

Keystone Agricultural Producers

District Resource

Tips for Writing Resolutions

(July 2007 – by Y. Rideout)

- ✦ Resolutions are formal motions that direct or re-enforce our actions and/or positions.
- ✦ Add a title to the resolution that gives the reader a quick look at what the resolution is about. Also, include your district(s) or commodity sponsoring the resolution.
- ✦ If a preamble is needed to the resolution, it is presented as “whereas” and is most needed if the maker of the resolution wants to give little-known information or wants to present important points for emphasis (especially in a case where there is some doubt if the motion will pass). “Whereas” can also be used to create a clear understanding of the purpose of the resolution and add background information for those carrying out the actions.
- ✦ Resolutions consist of one “therefore, be it resolved” and in some cases, a “further be it resolved”.
- ✦ Each clause will end with a semicolon, except for the final clause which ends with a period.
- ✦ Abbreviations should only be used after you have fully stated the subject matter (ie. Agriculture & Agri-Food Canada (AAFC)). After this first occurrence you can refer to it as AAFC.
- ✦ The “resolve” sections should be stand-alone and provide direction without any dependence on “whereas” statements.
- ✦ Resolutions are formal and should not be written using slang terms.
- ✦ It is important that your resolution deals with something that is achievable, not the outcome necessarily, but the actions that you are asking KAP to take.
- ✦ Avoid mentioning specific names of people unless accompanied by their title.
- ✦ Ensure that the target of the “resolved” is clear, an action item and that the action is concise.
- ✦ You should have movers and seconders in place, one of whom can speak to the resolution if needed. Also, when you submit the resolution to the KAP office, please list your movers and seconders so that it becomes part of your district file.

A resolution that is improperly worded and lacks clear direction:

Extreme Weather

Whereas, Manitoba has been experiencing extreme weather conditions this summer and Environment Canada hasn't issue warnings causing personal harm; therefore,

Be It Resolved, THAT Keystone Agricultural Producers (KAP) requests that weather advisories be issued and on local stations.

The resolution re-worded:

- ✚ In the example below, whereas' state the need for the "be it resolved". In this case it adds some personal/community purpose and may be used by media as examples for the need of advisories.
- ✚ The "be it resolved" states who is taking the action - "KAP" and that the target is "Environment Canada". (A resolution stating that "KAP lobby for advisories to be issued as soon as extreme weather conditions are known" leaves out the target of who we approach and who needs to issue advisories.) While we may be well aware at present what exactly is being asked for, in the case of someone reviewing past policies it may be unclear.
- ✚ Both "be it resolves" asked for something slightly different but is dealing with the same issue.

Weather Advisories – Rural (District 7)

Whereas, Manitoba has been experiencing extreme weather conditions this summer; and
Whereas, There have not been ample warnings given by Environment Canada; and
Whereas, Adequate warnings may prevent personal harm and in some cases save lives; therefore,

Be It Resolved, THAT Keystone Agricultural Producers (KAP) requests that Environment Canada (EC) issue advisories as soon as extreme weather conditions are known; further,

Be It Resolved, THAT KAP requests that EC ensure that such advisories are broadcast on local radio stations.

- Comment [y1]: The title gives us a quick glimpse of the resolution.
- Comment [y2]: The general target, this is most often added at the office.
- Comment [y3]: List the district(s) or commodity that is sponsoring the resolution.
- Comment [y4]: Whereas is capitalized and follows by a comma.
- Comment [y5]: Who is taking the action.
- Comment [y6]: The recipient of the action.
- Comment [y7]: Intended outcome.
- Comment [y8]: Further intended outcome.

Moved by: _____

Seconded by: _____