

Guidelines for Preparation of Resolutions for 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 ~~reas~~ 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.

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 virtual meetings is 48 hours prior to the calling to order of a virtual Council meeting. If there are fewer than 48 hours between the adjournment of a Council meeting and the calling to order of the subsequent meeting(s), resolutions may be submitted within 90 minutes following adjournment of Council I or II.

PROCESS:

1. All Council members are urged to submit a resolution or resolutions for consideration at virtual Council meetings. Resolutions must be sent to the ALA Resolutions Committee for review and must be accompanied by a completed ALA Resolution Form:

<http://www.ala.org/aboutala/governance/council/resolutionwebform>

Before completing the Resolution Form, please be sure to:

- a) Log in with your ALA membership. This will enable you to upload a file to the form without problems.
- b) Fill in the date, your name and email address, and the title of the resolution (item 1) and attach your MS Word document (item 1a), then continue and fill in the additional form fields before submitting the Resolution. Please take care to fill in all form fields as this background information indicating endorsements, potential impact of the resolution, and its intended audience is very important to the Resolutions Committee.

2. Councilors are strongly encouraged to submit draft resolution ideas to the ALA Council Community in ALA Connect to inform the body of upcoming resolutions and to solicit feedback.

3. A resolution which has fiscal implications must be submitted to the Executive Director (Tracie Hall thall@ala.org) and the Budget Analysis and Review Committee (BARC chair, Peter Dr. H peter.hepburn@canyons.edu) from the Resolutions Committee at least (1) week before it is to be considered by Council. Committee resolutions with fiscal implications must also be submitted in advance to the Executive Director and to BARC. BARC will report to Council on the fiscal implications in accordance with ALA Policy A.4.2.2.

4. ALA & Council Standing Committees are not required to submit their resolutions to the Resolutions Committee. Typically resolutions from these bodies are included in their committee reports before Council as Action Items. However, they are encouraged to follow the form and content guidelines and share their resolutions with Council in advance via ALA Connect and during the virtual Council forum so that members can thoughtfully engage in discussion on the virtual Council floor.

5. Memorial resolutions, tributes, and testimonials must be submitted by either a voting member of Council or an ALA Committee chair and are submitted to the Resolutions Committee but are not reviewed by the Committee unless requested.

They are presented to Council at the beginning of the Council III session during the Midwinter Meeting:

