

RESOLUTION WORKSHEET

Observations

1. A resolution should be stated clearly and concisely.
2. The **WHEREAS** section should state the reason for the resolution. Each reason should be given a separate **WHEREAS**.
3. The **RESOLVED** section should clearly state the action desired; who is to implement the action; and who is to bear any cost. Each action should be described with a separate **RESOLVED**.
4. Resolutions should be tested against questions such as:
 - Is the information complete and accurate?
 - Is this a matter which pertains to the life and ministry of the Lutheran Youth Fellowship?
 - Is this a matter of significance requiring consideration by the LYF assembly?
 - Is the action requested one which the LYF can appropriately and effectively implement?

Format

1. If a resolution requires one action, use the following format:
RESOLVED, that _____
2. If a resolution requires more than one action, the following format is used:
RESOLVED, that _____; be it further
RESOLVED, that _____
3. If a resolution is preceded by one reason for submitting the resolution, the following format is used:
WHEREAS, _____; therefore be it
RESOLVED, that _____
4. If a resolution is preceded by two or more reasons, the following format is used:
WHEREAS, _____; and
WHEREAS, _____; therefore be it
RESOLVED, that _____

*In order to submit a resolution, please use the form on the reverse side of this page.
This form may be copied.*