



GUIDELINES ON PREPARING RESOLUTIONS FOR CCEDNet

(adapted from Guidelines put out by the Union of British Columbia Municipalities)

Once it has been determined that a subject matter is appropriate for the consideration of CCEDNet, a resolution must be drafted. All resolutions contain a preamble and operative clause. The preamble describes the issue and the operative clause outlines the action being requested. The resolution should answer the following three questions:

- What's the problem?
- What's causing the problem?
- What can CCEDNet do to solve the problem?

Preamble:

The preamble commences with a recital, "WHEREAS" clause. Each clause is a separate but concise paragraph providing information as to the nature of the problem or the reason for the request. The preamble should not contain more than two "WHEREAS" clauses.

The preliminary clauses should clearly and briefly set out the reasons for the resolution. If the sponsor believes that the rationale cannot be explained in a few preliminary clauses, the problem should be more fully stated in a supporting note.

Operative clause:

The operative clause begins with the words "THEREFORE BE IT RESOLVED". This clause should be as short as possible and must clearly describe the specific action being requested.

The operative clause of the resolution must clearly set out its intent, stating a specific proposal for action. The wording should leave no doubt as to the action being requested and should be appropriate to the problem outlined in the preamble.

1. The language of a resolution should be simple, action oriented and free of ambiguous terms. A resolution that contains well-chosen words will receive the greatest understanding and will be most likely to be endorsed. Clear and simple writing also makes accurate translation easier.
2. Each resolution should contain only a single specific subject. Since your community seeks to influence attitudes and actions, the resolution should directly state the desired action. A single subject avoids putting people in the position of agreeing with only part of the resolution.
3. Resolutions submitted to CCEDNet may need to be accompanied by factual information. Even the most perfectly constructed resolution, at times, fails to clearly indicate the intent behind the action being requested. Where necessary, a resolution should be accompanied by factual information to ensure that the "intent" of the resolution is understood.

4. Resolutions should be properly titled.

A title will assist in identifying the intent of the resolution and, furthermore, eliminate the possibility of misinterpretation. A title is usually determined from the "operative clause" of the resolution, and should not comprise more than three or four words.

5. Resolutions should contain accurate legislative references.

When references are made within a resolution to particular legislation and the responsible ministry, the author should ensure that the correct Act and sections have been identified.

6. Resolutions should deal with issues that are National or Regional in scope.

It is important to ensure that the issue in the resolution is relevant to other CCEDNet members. CCEDNet is a national organization, and should be debating issues that have implications for many members, or for the sector as a whole.