



La Boutique Nationale des Huit Chapeaux et Quarante Femmes
Eight and Forty Resolution

NOTE:

1. Please print or type
2. All resolutions must be submitted on this form or facsimile.
3. Each resolution must be signed by the Maker of the resolution and seconder.

.....
Subject: _____

Submitted Date: _____

Resolution Number # _____ (Assigned by Resolution Committee)

Resolutions Chairman Name & Signature: _____

Whereas _____

Whereas _____

now, therefore, be it *resolved*,

That _____

.....
Action effective date _____

Submitted by Name & Title, Phone # _____

I move for acceptance of this resolution.

Seconded by Name & Title _____

Signature: _____

Signature: _____

.....
Routing: _____

(Resolutions Committee to assign to the committees that this Resolution pertains to; i.e. C&B, Finance, etc.)

Committee:

_____ Recommend ____ Not Recommend ____ Recommend with Amendment ____

_____ Recommend ____ Not Recommend ____ Recommend with Amendment ____

_____ Recommend ____ Not Recommend ____ Recommend with Amendment ____

MARCHE ACTION: Approved ____ Rejected ____ Date _____

Step-by-Step Instructions:

- A resolution is a written, formal motion. Resolutions are used because the motion may be presented in written form with some of the reasons included in the document. A well written resolution makes it easier for Partners to consider the proposal. The importance, length and complexity of the motion, and the size and formality of the assembly are major considerations in using resolutions.
- A resolution is made up of two sections – the resolving clauses and the reasons. Resolving clauses tell the specifics of the proposal. The main reasons of a motion should be adopted are included in the “Whereas” clauses. Neither section should include more clauses than absolutely necessary. Keep it simple.
- The two sections can be written in either order, but it is usually best to write the main motion first and then write the reasons it should be adopted. This way, you first determine what is to be done. The main focus should be the most crucial specifics in the motion. One or two sentences are sufficient. A third sentence could include who is responsible and a timeline.
- Once the main motion has been determined, develop three to five statements to support the adoption of the motion. These statements are worded as “Whereas” clauses. The “Whereas” points should be the most important and least controversial arguments for the motion. Less than three points may not make the case depending on the motion, and more than five may get too complicated and confuse the issue. Stay focused on the points that are strictly necessary. Leave other points for the discussion.
- When developing a written motion or resolution, consult with other Partners who can help improve the wording and whose support will assist in its adoption.
- It is a good idea to consult with Partners who can be of assistance, as well as the most recent edition of *Robert's Rules of Order, Newly Revised*, to ensure your resolution is correctly formatted.

Here are a few guidelines to follow:

- Deal with only one subject
- State the facts and laws
- Keep subject matter to the point
- Remember that resolutions have only two parts:
 - The preamble (introduction) Whereas,
 - The resolving (solve) portion