



HOW TO WRITE A RESOLUTION

A resolution is one continuous statement with a period only at the end of the last RESOLVED. It should have a title which is the subject of the resolution.

The title is followed by a suggested maximum of three "WHEREAS" statements which contain the reasons why the legislation or subject is needed. Each WHEREAS is a separate paragraph ending with a semicolon and, except the final one, the word "and". The last " WHEREAS " ends with a semicolon and the word "therefore". "Therefore" is followed by "RESOLVED" statements which contain the action that is desired. Each "RESOLVED" is a separate paragraph ending with a semicolon and, except the next to last and last, the word "and". The next to last "RESOLVED", is followed with a semicolon and the words "and further". The last "RESOLVED" ends with a period. There is a comma after each WHEREAS and RESOLVED, with the first word after the comma being capitalized.

For Example:

WHEREAS, (First statement of reason action is needed); and

WHEREAS, (Second statement of reason action is needed); and

WHEREAS, (Third statement of reason action is needed); therefore

RESOLVED, (First statement gives action desired); and

RESOLVED, (Second statement gives action desired); and

RESOLVED, (Third statement gives action desired); and further

RESOLVED, That the General Federation of Women's Clubs [or in the case of a state (name of state), a member of the General Federation of Women's Clubs,]..... **PLEASE NOTE:** GFWC has moved to a single (or multi) similar statement(s) urging its member clubs to act followed with a colon and then listing bullets. Each bullet is followed by a semi-colon, except the last that is followed by a period, thus reducing the number of repetitious RESOLVEDs in a resolution.

Sample Resolution:

170-090 Healthcare and Research (Convention 2017; Includes "Health Care," Convention 1993; and "Women's Health Research," Convention 1993; Amended 2021)

WHEREAS, Individuals need a basic knowledge and understanding of available healthcare options and the documents used to make personal decisions such as Advance Health Care Directives (Living Wills) and Health Care Powers of Attorney; and

WHEREAS, Healthcare insurance coverage and medical treatment should not discriminate based on pre-existing conditions, sex, gender, race, or ethnicity; and

WHEREAS, The inclusion of women and minorities in research studies is important for the generalization of results to the entire population, with data provided by sex, gender, race, or ethnicity; therefore

RESOLVED, That the General Federation of Women's Clubs urges its member clubs to support legislation that prohibits: • Discrimination in determining insurance eligibility and rates; • Discrimination in medical research; • Annual and lifetime coverage limits; and further

RESOLVED, That the General Federation of Women's Clubs urges its member clubs to support:

- Legislation that prohibits caps on annual and lifetime coverage limits and discrimination in determining insurance eligibility, insurance rates, and medical research;
- Improved accessibility, quality, and affordability of healthcare services and the availability of insurance for all;
- The use of Advance Health Care Directives (Living Wills) and Health Care Powers of Attorney;
- Continued funding of healthcare programs and research with the equal inclusion of women and minorities.