, That ... [stating still further action to be taken].



Presented by Dr. William J. Puette, DPH Parliamentarian
Professional Registered Parliamentarian (NAP)
Certified Parliamentarian (AIP)

Resolutions

“a main motion—particularly an original main motion—is frequently offered as a *resolution*, either because of its importance or because of its length or complexity.”

RONR (11th ed.), p. 105

Resolutions

Since a *resolution is a main motion*.
All rules relating to the main motion apply to a *resolution*.

Resolutions

The resolution is one very long sentence directing the organization to take a stand or engage in some action.

It can also commend or take exception to actions of other entities. It must not provide direct instructions to any group other than the organization or its president and board of directors.

Resolutions

A resolution may have two parts, the *preamble* and the *resolution*.
- There maybe several preamble clauses and several resolving clauses in an elaborate resolution,
- or the resolution may be as simple as a motion, using the word “*Resolved*” instead of the words “I move.”
- A preamble is not required.

Resolutions

The actions or other recommendations are contained in the resolves at the close of the resolution.

It is usually inadvisable to attempt to include reasons for a motion's adoption within the motion itself.

RONR (11th ed.), pp. 106-107

Preambles

In general, the use of a preamble should be limited to cases where it provides little-known information without which the point or the merits of a resolution are likely to be poorly understood, where unusual importance is attached to making certain reasons for an action a matter of record, or the like.

RONR (11th ed.), p. 107

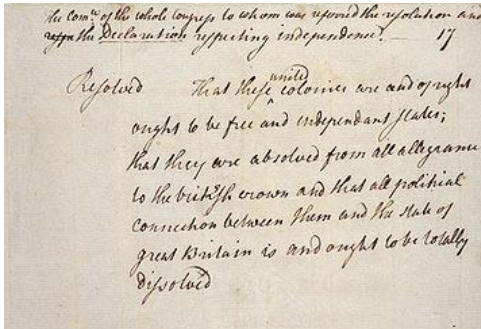
Preambles

Lengthy or elaborate reasons for a *motion's* adoption should not be included in the motion itself.

Members may agree with the proposed action but not with the reasons for the action and vote against it.

And, reasons given within the body of an ordinary motion may be considered debate and would not be in order.

Lee Resolution, July 2 1776



Resolution: Punctuation & Layout

1. Begin each preamble paragraph with "Whereas" followed by a comma, and the next word begins with a capital letter.
2. The preamble, even if it contains several paragraphs, should not contain a period.
3. Close each preamble paragraph with a semicolon, followed by the word "and."

RONR (11th ed.), pp. 108-109

Resolution: Punctuation & Layout

4. Close the last preamble paragraph with a semicolon, after which a connecting phrase such as "therefore", or "therefore, be it" or "now, therefore, be it" may be used. When one of these phrases is used, no punctuation should follow it and it should be placed at the end of the preamble paragraph

RONR (11th ed.), p. 109

Resolution: Punctuation & Layout

5. The word "Resolved" is underlined, printed in Italics or upper case letters, is followed by a comma and the word "That" which begins with a capital T.
6. Begin each resolving paragraph this way or number them after the first "Resolved." Close each resolving paragraph with a semicolon, the next to last paragraph with a semicolon, followed by the word "and", and end the last resolving paragraph with a period.

RONR (11th ed.), p. 109

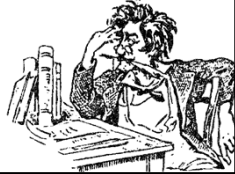
Resolutions

Preamble:

Whereas, The . . . [text of the preamble]; now, therefore, be it

Resolving Clause:

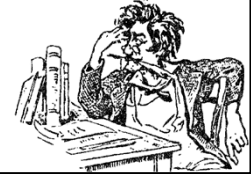
Resolved, That . . . [stating action to be taken].



Resolutions

Whereas, The . . . [text of the first preamble];
Whereas, A . . . [text of the next to the last preamble]; and
Whereas, The . . . [text of last preamble]; now, therefore, be it

Resolved, That . . . [stating the action to be taken];
Resolved, That . . . [stating further action to be taken]; and
Resolved, That . . . [stating final action to be taken].



Resolutions

Preamble:

Whereas, The . . . [text of the preamble]; now, therefore, be it

Resolving Clause:

Ordered, That . . . [stating action to be taken].

Instructions to staff/employees



Resolutions

N.B. A Resolution submitted that is substantially the same or in conflict with a motion previously adopted will be ruled out of order unless it is presented either as a resolution to amend a specific, previously adopted resolution or as a resolution to rescind a specific, previously adopted resolution.

"... motions are out of order if they conflict with a motion that has been adopted by the society and has been neither rescinded, nor reconsidered and rejected after adoption." - RONR (11th ed.), p. 343, ll. 17-20

Resolutions

N.B. Reintroduction of a motion or resolution substantially the same as one previously adopted is either intended to "reaffirm" the previously adopted motion/resolution or is intended to amend it in some way. In either event, such a reintroduction is improper & will be ruled out of order for reasons explained above.

