

Democratic Party of Hawai'i
Convention Resolution Writing Workshop
Saturday, April 14, 2018

Whereas, The ... [text of the first preamble clause]; and
Whereas, ... [text of the next to the last preamble clause]; and
Whereas, ... [text of the last preamble clause]; now, therefore, be it
Resolved, That ... [stating action to be taken]; and be it
Resolved, That ... [stating further action to be taken]; and be it
Resolved, That ... [stating still further action to be taken].



Presented by Dr. William J. Puette, DPH Parliamentarian
Professional Registered Parliamentarian (NAP)
Certified Parliamentarian (AIP)

Resolutions

For more important or complex questions, or when greater formality is desired, a motion may be presented in the form of a *resolution*.



RONR (11th ed.), p. 33

Resolutions

The resolution is one very long sentence directing the organization to take a stand or engage in some action.

It can also commend or take exception to actions of other entities. It must not provide direct instructions to any group other than the organization or its president and board of directors.

Resolutions

A resolution or a long or complicated motion should be prepared in advance of the meeting, if possible, and should be put into writing before it is offered.

RONR (11th ed.), p. 33

Resolutions

Since a *resolution is a main motion*. All parliamentary rules relating to the main motion apply equally to a *resolution*.

Resolutions

- A resolution may have two parts, the *preamble* and the *resolution*.
- There maybe several preamble clauses and several resolving clauses in an elaborate resolution,
 - or the resolution may be as simple as a motion, using the word "*Resolved*" instead of the words "I move."
 - A preamble is not required.

Resolutions

The actions or other recommendations are contained in the resolves at the close of the resolution.

It is usually inadvisable to attempt to include reasons for a motion's adoption within the motion itself.

RONR (11th ed.), pp. 106-107

Preambles

In general, the use of a preamble should be limited to:

cases where it provides little-known information without which the point or the merits of a resolution are likely to be poorly understood,

or where unusual importance is attached to making certain reasons for an action a matter of record, or the like.

RONR (11th ed.), p. 107

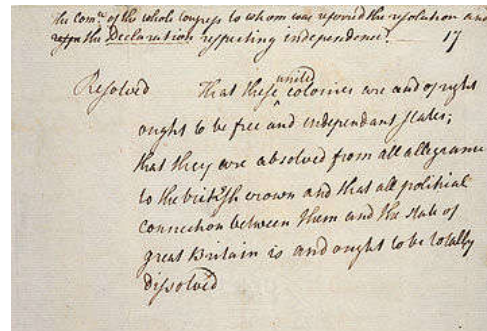
Preambles

Lengthy or elaborate reasons for a *motion's* adoption should not be included in the motion itself.

Members may agree with the proposed action but not with the reasons for the action and vote against it.

And, reasons given within the body of an ordinary motion may be considered debate and would not be in order.

Lee Resolution, July 2 1776



Resolution: Punctuation & Layout

1. Begin each preamble paragraph with "Whereas" followed by a comma, and the next word begins with a capital letter.
2. The preamble, even if it contains several paragraphs, should not contain a period.
3. Close each preamble paragraph with a semicolon, followed by the word "and."

RONR (11th ed.), pp. 108-109

Resolution Preamble

Whereas, The . . . [text of the preamble]; and

Whereas, The . . . [text of the preamble]; and

Whereas, The . . . [text of the preamble]; now, therefore, be it



Resolution: Punctuation & Layout

4. Close the last preamble paragraph with a semicolon, after which a connecting phrase such as "therefore", or "therefore, be it" or "now, therefore, be it" may be used. No punctuation should follow it and it should be placed at the end of the preamble clause

RONR (11th ed.), p. 109

Resolution: Punctuation & Layout

5. Print the word "Resolved" in *Italics*, followed by a comma and the word "That" which begins with a capital T.
6. Begin each resolving clause this way and (when there is to be more than one resolving clause) close each except the last resolving clause with a semicolon, followed by the phrase "and be it". Only the last resolving concludes the resolution with a period.

Resolutions

Preamble:

Whereas, The . . . [text of the preamble]; now, therefore, be it

Resolving Clause:

Resolved, That . . . [stating action to be taken]; and be it

Resolved, That . . . [stating action to be taken].



