

# Knights of Columbus

British Columbia and Yukon  
State Council

## The Preparation & Presentation Of Convention Resolutions

This document contains information regarding the preparation and presentation of resolutions for consideration by the British Columbia and Yukon State Council at its annual meeting.

Prior to submitting resolutions for consideration, subordinate council's must first approve the resolution by vote at a council meeting. A covering letter specifying the date of the council meeting at which the resolution was ratified, and the name of the mover and seconder, is to accompany the resolution.

Subordinate councils presenting resolutions for consideration by State Council, shall file such resolutions with the State Advocate not later than nine (9) weeks before the Annual Meeting.

The State Advocate shall then forward a copy of each resolution to the State Secretary at least seven (7) weeks before the said meeting.

Except by leave of State Council, no resolution shall be considered unless it has been filed with the State Advocate as prescribed.

"Resolutions from the floor of the State Convention may be considered, only if filed in writing to the State Secretary and after two-thirds (2/3) of the State Council in Convention has granted approval to hear the intentions of the resolutions. Sufficient copies of the resolutions must be made available, by the subordinate council presenting the late resolution, to all delegates prior to granting said permission for consideration."

The deadline for the submission of resolutions for all state conventions is midnight, usually the Thursday, 9 weeks (63 days) prior to the start date of the convention. **For the 2010**

## **convention, all resolutions must be received by the State Advocate on or before 18 February 2010.**

Because the resolutions adopted by your membership represent a formal expression of the official opinion or will of your council, extreme care should be devoted to both their preparation and content. The following guidelines and suggestions relate primarily to the form your council resolutions should take, rather than their content. *However when considering resolutions keep in mind that any proposal transmitted beyond your Council and within the corporation of the Knights of Columbus should be "germane" -- that is closely related to the purposes for which the Knights of Columbus exists.*

A well-written resolution stands a better chance of getting favorable considerations at the State Convention than a resolution that is vaguely worded and/or carelessly formulated.

In some Councils the member who moved the adoption of a resolution must present it in writing at the time the motion is offered. Other councils follow the practice of assigning one member, or a special committee, the task of drafting or editing those resolutions that are to be sent forward for convention consideration. However it remains the responsibility of the Council Grand Knight and Advocate to make sure that each resolution truly reflects the sense of the action taken by their council -- and is presented in the best possible form.

- A Resolution should contain supporting arguments and documentation, and its intent should be clearly defined or it may be rejected.
- A Resolution should be free from errors of fact or law.
- A Resolution should have material relevance to the purposes and programs of the Knights of Columbus.

A resolution should deal with only one subject. Those that attempt to treat more than

one subject are unwieldy to process at conventions, especially if they involve matters that do not fall within the jurisdiction of a single committee of the convention. They are generally rejected or amended to delete reference to more than the one subject.

Resolutions have two major parts, A **PREAMBLE** and a **RESOLVING SECTION**, each consists of one or more clauses (sometimes called paragraphs) and the whole is read in its entirety, beginning with the preamble as one continuous, complex sentence. The preamble sets forth the reasons for the resolution: the resolving section sets forth the intent of the resolution.

Although it precedes the resolving section in appearance, the preamble of a resolution should be prepared after the resolving section has been put into final form. Once the intent of the resolution has been clearly stated, it is much easier to decide what statements need to be in the preamble to make clear the reasons for the resolution. Also, during committee or floor debate, a preamble is always amended last because changes in the resolution may require changes in the preamble.

## **THE RESOLVING SECTION**

The resolving section of the resolutions begins with the word "RESOLVED", usually printed in capital letters followed by a comma. Between this opening word and the statement of the resolutions intent there should be inserted the following information:

1. Identification of the Resolving Authority.
2. The Circumstance and Place of Action.
3. The Date of the Action.

The first word after this information would be "That" with a capital "T"

## **EXAMPLE**

**"RESOLVED" by Council No.\_\_\_\_\_,  
Knights of Columbus, in regular (or special) meeting assembled in \_\_\_\_\_(place & date)\_\_\_\_\_, That \_\_\_\_\_,**

This clause referred to as the "resolving clause" (similar to the "enacting clause" of a law), should be uniform for every resolution. For the State Convention and the State Resolutions committee the resolving clauses have been standardized as follows:

