

## PURPOSE AND PREPARATION OF RESOLUTIONS GUIDE:

### *Questions to ask:*

Three questions should be answered before considering a resolution:

- i. What is the problem? Is it relevant to all Sons of Norway members or just your Lodge?
- ii. What is the cause of the problem?
- iii. What is the best way to solve the problem?

Consider if this issue could be resolved through communication with the District Board rather than a Lodge Meeting & Convention resolution. If not, the process of preparing a resolution begins. As an example, your Lodge members would like to have a specific resource piece on the District #7 website for easy access. This would be something that should take the form of a *letter* to the District #7 Board for consideration at their meeting. OR.... Your Lodge members want to see an increase in the portion of membership dues that goes to the District; this would be a By-Law change and would require a *resolution*.

A resolution is not the only – and may not be the best – way to accomplish a desired end. Motions and requests addressed directly to the District Lodge #7 Board should be considered first. The Board welcomes the opportunity to discuss ideas with Local Lodges and to seek possible solutions to issues that will assist Local Lodge operations, or to provide support or information from District Lodge #7 throughout the year. Before beginning a resolution, please check the International Charter & Constitution and District #7 By-Laws and Policy & Procedures to see if a law, policy or practice is already established and determine if that works for your Local Lodge membership.

Please note that changes to the By-Laws of District Lodge #7 or the Sons of Norway Charter & Constitution must be considered via a resolution at the District Lodge #7 Conventions and Meetings held every two years.

When submitting a resolution, it must be consistent with the purposes of Sons of Norway as outlined in the Charter & Constitution. A District By-Law or policy cannot contravene the Sons of Norway International By-Laws. A resolution may not contain erroneous or possible libelous statements and cannot pose a threat to the organization's tax-exempt status. It should deal only with fact, not opinion, and should avoid unknowable future events and activities. Resolutions cannot be considered if any statements contain factual errors or personal bias or lack of objectivity. A resolution should be brief and to the point; dealing with a single issue rather than several items. A resolution must be supported by the membership of the Local Lodge submitting the resolution as it will be considered a submission of that Local Lodge, not an individual member or two.

*Preparing the Document:*

The language of a resolution should be simple, action oriented and free of ambiguous terms. Each resolution should be direct and contain only one single specific subject.

The following sample outline for a Resolution should be used: (bold items should appear on the resolution document)

*HEADING:* identifies the resolution and informs the reader of three things –

- WHERE the resolution’s impact will be felt (a District change or International change or both District & International change)

**Submitted to:** (example) **District Lodge #7**

- WHAT is the topic of the resolution

**Subject:** (issue to be resolved) **To increase the number of Lodge Delegates to District #7 Lodge Meeting**

- WHO is the author

**Proposed by:** (example) **Sleipner Lodge #8**

*SUBJECT:* preamble that tells you what the current policy or By-Law is

**WHEREAS:** (the current/proposed Law or Policy, or problem)

(Note: if more than one clause, each clause should be followed by a comma (,) and the word “and”)

**it is desired to have more participants at the District Convention and Lodge Meeting, and**

but if stated in a single clause or after the last clause, it should end with a colon (:)

*PREAMBLE:* (If you require an additional WHEREAS:)

**WHEREAS:** (a separate concise statement providing preamble to explain the nature of the problem or the reason for the request)

**there may be more interest from smaller Lodges if more delegates could be sent, to share costs, in particular accommodation costs:**

*OPERATIVE CLAUSE:* this clause should be as short as possible and must clearly describe the action being requested

**THEREFORE BE IT RESOLVED:** (required action)

(Note: try to limit the ‘resolve’ to one statement but if another statement is required, the first clause ends with a “colon and” (: and ) and the last operative clause ends with a period (.)

**that every Lodge within District #7 be entitled to two (2) delegates for the Lodge in addition to the current one (1) delegate for each twenty-five (25) members or fraction thereof.** (if there is a second Resolve, end with - : and not .)

**BE IT FURTHER RESOLVED: xxxxxx .** (in this case, there will not be a second statement here)

If your resolution is requesting a change to a By-Law, you should include the original By-Law immediately following the 'Resolved' statement with ~~strike through~~ of old information you wish taken out, followed by the new information underlined . *Example:*

### **ARTICLE III – CONVENTIONS & REPRESENTATIONS**

Par. 2            Every Lodge within the District shall be entitled to ~~one (1)~~  
delegate two (2) delegates for the Lodge and one (1) delegate for  
each fifty (50) members or major fractions thereof, based on the  
last Membership Report prior to the election of the delegates.  
(The remainder of the current By-Law Par. 2 shall remain as  
documented.)

The “Resolved” statement must be able to stand entirely on its own without the necessity of being accompanied by explanatory statements. The “Resolved” should be written in an active voice and be clear what is to be done or accomplished.

Following the “Resolved” statement(s), occasionally it may be useful to add

#### **RATIONALE: xxxxxx**

This section is where you will include the reasoning for suggesting a change, where it may not generally be understood or clear, as well as any facts and the source of those facts. Spell out in a logical and positive sequence, the statement of the problem for your membership/Lodge and the reasoning that leads clearly and directly to the solution – the “Resolved” statement. Where the “Resolved” statement is well understood and accepted, the rationale would be general and limited. Resolutions may also affect budgetary lines so cost factors must be considered in the submission. If it is not generally clear how a ‘Resolved’ outcome could be accomplished, the proposing Lodge should describe the procedures that will result in the suggested outcome as this detail will be necessary before the cost of the proposal can be determined.

In the example above, we could have had a single **Whereas:** and entered the information of the second **Whereas:** under the **RATIONALE** but in this scenario, it is appropriate in the **Whereas:** statement as it is providing a specific reason for the first statement. It has not added a number of other ideas, just clarification so everyone reading the proposal can determine if the reason makes sense to support the resolution.

#### ***Summary:***

Using one ‘WHEREAS:’ and one “THEREFORE BE IT RESOLVED:” is optimum. Less is often more = easy for members to understand what the issue is and what the proposed solution is. Remember, as a general rule, if the Board or a Committee can take action through the existing structures, ie. policies and procedures, to make adjustments or take action for the betterment of the operations of the whole organization, then a resolution is not the vehicle; instead, send a request to the District #7 Board for consideration.