

Guidelines for Preparation of Resolutions for Virtual Council Meetings

The following guidelines are addressed to individuals and units preparing resolutions to come before 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 complete 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, mover, and seconder and provide specific contact information from submitting parties. A resolution without a sponsor will not be presented.

3. The resolution should address a specific topic or issue, use concise direct language

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 may be added after the mover and seconder information toward the bottom of the document.

The deadline for submitting resolutions for virtua.3 (ne)-Tu4osss-2.3 (ng r)-7.8 fng r412.1(t)-5.9 (.) (41ooR.6 (r)

- a) If copies are to be sent to other parties, the maker of the resolution shall provide names and addresses.
- b) At the virtual Council session, the presiding officer will read the names of persons/organizations recognized by a formal resolution while the names are displayed. Copies of each resolution will be available on the Council web page.
- c) [American Libraries](#) will carry an annual memorial page listing those members who have died since the preparation of the previous Conference Program.

Samples of memorial resolutions, tributes, and testimonials can be found here:
http://www.ala.org/aboutala/governance/council/resolution_guidelines

6. The Executive Di