"Motions to "reaffirm" a position previously taken by adopting a motion or resolution are not in order. Such a motion serves no useful purpose because the original motion is still in effect." - RONR (11th ed.) p. 104, ll. 24-31

Resolutions

**Article VIII, Section 7A of the Constitution of the Democratic Party of Hawai'i provides that:
The resolving clauses of resolutions, except for those clauses that refer to a specific date, event, or legislative session, once adopted by delegates at a convention of the Democratic Party of Hawai'i shall represent the official policies of the Party and shall remain in force and effect until rescinded or amended by the delegates at an annual or special convention..**

Resolutions

Section 14.2 of the Bylaws of the O'ahu County Democrats likewise provides that: The platform and resolutions adopted by delegates at conventions of the O'ahu County Democrats shall remain in force and effect until rescinded or amended by a two-thirds roll call vote of the full membership of the O'ahu County Committee or by a majority of votes cast by delegates at an annual or special convention, or until they come into conflict with the platform or resolutions of the Democratic Party of Hawai'i.

SAMPLE DPH COUNTY 2014 CONVENTION RESOLUTION:

Title: Urging That Unemployment Insurance include Health Care¹

Whereas, The expense to unemployed workers of maintaining medical insurance is commonly beyond their means; and

Whereas, Many unemployed workers in Hawai'i,² who must survive on unemployment insurance benefits alone, cannot afford the premium to continue medical insurance; and

Whereas, Hawai'i's workers and their dependents require health care during periods when they are unemployed; now, therefore, be it

Resolved, That _____ County Democrats urge expansion of unemployment insurance benefits to include payment of Health Care premiums; and be it

Ordered, That copies of this resolution be transmitted to the Democratic members of the Hawai'i State Legislature, the members of the Hawai'i Congressional delegation, and the 2014 convention resolutions committee of the Democratic Party of Hawai'i.⁴

Submitted by:³

Maker: _____ Second: _____

SAMPLE DPH 2014 CONVENTION RESOLUTION:

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Whereas, Many unemployed workers in Hawai'i,² who must survive on unemployment insurance benefits alone, cannot afford the premium to continue medical insurance; and

Whereas, Hawai'i's workers and their dependents require health care during periods when they are unemployed; now, therefore, be it

Resolved, That Democratic Party of Hawai'i urges expansion of unemployment insurance benefits to include payment of Health Care premiums; and be it

Ordered, That copies of this resolution be transmitted to the Democratic members of the Hawai'i State Legislature, the members of the Hawai'i Congressional delegation.⁴

Submitted by:³

Maker: _____ Second: _____

Resolution: Punctuation & Layout

Use the Hawaiian 'okina and kahakō in Hawaiian words & names as appropriate (e.g. Hawai'i, O'ahu, Kaua'i). The 'okina is not an apostrophe. It should resemble a miniature "ō" in superscript.

It can be made by the left single quotation mark.

Resolution: Punctuation & Layout

For County Resolutions, the first words after the word "*Resolved*," should be "That the _____ County Democrats of the Democratic Party of Hawai'i"

- not "by the _____ County Democratic Party ..." or 'that some other entity' not under the control of the convention take a action or a position.

Resolution: Punctuation & Layout

For State Convention resolutions, the first words after the word "*Resolved*," should be "That the Democratic Party of Hawai'i"

- not 'that some other entity' not under the control of the convention take a action or a position.

N.B. County Resolutions need to be revised to change the resolved clauses to State DPH language before submission.

Resolution: Punctuation & Layout

Instead of “*Resolved*”, transmission directions to staff should use “*Ordered*”.

If the county resolution is expressing a state-wide position, add to transmission order “, and the 2014 convention resolutions committee of the Democratic Party of Hawai’i.”

Do not stipulate that the copies be “certified.”

Resolution Writing: Exercise

5. “BE IT RESOLVED, by this August Body that the State Government really get behind the program and make it work; and”



Resolution Writing: Exercise

5. “*Resolved*, That the O’ahu County Democrats of the Democratic Party of Hawai’i support and endorse continued State funding for the Job Corps Center at Koko Head on the island of O’ahu; and”



Resolution submission*

State DPH: submittals@hawaiidemocrats.org
Deadline: May 6

O’ahu Co.: oahucounty@hawaiidemocrats.org
Deadline: April 8

Hawai’i Co.: hcdresolutions@hotmail.com
Deadline: April 5

Arial, 10 point font with 1” margins

* See Convention Standing Rules for more detail

Resolutions

Article VI, Section 6C of the Bylaws of the Democratic Party of Hawai’i provides that: The Convention Resolutions Committee(s) shall have the power to format, edit, combine resolutions of similar substance, and make substantive amendments. The Committee will report to the assembled delegates only those resolutions it recommends for adoption.

Resolutions

On behalf of the Convention Resolutions Committee I move the adoption of the following resolution(s): ...