Resolutions

Whereas, The . . . [text of the first preamble];

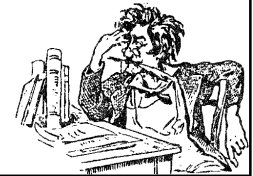
Whereas, A . . . [text of the next to the last preamble]; and

Whereas, The . . . [text of last preamble]; now, therefore, be it

Resolved, That . . . [stating the action to be taken]; and be it

Resolved, That . . . [stating further action to be taken]; and be it

Resolved, That . . . [stating final action to be taken].



Resolutions

Preamble:

Whereas, The . . . [text of the preamble]; now, therefore, be it

Resolving Clause:

Ordered, That . . . [stating action to be taken].

Instructions to staff/employees



Resolutions

“A resolution is improper if it implies the truth of specific rumors or contains insinuations unfavorable to an officer or member, even one who is to be accused.”

RONR (11th ed.), p. 658

Resolutions

N.B. A Resolution submitted that is substantially the same or in conflict with a motion previously adopted will be ruled out of order unless it is presented either as a resolution to amend a specific, previously adopted resolution or as a resolution to rescind a specific, previously adopted resolution.

"... motions are out of order if they conflict with a motion that has been adopted by the society and has been neither rescinded, nor reconsidered and rejected after adoption." - RONR (11th ed.), p. 343, ll. 17-20

Resolutions

N.B. Reintroduction of a motion or resolution substantially the same as one previously adopted is either intended to "reaffirm" the previously adopted motion/resolution or is intended to amend it in some way. In either event, such a reintroduction is improper & will be ruled out of order for reasons explained above.

"Motions to "reaffirm" a position previously taken by adopting a motion or resolution are not in order. Such a motion serves no useful purpose because the original motion is still in effect." - RONR (11th ed.) p. 104, ll. 24-31

Resolutions

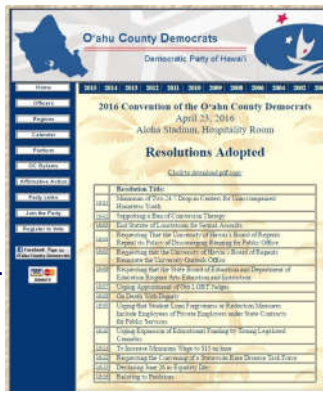
Article VIII, Section 7A of the Constitution of the Democratic Party of Hawai'i provides that: The resolving clauses of resolutions, except for those clauses that refer to a specific date, event, or legislative session, once adopted by delegates at a convention of the Democratic Party of Hawai'i shall represent the official policies of the Party and shall remain in force and effect until rescinded or amended by the delegates at an annual or special convention..

Resolutions

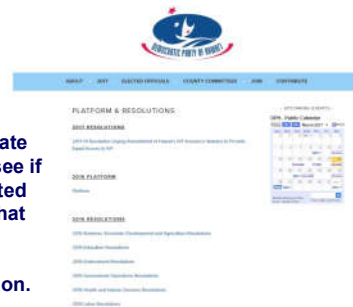
Section 12.2 of the Bylaws of the O'ahu County Democrats likewise provides that: The platform and resolutions adopted by delegates at conventions of the O'ahu County Democrats shall remain in force and effect until rescinded or amended by a two-thirds roll call vote of the full membership of the O'ahu County Committee or by a majority of votes cast by delegates at an annual or special convention, or until they come into conflict with the platform or resolutions of the Democratic Party of Hawai'i.

Thanks to Dr. Halverson, the O'ahu County Democrats' resolutions page is now searchable.

Use the search box to check for any previous resolution that may duplicate or conflict with your proposed resolution.



Also check the State Party website to see if there is any adopted State resolution that may duplicate or conflict with your proposed resolution.



