

## Writing resolutions: A checklist

*A resolution is a formal, written motion that lets member boards voice ideas for innovative programs and policies.*

***Resolutions must fulfill ASWB's mission and vision.***

Checklist item	Format
Resolution name	<i>A descriptive title identifying the purpose of the resolution</i>
Sponsor <i>Who is submitting the proposed resolution.</i> <i>Resolutions may be sponsored by:</i> <ul style="list-style-type: none"> <li>• ASWB Board of Directors</li> <li>• ASWB Member Boards</li> <li>• Committees</li> </ul>	<i>Resolution name</i>  <i>Submitted by SPONSOR NAME</i>
WHEREAS section <i>Use WHEREAS clauses to:</i> <ul style="list-style-type: none"> <li>• state any past action</li> <li>• provide reasons for the proposed action</li> </ul> <i>WHEREAS clauses should:</i> <ul style="list-style-type: none"> <li>• identify the specific concern/problem/issue underlying the reason for proposing action</li> <li>• substantiate with facts and statistics</li> <li>• use examples to demonstrate why the recommended action should be taken</li> </ul>	<ul style="list-style-type: none"> <li>• Introduce each clause in the WHEREAS section by "WHEREAS" followed by a comma (,)</li> <li>• End each WHEREAS clause with a semi-colon (;) and the word "and"</li> <li>• Provide one rationale/example per clause</li> <li>• Use a colon (:) at the end of the last WHEREAS clause</li> </ul>
BE IT RESOLVED section <i>This section tells ASWB what ACTION you believe should be taken to solve the issue identified in the WHEREAS section.</i> <i>Use BE IT RESOLVED clauses to offer specific recommendations for action to address the concern identified in the WHEREAS clauses</i>	<ul style="list-style-type: none"> <li>• Introduce the first clause with "THEREFORE BE IT RESOLVED" followed by a comma (,)</li> <li>• End each BE IT RESOLVED clause with a semi-colon (;) and the word "and"</li> <li>• Begin each subsequent clause with "THEREFORE BE IT FURTHER RESOLVED" followed by a comma (,)</li> <li>• Use a period (.) at the end of the last BE IT RESOLVED clause</li> </ul>
Fiscal note <i>Needed when your proposed action requires an expenditure of funds.</i>	<i>A fiscal note should be brief and appear at the end of your resolution as a footnote. Proposers can work with the Bylaws Committee and ASWB staff to identify potential costs.</i>

Use the next page to draft your resolution!

**Resolutions template (hover your cursor over the field to display the section content needed)**

**Remember to Save As when you are done!**

**Need help? Send email to [info@aswb.org](mailto:info@aswb.org), subject: Resolutions**