

# Guidelines for Preparation of Resolutions for ALA Virtual Membership Meetings

## *What is a resolution?*

A resolution is a main motion, phrased formally, with (a) whereas clauses, (stating the background and 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).

## *What is the deadline to submit a resolution to the Resolutions Committee?*

All resolutions must be received by the ALA Resolutions Committee at [alaresolutions@ala.org](mailto:alaresolutions@ala.org) at least forty-eight (48) hours prior to the calling of a virtual meeting to order. *This deadline ensures* that final resolutions will be posted by the Council Secretariat (Marsha Burgess [mburgess@ala.org](mailto:mburgess@ala.org)) within twenty-four (24) hours of the calling of a virtual meeting to order.

## *What are the guidelines?*

The following guidelines are addressed to individuals and units preparing resolutions to come before the ALA Virtual Membership Meeting.

## *How to create a resolution?*

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 seconded and provide specific contact information from submitting parties. A resolution without a sponsor will not be presented.
3. The resolution should address a specific topic or issue, use concise direct language, conform to proper grammar, and present an affirmative identifiable action.
4. The terms used in a resolution should be readily understandable or have specific definitions.
5. The intent, objective or goal of the resolution should be clear and purposeful.
6. Resolutions should clearly support ALA's Strategic Plan, its mission, and/or core values.
7. Any whereas clauses that relate to an ALA policy must include a parenthetical notation of the title of the policy and the section where it can be found in the [ALA Policy Manual](#).
8. If the resolution calls for specific action or program with a timetable, the timetable shall be clear and achievable.
9. Resolved clauses at the end of a resolution gain in clarity and brevity and are easier to read by following the resolution methodology of Congress and other deliberative bodies. The new suggested wording states the resolved phrase only once: "Now therefore be it resolved by the [acting body, e.g., ALA, some committee etc.], that..." after which each separate resolved is stated directly in numbered order without repeating "be it resolved by...".
10. All "Resolved" clauses within a resolution should use the objective form of the verb (e.g., "Resolved, that the American Library Association (ALA): (1) supports...; (2) provides...;

and [last resolved] urges....") rather than the subjunctive form of the verb (e.g., "Resolved, that the American Library Association (ALA): (1) support...; (2) provide..; and [last resolved]. urge....").

11. If the resolution is addressed to or refers to a specific group or groups, it shall name in full the group or groups in both the 'resolved' and 'whereas' clauses followed by the acronym in parenthesis. Thereafter the acronym may be used.

### ***What is the process for submitting a resolution?***

1. Any ALA member, with seconder, may offer a resolution for consideration at the Virtual Membership Meeting provided the resolution has been reviewed by the ALA Resolutions Committee. All resolutions must be received by the ALA Resolutions Committee at [alaresolutions@ala.org](mailto:alaresolutions@ala.org) at least forty-eight (48) hours prior to the calling of a virtual meeting to order. ***This deadline ensures*** that final resolutions will be posted by the Council Secretariat (Marsha Burgess [mburgess@ala.org](mailto:mburgess@ala.org)) within twenty-four (24) hours of the calling of a virtual meeting to order. When preparing a resolution for submission to the Resolutions Committee for consideration, please also fill out the Resolution e-form available at <http://www.ala.org/aboutala/governance/council/resolutionwebform>. Although in some cases some components of the e-form may not be applicable, please try to be as complete as possible. Any information you provide will help to expedite the resolution process. In the interest of expedience and effectiveness, the mover of a resolution is encouraged to submit a statement in advance to be read aloud during the virtual membership meeting.
2. All resolutions, including memorials, tributes, and testimonials, must show the initiating unit, mover, and seconder. Email addresses must be given for movers and seconders.
3. All resolutions approved by the membership will be presented to the next meeting of Council by the chair of the Resolutions Committee. The chair will indicate which membership resolutions are clearly policy matters. The presiding officer of Council will call for Council's guidance on the disposition of each membership item in turn.
4. If a quorum is not present for a called Membership Meeting, those members who are present may convene themselves into a Membership Forum for the purpose of discussing matters of concern. The person who would have presided at the virtual membership meeting may appoint a member to preside at the Membership Forum. Those members attending the Membership Forum shall determine their own agenda of matters to be discussed, except that the names of those being presented for memorials, tributes, and testimonials shall be read at the beginning of the Membership Forum.