


**Democratic Party of Hawai'i  
O'ahu County Democrats  
Convention Resolution Writing Workshop  
2021**

<p><b>Whereas, The ...</b> [text of the first preamble clause]; and</p> <p><b>Whereas, ...</b> [text of the next to the last preamble clause]; and</p> <p><b>Whereas, ...</b> [text of the last preamble clause]; now, therefore, be it</p> <p><b>Resolved, That ...</b> [stating action to be taken]; and be it</p> <p><b>Resolved, That ...</b> [stating further action to be taken]; and be it</p> <p><b>Resolved, That ...</b> [stating still further action to be taken].</p>	
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**Presented by Dr. William J. Puette, DPH Parliamentarian  
Professional Registered Parliamentarian (NAP)  
Certified Parliamentarian (AIP)**

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**Resolutions**

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**For more important or complex questions, or when greater formality is desired, a motion may be presented in the form of a resolution.**

**RONR (12<sup>th</sup> ed.) 4:5**



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**Resolutions**

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**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.**

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## Resolutions

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A resolution or a long or complicated motion should be prepared in advance of the meeting, if possible, and should be put into writing before it is offered.

RONR (12<sup>th</sup> ed.) 4:5

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## Resolutions

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

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## Resolutions

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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.

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## **Resolutions**

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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 (12<sup>th</sup> ed.) 10:16-18

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## **Preambles**

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In general, the use of a preamble (whereas clauses) 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,

or where unusual importance is attached to making certain reasons for an action a matter of record, or the like.

RONR (12<sup>th</sup> ed.) 10:16

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## **Preambles**

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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.

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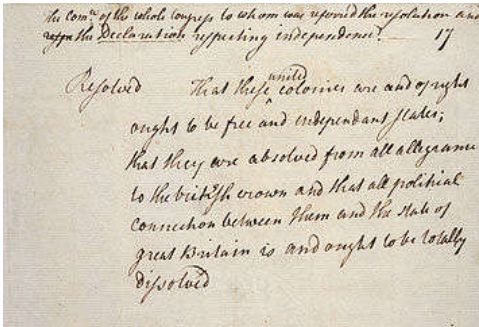
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## Lee Resolution, July 2 1776



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## 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, may not contain a period.
3. Close each preamble paragraph with a semicolon, followed by the word "and."

RONR (12<sup>th</sup> ed.) 10:20-21

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## Resolution: Punctuation & Layout

4. Close the last preamble paragraph with a semicolon, after which use the connecting phrase "therefore, be it" or "now, therefore, be it". No punctuation follows it, and it should be placed only at the end of the last preamble clause.

RONR (12<sup>th</sup> ed.) 10:21

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## Resolution Preamble

Whereas, The . . . [text of the preamble]; and

Whereas, The . . . [text of the preamble]; and

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



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## Resolution: Punctuation & Layout

5. Print the word "*Resolved*" in *Italics* followed by a comma and the word "That" which begins with a capital T.
6. Begin each resolving clause this way and (when there is to be more than one resolving clause) close each except the last resolving clause with a semicolon, followed by the phrase "and be it". Only the last resolving concludes the resolution with a period.

RONR (12<sup>th</sup> ed.) 10:22

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## Resolutions

### **Preamble:**

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

### **Resolving Clause:**

*Resolved*, That . . . [stating action to be taken]; and be it

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



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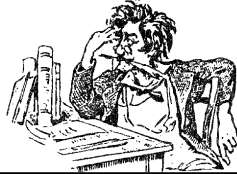
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## Resolutions

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



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## Resolutions

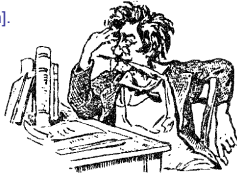
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**Preamble:**  
Whereas, The . . . [text of the preamble]; now, therefore, be it

**Resolving Clause:**  
*Ordered*, That . . . [stating action to be taken].

**Instructions to staff/employees**

**RONR (12<sup>th</sup> ed.) 10:24**



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## Resolutions

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**“A resolution is improper if it implies the truth of specific rumors or contains insinuations unfavorable to an officer or member, even one who is to be accused.”**

**RONR (12<sup>th</sup> ed.) 63:11**

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## Resolutions

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**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 (12<sup>th</sup> ed.) 39:5

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## Resolutions

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**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 (12<sup>th</sup> ed.) 10:10

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## Resolutions

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**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.**

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## Resolutions

Section 12.2 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.

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O’ahu County Democrats’ resolutions page is searchable.

Use the search box to check for any previous resolution that may duplicate or conflict with your proposed resolution.




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Also check the State Party website to see if there is any adopted State resolution that may duplicate or conflict with your proposed resolution.

