

Checklist for Reviewing Proposed Resolutions

For quick referral, use this guide in the final review of each resolution and brief before acceptance for proposal to convention.

Resolution	In Order (√)
First Whereas Clause	
<ul style="list-style-type: none"> • defines the issue addressed in the resolved clauses, especially as addressed in the first resolved clause 	
Additional Whereas Clauses	
<ul style="list-style-type: none"> • present clauses in order of importance (from most to least) • include reasons for request/action 	
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 • make sense if read alone 	
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 	
<ul style="list-style-type: none"> • accompanied by a letter of confirmation, signed by the president and secretary 	
<ul style="list-style-type: none"> • accompanied by this <i>completed</i> checklist 	
Accompanying Brief	
Opening Paragraph	
<ul style="list-style-type: none"> • addresses only the topic of the resolution • outlines why a specific action is desired 	
Body	
<ul style="list-style-type: none"> • expands on the whereas clauses of the resolution • 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 	
References	
<ul style="list-style-type: none"> • identify the source of statistics, direct quotes and ideas with parenthetical references • provide enough information for readers to locate the source • all references in the back-up material package is <i>flagged, numbered and highlighted</i> 	

General	
<ul style="list-style-type: none"> • statements are clear/concise 	
<ul style="list-style-type: none"> • comprehensive but brief (<i>kept to one page</i>) 	
<ul style="list-style-type: none"> • facts presented are relevant, timely, and substantiated 	
<ul style="list-style-type: none"> • spelling, grammar, and format are acceptable 	
References	
<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 	
<ul style="list-style-type: none"> • submit original source material 	
<ul style="list-style-type: none"> • research material must originate from more than one source 	
<ul style="list-style-type: none"> • research material supports the issue beyond the local level, to the level of the League to which it is destined 	
Other Information Required	
<ul style="list-style-type: none"> • address of original submitting parish council, if applicable 	
<ul style="list-style-type: none"> • suggested action plans 	
<ul style="list-style-type: none"> • a file of resource documents (<i>with pages copied, flagged, and highlighted</i>) in order of their appearance in the resolution and brief 	