

# EXAMPLE:

## Transparency in Government\*

Whereas, On January 29, 2010, the Hawai'i State House of Representatives took a voice vote to postpone indefinitely the civil unions bill (HB444); and

Whereas, Representatives present at the session on January 29, 2010, failed to call for a roll call vote; and calls from the gallery on January 29, 2010, for a roll call vote were ignored; and

Whereas, Those in attendance on January 29, 2010, did not hear 26 ayes cast in favor of deferring the bill; and

Whereas, On February 19, 2010, there was a controversy surrounding a motion to recall HB2311, where a video session of the vote differed with the count taken by the House Clerk's office; now, therefore, be it

*Resolved*, That the Democratic Party of Hawai'i\*\* hereby urges the legislature to pass legislation requiring a roll call vote for all votes affecting the status of legislation and requests the Hawai'i State Legislature take the necessary steps to webcast all legislative proceedings in audio and video formats; and be it further

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

Submitted by: \_\_\_\_\_

---

Grammatically, a resolution is a single sentence with only one period at the end. The clauses should all be separate independent clauses ending in a semicolon and the connecting conjunction ("and") or appropriate phrase ("be it"), separated from the following clause by a blank line.

A preamble, consisting of "Whereas" clauses, is not required and should avoid controversial statements that will draw attention and perhaps support from the resolving clause(s).

The "*Resolved*," clause(s) contain the binding and operative substance of the resolution.

Unless stated in the resolution itself, a resolution does not sunset. It is effective indefinitely until rescinded or amended.

\* Do not use all caps for the title or the words, *Whereas*, *Resolved*, or *Ordered*.

\*\* The first words after the word "*Resolved*," should be "That the Democratic Party of Hawai'i" - not "by the Democratic Party ..."

\*\*\*Use the Hawaiian diacriticals in the words Hawai'i, O'ahu, Kaua'i and other Hawaiian words & names as appropriate. The *okina* is not an apostrophe. It should look like a miniature "6" in superscript. It can be made in *Word* on a PC with the following sequence: Alt 0145, or by a left single quote.

\*\*\*\* Instead of "*Resolved*", transmission directions to staff should use "*Ordered*".  
[Please avoid stipulating that the copies be "certified"]