



## Resolutions Process & Formatting Guide

A **resolution** is a motion to take a certain action or express a certain view. An effective resolution is one that conveys a sense of the issue or problem that led to the proposed action, provides an explanation or justification for the particular proposed solution, gives the reader enough background so he/she can understand what is being proposed, and makes it absolutely clear what people are voting on. A resolution is not a change in bylaws.

- Any student or group can write a resolution to present to Operational Group.
- Send an email to the Operational Group account to get a resolution number and get on the agenda to present. Ask if you need any assistance writing your resolution. NEVER let the resolution process discourage you from sharing your ideas.
- Resolutions are presented to Operational Group by the author(s) and are open to discussion and possible amendments.
- Resolutions are passed by a majority vote from Operational Group Representatives.
- The passing of a resolution DOES NOT mean a change; only that there is an agreement on a desired action or view. This allows students to bring an idea forward with a unified student voice.
- Resolutions are always in writing; allowing for clarity and accurate representation.
- Use clear and concise language.
- See the following pages for formatting requirements and an example resolution.

**Version control** is a method of labeling documents in order to ensure people are working with the most recent version of the document. You must include the version control information, date, and page number in the footer.

Version 0.1 - Draft	11/24/15	Page 1 of 2
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Versions are labeled as follows:

Version 0.1 - Draft	<i>First draft of resolution as presented</i>
Version 0.2 - Revision	<i>Revisions to the original draft increase by 0.1</i>
Version 0.3 - Revision	
...	
Version 1.0 - Approved	<i>The first final, approved document becomes Version 1.0</i>
Version 1.1 - Revision	<i>If a final document goes under review, subsequent drafts will increase by 0.1</i>
Version 1.2 - Revision	
....	
Version 2.0 - Approved	<i>An approved revision of a previously approved document increased by 1.0</i>

**Polaris Operational Group**  
**Resolution # \_\_\_\_**  
**Title of Resolution Underlined**  
**Submitted by Author(s) of the resolution**

**Be it resolved by Operational Group**, (state the purpose of the resolution; This is the punchline. It is the action being taken. You should state EXACTLY what is to be voted upon. Please note that SHORTER IS BETTER in a resolution.

1. **Whereas** (this is where you describe the problem or issue, the history or context of the policy if important, which bodies were involved in reviewing and advising on this resolution, and the general nature of the resolution being proposed. When these are well written, there is a kind of rolling logic to the statements. While you should make sure you cover the topic well enough for an uninitiated reader to follow typically a resolution should be one page or less, total. A very simple issue might require one or two WHEREAS statements. A more involved issue might require five or six WHEREAS statements, each a brief paragraph or several sentences.
2. “Whereas” should be in bold and should NOT have a comma after it.
3. Whereas clauses should be separated by a semicolon (;)
4. ONLY the next to the last whereas clause should have an “and” after the semicolon.

**Therefore, be it resolved by Operational Group**, (restate the EXACT purpose of the resolution from above.)

**Action Statement:** An action statement declares what the author(s) of the resolution intends to happen to if the resolution is approved. It is VERY important to state exactly how the resolution will go into effect or explain the next step after approval.

Works Cited:

You must cite your sources of information used in your resolution using MLA format.

**Polaris Operational Group**  
**Resolution #3**  
**Deck the Halls**  
**Submitted by Canzada Maruksie**

**Be it resolved by Operational Group**, Advisories, Family Groups, and Staff will be invited to participate in an all-school spirit activity called Deck the Halls.

1. **Whereas** Advisories, Family Groups, and Staff are invited to decorate their doors for the holiday season;
2. **Whereas** participation is entirely optional;
3. **Whereas** this activity would provide opportunity for fun, friendly, and festive competition;
4. **Whereas** our school would become decked out for the holidays;
5. **Whereas** decorations could go up starting December 1st and must be taken down before winter break;
6. **Whereas** categories will be decided on by Operational Group Representatives;
7. **Whereas** judging by Operational Group Representatives will take place during the last Operational Group meeting before winter break and winners of the various categories announced the next day;
8. **Whereas** details and categories will be provided to all participating groups; and
9. **Whereas** administrative approval has been obtained from Principal Carol Bartholomew;

**Therefore be it resolved by Operational Group**, Advisories, Family Groups and Staff will be invited to participate in an all-school spirit activity called Deck the Halls.

**Action Statement:** This resolution, if approved by Operational Group with a majority vote, allows participants to begin decorating the halls on December 1, 2015.

Works Cited:

Bartholomew, Carol. "Deck the Halls 2015." Personal interview. 17 Nov. 2015.