Democratic Party of Hawai'i
2014 Convention

RULE 5. RELATING TO SUBMISSION OF PROPOSALS AND AMENDMENTS

5.1. All amendments to the Constitution, Bylaws, platform provisions and affirmative action proposals that were approved at the 2014 County Conventions shall be deemed submitted to the appropriate State Convention Committee and shall be transmitted by each county committee to the appropriate State Convention Committee as required under this section.

5.2. Resolutions adopted at the 2014 County Conventions expressing an action or position of state-wide implication and/or that provide for their transmission to the State Convention Resolutions Committee shall be accepted once reformatted & transmitted by the respective County's Secretary to the Convention Resolutions Committee.

5.3. All other documents to be submitted to a State Convention Committee may be submitted by two Delegates to the State Convention (hereinafter, "Proposers") supported by the signatures of ten (10) Party Members, which may include other Delegates to the State Convention (hereinafter, "Supporters").

5.4. The Proposers' signatures must be on the face of the document. The Supporters' signatures must be on a separate accompanying sheet. Documents must be accompanied by the approved and completed submittal form and contain the signatures and addresses of the Supporters. The list of Supporters shall not be considered part of the document and will not be printed.

5.5. The Proposers of all platform provisions, resolutions, and affirmative action proposals shall submit one copy printed in Arial, 10-point type, with one-inch margins on all sides on 8.5" by 11" white paper.

Proposed resolutions shall be limited to one page. Proposed amendments to the Constitution and or Bylaws must be in Times New Roman, 12-point type with one-inch margins on all sides on 8.5" by 11" white paper.

5.6. In addition to a printed copy, a clean digital copy without markup or comment of the document must also be submitted. Digital copies must be submitted in a Microsoft Word document (*.doc, *.docx, *.rtf) and as a PDF. Digital copies may be submitted on a USB drive, or e-mailed as attachments to submittals@hawaiidemocrats.org. A confirmation receipt will be sent to persons submitting material via e-mail. Floppy disks and CD-ROM drive submissions will not be accepted.

5.7. Electronic Submissions:

(1) USB drive submissions should be clearly labeled with the following information: type of document (e.g. Resolution, Rule, Platform or Affirmative Action), the title of the document, name of proposer, and the software program used. USB drives will not be returned and shall become the property of the Democratic Party of Hawai'i; or

(2) E-mail submissions must include the following information in its subject line: "2014 DPH State Convention TYPE OF DOCUMENT," where the words "TYPE OF DOCUMENT" should be replaced with one of the following words Resolution, Rule, Platform or Affirmative Action. The body of the e-mail should include the following information: type of document (e.g. Resolution, Rule, Platform or Affirmative Action), the title of the document, name of proposer, and the version of Microsoft Word used. Submissions shall not be accepted after 5:00 p.m. Tuesday, May 6, 2014. Late submissions must comply with Rule 5.9 and shall be subject to Rule 5.10.

5.8. All documents to be considered by the State Convention Pre-Convention committees, including any from the County Conventions, must be delivered to Democratic Party of Hawai'i Headquarters, 404 Ward Ave., Suite 200, Honolulu, HI 96814, on or before 5:00 p.m. Monday, May 5, 2014. Hard copies and submittal forms with the accompanying digital version as provided above (Rules 5.5 and 5.6). Any document submitted after 5:00 p.m. Tuesday, May 6, 2014 is late and must comply with Rule 5.9.

5.9. Responsible State Convention Pre-Convention committees may accept late documents at the pre-convention committee meetings to be held on May 10, 2014. Late submissions shall be accepted for consideration if approved by a 2/3 vote of the responsible State Convention Pre- Convention committee members present.

5.10. The committee to which a document is referred shall, by majority vote of the committee members present, have the right to reject any document not complying with Rule 5 requirements.

Democratic Party of Hawai'i
2014 State Convention Platform, Rule Amendment, Resolution and Affirmative Action
Submission Form

PRINT ONLY

Type of Document Check One: PLATFORM RULE RESOLUTION AFFIRMATIVE ACTION

Title of Submission: _____

This submission requires / does not require a bill in the State Legislature.

This submission requires / does not require a resolution in the State Legislature.

This submission requires / does not require a bill in Congress.

This submission requires / does not require a resolution in Congress.

This is submitted by: Two Members; O'ahu County Democrats; Maui County Democrats;
 Kaua'i County Democrats; Hawai'i County Democrats.

Name: (County Chairperson or First Maker): _____

Signature: _____ Date: _____

Address: _____

City: _____ zip: _____

Phone #: Mobile _____ Home: _____ Business: _____

Email: _____ Facsimile: _____

District/Precinct (individual only): _____

Name (Second Maker): _____

Signature: _____ Date: _____

Address: _____

City: _____ zip: _____

Phone #: Mobile _____ Home: _____ Business: _____

Email: _____ Facsimile: _____

District/Precinct (individual only): _____

Attached is our proposal for the following submission:

Title: _____

This submittal complies with the Standing Rule 5.

If this is submitted by two voting members of the State Convention, 10 supporter signatures must be recorded below.

We, the undersigned, support this submittal to the State Convention:

	Name & Address	Signature	Dist./Pct.	Phone #
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				