

Checklist for Reviewing Proposed Resolutions

<i>For quick referral, use this guide in the final review of each resolution and brief before acceptance for proposal to convention.</i>	(√)
RESOLUTION	
Resolved Clauses	
<ul style="list-style-type: none"> • include name of council requesting action • state official title of group to which the action is directed • request an action 	
Bridging Clauses	
<ul style="list-style-type: none"> • included if the resolution is to be forwarded to another level or standing committee chairperson 	
General	
<ul style="list-style-type: none"> • 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	
<ul style="list-style-type: none"> • 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	
<ul style="list-style-type: none"> • present clauses in order of importance (from most to least) • reinforces the reasons for requested action (resolved clauses) • flows logically 	
Closing Paragraph	
<ul style="list-style-type: none"> • summarizes the subject • emphasizes the need for action 	
General	
<ul style="list-style-type: none"> • 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) 	

Checklist for Reviewing Proposed Resolutions

Documentation/Citations	
<ul style="list-style-type: none"> • using parenthetical references, identify the source of statistics, direct quotations and ideas in the text document 	
<ul style="list-style-type: none"> • provide enough information for readers to locate the source 	
Works Cited and/or Consulted	
<ul style="list-style-type: none"> • identifies all sources used in the preparation of the resolution and the brief 	
<ul style="list-style-type: none"> • research (or back up) material must originate from more than one source 	
<ul style="list-style-type: none"> • research (or back up) material supports the issue beyond the local level, to the level of the League to which it is destined 	
<ul style="list-style-type: none"> • provide full details of all research material used 	
<ul style="list-style-type: none"> • listed in alphabetical order by author's last name 	
Other Information/Materials Required	
<ul style="list-style-type: none"> • all original source material 	
<ul style="list-style-type: none"> • all citations in research (back up) material with pages flagged, numbered and highlighted in alphabetical order 	
<ul style="list-style-type: none"> • cover letter verifying the adoption of the resolution by majority vote of the applicable council, dated and signed by the president and recording secretary 	
<ul style="list-style-type: none"> • resolution title, year and signature of person submitting the resolution 	
<ul style="list-style-type: none"> • proposed Action Plan 	
<ul style="list-style-type: none"> • completed RESOLUTIONS CHECKLIST 	