**"RESOLVED, By the British Columbia and Yukon State Council, Knights of Columbus at the State Convention assembled in \_\_\_\_\_(City and Province)\_\_\_\_\_, \_\_\_\_ (date)\_\_\_\_, That \_\_\_\_\_"**

The word "That" immediately following the resolving clause introduces the clause which is the object of the word "RESOLVED", it aids the reader to find the point at which the meat of the resolution begins; it aids the drafter of the resolution to launch a strong and unmistakable statement of intent

**EXAMPLES**

**"RESOLVED, \_\_\_\_\_That the Knights of Columbus shall sponsor and support legislation to \_\_\_\_\_"**

**"RESOLVED, \_\_\_\_\_ That the Knights of Columbus is opposed to repeal or weakening of \_\_\_\_\_"**

Although each resolution should deal with only one subject, it is often necessary or desirable to attach additional clauses (or paragraphs) to a resolution's resolving section in order to cover matters that are closely related to the intent. This device is especially useful for spelling out details of how and by whom the intent of the resolution is to be carried out or accomplished.

**EXAMPLE**

**"RESOLVED, By (etc.)\_\_\_\_, That (etc.)\_\_\_\_, and be it**

**FURTHER RESOLVED, That (etc.)\_\_\_\_, and be it**

**(Add further resolved paragraphs as required)\_\_\_\_, and be it**

**FINALLY RESOLVED, That (etc.)\_\_\_\_"**

As shown here, the identifying information is stated only once, in the first paragraph of the resolving section of a resolution, and is not repeated in subsequent paragraphs. A period is used only once -- at the close of the last paragraph of the resolving section.

**THE PREAMBLE**

The preamble of a resolution is made up of one or more clauses (or paragraphs), each of which begins with "WHEREAS", two or more of these clauses are joined together by a semi-colon followed by "and"

**EXAMPLE**

**"WHEREAS, the Knights of Columbus is a corporation to render pecuniary aid to its members, their families and beneficiaries of members and their families; and**

**WHEREAS, this service is provided through the Knights of Columbus Insurance programs; and (etc.)"**

Each clause in the preamble should contain a statement of fact that is logically related to the intent of the resolution and explains and justifies the need of the resolution. Note that each clause would stand alone as a complete sentence if the "WHEREAS" were removed and period were used in place of the semi-colon at the end.

The final Clause of the preamble is joined to the resolving section of the resolution by a semi-colon (or colon), followed usually by the phrase "now, therefore, be it" (acceptable variations in common usage are "therefore be it", or simply "be it"

**EXAMPLE**

**"WHEREAS, \_\_\_\_\_ (etc.) \_\_\_\_\_; and**

**WHEREAS, \_\_\_\_\_ (etc.) \_\_\_\_\_; and**

**WHEREAS, \_\_\_\_\_ (etc.) \_\_\_\_\_; now, therefore, be it**

**RESOLVED, \_\_\_\_\_ By \_\_\_\_\_(etc.)\_\_\_\_; That \_\_\_\_\_(etc.)\_\_\_\_"**

Note, The "WHEREAS" may be set out in capital letters, Italics, underscored, etc.,

depending on preference. When capitalized, it is usually followed by a comma, and then the first letter of the following word is capitalized.

There is no formula for deciding how many "WHEREAS" clauses a resolution should have. In general, the fewer the better, provided that the reason or reasons for the resolutions are adequately stated. Most of the good reasons for a resolution will have been stated during the debate for its adoption. Use them. it is not necessary however, to refer in the preamble to every fact or circumstance that has a bearing on the intent of a resolution.

Study the resolving section and get the exact purpose of the resolution firmly in mind. Then start writing down statements of fact that relate to its purpose. Organize them into a logical sequence (throwing out the weak or unnecessary ones), and then put a "WHEREAS", in front of each, a semi-colon at the end of each, plus the appropriate connecting word ("and") or words ("now, therefore, be it") for joining them to each other and the resolving section. Do not use a period in the preamble.

Resolutions are important business to the Knights of Columbus. Write them with thought and care.

*(Rev. 10/2009)*

**For further amplification of drafting resolutions be refer to Robert's Rules of Order. Other queries should be directed to your Council or State Advocate.**