**Platform & Resolutions**

2018 DPH Platform (<https://hawaiidemocrats.org/wp-content/uploads/2018/10/2018-State-Platform-1-6-18.pdf>)

2016 Platform (<https://hawaiidemocrats.org/wp-content/uploads/2016/06/2016-democratic-party-of-hawaii-platform.pdf>)

2018 DPH Resolutions (<https://hawaiidemocrats.org/wp-content/uploads/2018/10/2018-DPH-Resolutions.pdf>) – Adopted at the 2018 State Convention

**2017 Resolutions**

**2016 Resolutions**

<https://hawaiidemocrats.org/about-2/resolutions/>

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SAMPLE DPH O'AHU COUNTY 2021 eCONVENTION PROPOSED RESOLUTION:

**Title: Urging The Honolulu City Council to increase zoning capacity**<sup>1</sup>

Whereas, According to the state Department of Business, Economic Development and Tourism, the state of Hawai'i needs about 50,000 more units by 2025, of which 17,000 units need to be housing for working class individuals; and

Whereas, Honolulu City and County has the most overcrowded population in the state and needs an increase of over 25 percent, or 90,000 units, to provide enough homes for the projected local population; now, therefore, be it

*Resolved*, That O'ahu County Democrats of the Democratic Party of Hawai'i urge the Honolulu City Council to increase the residential zoning capacity to a level that allows for a sufficient housing stock for the local population; and be it

*Ordered*, That copies of this resolution be transmitted to the Governor of the State of Hawai'i, the Lt. Governor of the State of Hawai'i, Hawai'i State Legislators for the island of O'ahu who are members of the Democratic Party, the Mayor of the City and County of Honolulu, and all members of the Honolulu City Council.<sup>4</sup>

Submitted by:<sup>3</sup>

Maker: \_\_\_\_\_ Second: \_\_\_\_\_

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**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 "o" in superscript.

It can be made by the left single quotation mark.

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**Resolution: Punctuation & Layout**

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

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

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**Resolution: Punctuation & Layout**

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

Do not stipulate that the copies be “certified.”

In odd numbered years, do not add to the transmission order that copies be sent to the state convention resolutions committee

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**Resolution Writing: Exercise**

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



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**Resolution Writing: Exercise**

“*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”



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**2021 OCD Resolution submission\***

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O'ahu Co. Dems: Resolutions@oahudemocrats.org.

**Deadline: April 2**

**Not to exceed one (8.5" x 11") page  
Arial 10 font with 1" margins**

\* See Convention Standing Rules for more detail

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**from Convention Rule #5**

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B. Email Submissions should include the following information in its subject line: "2011 OCD eConvention TYPE OF DOCUMENT," where the words "TYPE OF DOCUMENT" should be replaced with one of the following words Resolution, Platform, or Rules. The body of the e-mail should include the following information: type of document (Resolution, Platform, or Rules), the title of the document, name of moving Delegate, and the software program (for example: *Microsoft Word*) used for submission. All submissions of proposed resolutions, platform planks, and rules amendments must be received before 4:30pm on April 2, 2021.

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C. The Resolutions Committee will accept and consider resolutions that relate specifically and exclusively to O'ahu County issues and the work of the O'ahu County Committee and its committees. Resolutions, submitted in the prescribed format by the deadline, will be accepted and evaluated based on the following criteria, in priority order.

**Resolutions:**

1. Submitted by elected officials who are Democrats.
2. Aligned with the OCC's five Legislative Priorities—affordable housing, public education, healthcare, climate change, and economic inequality.
3. Originating from a standing committee of the OCC.
4. Resolutions thanking a person or organization external to the OCC for supporting the work of the OCC.
5. From any O'ahu County Democrat provided that the resolution is specific to OCC issues and does not conflict with the platforms or resolutions of the Democratic Party of Hawai'i or the Democratic National Committee

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- D. All submissions must be supported by another member as a second which must be verified by a separate email to the respective committee email within the submission deadline.
- E. Submissions not recommended by the designated convention committee must be included in their report but shall only be considered at convention after all the recommended proposals have been considered and only if a 2/3rds vote of the delegates approves consideration. The motion to consider a proposal not recommended by the designated committee shall be undebatable.
- F. No Floor submissions will be considered on the day of the eConvention except for Courtesy Resolutions, at the discretion of the Chair.

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**eConvention Rule #8**

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**Separate Consideration of Resolutions, Platform Planks and Bylaw Amendments.**

A. Proposed Resolutions recommended in the Resolutions Committee Report shall be considered for adoption in gross. If a Delegate desires to amend any resolution or speak against the resolution submitted in the Resolutions Committee Report, the delegate shall submit the appropriate separation and/or amendment forms to the Parliamentarian twenty-four (24) hours prior to the eConvention Call to Order. The Delegate who calls for such separate consideration of a resolution shall be recognized first to speak against and/or offer an amendment to the specified resolution.

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**Amending a Resolution**

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To *amend* a Resolution:

“I move to amend Resolution # 1 by adding [or *inserting*] the word(s) \_\_\_\_\_ in the 2<sup>nd</sup> resolved clause after the word \_\_\_\_\_

or

“I move to amend Resolution # 1 by striking out the word(s) \_\_\_\_\_ in the 2<sup>nd</sup> resolved clause after the word (s) \_\_\_\_\_.

“The chair—either on his own initiative or at the secretary’s request—can require any main motion, amendment, or instructions to a committee to be in writing before he states the question.” - RONR (12<sup>th</sup> ed.) 4:18

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