

Guidelines for Preparation of Resolutions for Council Meetings

The following guidelines are addressed to individuals and units preparing resolutions to come before the Council.

The ALA Policy Manual A.4.2.3 states: "A resolution is a main motion, phrased formally with (a) Whereas clauses, stating the background and reasons for a proposed policy, advocacy position, or action, followed by (b) Resolved clauses in numbered order (stating the proposed policy, advocacy position, or action)."

CONTENT:

1. A resolution must be completed so that, upon passage, it becomes a clear and formal expression of the opinion or will of the assembly.
2. Resolutions including memorials, tributes, and testimonials, must show the initiating unit,

11. All whereas clauses must be a complete sentence followed by a semicolon, the penultimate clause receives a semicolon followed by 'and,' while the semicolon in the last clause is followed by the phrase 'now therefore be it'.

12. Whereas clauses may not contain active links or URLs to cited information such as articles or web pages. However, a numerical footnote designation may be included in a Whereas clause, and a corresponding References list

RESOLUTION ON MONETARY LIBRARY FINES AS A FORM OF SOCIAL INEQUITY

Whereas the first public objective listed in ALA Policy B10.10 (Library Services to the Poor) as approved by ALA Council on January 27, 2019, states that