Checklist for Reviewing Proposed Resolutions

To use this form, download the form and "save as." When using the form for a resolution, open the document and "save as" under a new name. This preserves the original document and provides you with a working document. Complete the form and once you are finished, be sure to "save" your progress.

For quick referral, use this guide in the final review of each resolution and brief before acceptance for proposal to convention.	(√)
RESOLUTION	
Resolved Clauses	
• include name of council requesting action	
• state official title of group to which the action is directed	
• request an action	
Bridging Clauses	
• included if the resolution is to be forwarded to another level or standing committee chairperson	
General	
• has not been addressed by a previously adopted resolution	
• statements are clear/concise	
• statements are in logical order	
• facts presented are relevant, timely and substantiated	
• spelling, grammar and format are acceptable	
Accompanying Brief	
Opening Paragraph	
• addresses only the topic of the resolution	
• outlines why a specific action is desired	
• defines the issue addressed in the resolved clauses, especially as addressed in the first resolved clause	
Body	
• present clauses in order of importance (from most to least)	
• reinforces the reasons for requested action (resolved clauses)	
• flows logically	
Closing Paragraph	
• summarizes the subject	
• emphasizes the need for action	
General	
• statements are clear/concise and in logical order	
• comprehensive but kept to one page	
• facts presented are relevant, timely, and substantiated	
• spelling, grammar, and format are acceptable	
• use quotations to support a statement only when the source is cited in the brief and identify by using parenthetical referencing (as per page 8)	

(Revised 2020)

Checklist for Reviewing Proposed Resolutions

Documentation/Citations	
• using parenthetical references, identify the source of statistics, direct quotations and ideas in the text document	
• provide enough information for readers to locate the source	
Works Cited and/or Consulted	
• identifies all sources used in the preparation of the resolution and the brief	
• research (or back up) material must originate from more than one source	
• research (or back up) material supports the issue beyond the local level, to the level of the League to which it is destined	
• provide full details of all research material used	
• listed in alphabetical order by author's last name	
Other Information/Materials Required	
• all original source material	
• all citations in research (back up) material with pages flagged, numbered and highlighted in alphabetical order	
• cover letter verifying the adoption of the resolution by majority vote of the applicable council, dated and signed by the president and recording secretary	
• resolution title, year and signature of person submitting the resolution	
• proposed Action Plan	
• completed **RESOLUTIONS CHECKLIST**	