SAMPLE DPH COUNTY 2018 CONVENTION PROPOSED RESOLUTION:

Title: Urging That Unemployment Insurance Include Health Care¹

Whereas, The expense to unemployed workers of maintaining medical insurance is commonly beyond their means; and

Whereas, Many unemployed workers in Hawai'i² who must survive on unemployment insurance benefits alone, cannot afford the premium to continue medical insurance; and

Whereas, Hawai'i's workers and their dependents require health care during periods when they are unemployed; now, therefore, be it

Resolved, That O'ahu County Democrats of the Democratic Party of Hawai'i urge expansion of unemployment insurance benefits to include payment of Health Care premiums; and be it

Ordered, That copies of this resolution be transmitted to the members of the Hawai'i Congressional Delegation, the Governor of the State of Hawai'i, the Lt. Governor of the State of Hawai'i, Hawai'i State Legislators for the island of O'ahu who are members of the Democratic Party, the Mayor of the City and County of Honolulu, and Honolulu City Council who are members of the Democratic Party of Hawai'i, and the 2018 convention resolutions committee of the Democratic Party of Hawai'i.⁴

Submitted by:³

Maker: _____ Second: _____

SAMPLE DPH STATE 2018 CONVENTION PROPOSED RESOLUTION:

Title: Urging That Unemployment Insurance Include Health Care¹

Whereas, The expense to unemployed workers of maintaining medical insurance is commonly beyond their means; and

Whereas, Many unemployed workers in Hawai'i² who must survive on unemployment insurance benefits alone, cannot afford the premium to continue medical insurance; and

Whereas, Hawai'i's workers and their dependents require health care during periods when they are unemployed; now, therefore, be it

Resolved, That the Democratic Party of Hawai'i³ urges expansion of unemployment insurance benefits to include payment of Health Care premiums; and be it

Ordered, That copies of this resolution be transmitted to the members of the Hawai'i Congressional Delegation, the Governor of the State of Hawai'i, the Lt. Governor of the State of Hawai'i, Hawai'i State Legislators who are members of the Democratic Party,

Submitted by:⁴

Proposer: _____ Proposer: _____

Resolution: Punctuation & Layout

Use the Hawaiian 'okina and kahakō in Hawaiian words & names as appropriate (e.g. Hawai'i, O'ahu, Kaua'i). The 'okina is not an apostrophe. It should resemble a miniature "6" in superscript.

It can be made by the left single quotation mark.

Resolution: Punctuation & Layout

For County Resolutions, the first words after the word "Resolved," should be "That the _____ County Democrats of the Democratic Party of Hawai'i"

- not "by the _____ County Democratic Party ..." or 'that some other entity' not under the control of the convention take a action or a position.

Resolution: Punctuation & Layout

For State Convention resolutions, the first words after the word "Resolved," should be "That the Democratic Party of Hawai'i"

- not 'that some other entity' not under the control of the convention take a action or a position.

N.B. County Resolutions need to be revised to change the resolved clauses to State DPH language before submission.

Resolution: Punctuation & Layout

Instead of "Resolved", transmission directions to staff should use "Ordered".

If the county resolution is expressing a state-wide position, add to transmission order "and the 2016 convention resolutions committee of the Democratic Party of Hawai'i."

Do not stipulate that the copies be "certified."

Resolution Writing: Exercise

5. "BE IT RESOLVED, by this August Body that the State Government really get behind the program and make it work; and"



Resolution Writing: Exercise

5. "Resolved, That the O'ahu County Democrats of the Democratic Party of Hawai'i support and endorse continued State funding for the Job Corps Center at Koko Head on the island of O'ahu; and"



2018 Resolution submission*

State DPH: con2018@hawaiidemocrats.org
Deadline: May 8

O'ahu Co.: convention@oahudemocrats.org
Deadline: April 18

Arial, 10 point font with 1" margins

* See State Ronvention Rule 5 and County Convention Standing Rules for more detail

Resolutions

On behalf of the Convention Resolutions Committee I move the adoption of the following resolution(s): ...



Resolutions

"Sometimes a series of independent resolutions relating to completely different subjects is offered by a single main motion...."

... where the subjects are independent -any resolution in the series must be taken up and voted on separately at the demand of a single member.

Such a demand can be made even when another has the floor, at any time until the vote has been taken on adopting the series."



RONR (11th ed.), p. 110

Resolutions

The resolving clauses are considered first and then the preamble (whereas) clauses.

After the resolution has been considered paragraph by paragraph, the resolution, including the preamble and the resolving-- clauses, is voted on as a whole.

