

# SPOKANE GOP

SPOKANE COUNTY REPUBLICAN CENTRAL COMMITTEE

---

## Add a Resolution Item District Leader (Representative)

TRY AND KEEP THIS FORM TO 1 to 2 PAGES

Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_  
Sub District # \_\_\_\_\_  
Precinct #: \_\_\_\_\_

Instructions. Please complete the following form to add a RESOLUTION item to the SCRCC monthly board meeting. This needs to be turned in 1 WEEK prior to the 1<sup>st</sup> Tuesday of each month. Please send this form to chair@spokanegop.com and CC vchair@spokanegop.com who will decide at their discretion whether item is added to the agenda. (PLEASE SEE NOTES ON THE NEXT PAGE DO NOT INCLUDE IN YOUR FINAL DOCUMENT SENT TO THE BOARD)

### Preamble

Whereas ...

Whereas ...

Whereas ...

Whereas ...

Whereas ...

Whereas ...

**MAKE SURE TO WRITE OUT THE RESOLUTION ON THE NEXT PAGE**

**I move the adoption of the following resolution:**

Resolved ...

## NOTES FROM ROBERT'S RULES OF ORDER

10:13 Motions Submitted in Writing; Resolutions. As previously stated, a main motion—particularly an original main motion—is frequently offered as a resolution, either because of its importance or because of its length or complexity. Any resolution—and any long or complicated motion, whether cast as a resolution or not—should always be submitted in writing as described in 4:5. In preparing an important written motion or resolution (which should be done in advance of the meeting if possible), it is often advisable to consult with members who can be of assistance in perfecting it, and also with those whose support is likely to be necessary for its adoption. If such a motion is not offered as a resolution, it can simply be written out in the form in which it would be moved orally (beginning with the word “That”); for example, “That the Merchants’ Association sponsor an essay contest open to high school students of the city, to be conducted according to the following specifications:...” If put in the form of a resolution, the preceding example would be written, “Resolved, That the Merchants’ Association sponsor an essay contest...” In a resolution, the name of the adopting organization can also be made a part of the enacting words, as in “Resolved by the International Benevolent

10:14 The form in which a main motion is written does not determine in any way what must be referred to a “resolutions committee,” nor does it affect the form of the motions reported by such a committee (see, for example, “platform,” 59:76–77).

10:15 An example of a simple resolution expressing an opinion or position of an organized society is given in 10:3. If the resolution is offered in a mass meeting (or in any meeting where there is no established organization whose act the adopted resolution would become), it may begin, “Resolved, That it is the sense of this meeting that...” A resolution can consist of more than one resolving clause, as in the following example: Resolved, That it is the sense of this meeting that the existing zoning ordinance should undergo a general revision; and Resolved, That the Secretary be requested to send a copy of this resolution, and of the report already presented at this meeting, to the Mayor and to each member of the City Council.

10:16 Use of a Preamble. It is usually inadvisable to attempt to include reasons for a motion’s adoption within the motion itself. To do so may encumber the motion and may weigh against its adoption—since some members who approve of the action it proposes may dislike voting for it if it states reasons with which they disagree. When special circumstances make it desirable to include a brief statement of background, the motion should be cast in the form of a resolution, with the background or reasons incorporated in a preamble that is placed before the resolving clauses. A preamble consists of one or more clauses beginning “Whereas,....” It should be emphasized that neither rule nor custom requires a resolution to have a preamble, and one should not be used merely for the sake of form. In general, the use of a preamble should be limited to cases where it provides little-known information without which the point or the merits of a resolution are likely to be poorly understood, where unusual importance is attached to making certain reasons for an action a matter of record, or the like.

10:17 An example of a resolution with an appropriate preamble might be the following: Whereas, A privately conducted survey by experts engaged by the Association reveals conditions constituting a serious fire hazard throughout the lower office-building area bordering the waterfront; Resolved, That a committee of seven consisting of [names of four], and three others to be named by the chair, be appointed to draw up recommendations whereby the Association may bring to bear all possible influence to secure proper enforcement of city fire regulations and any revision of them that may be found to be appropriate.

10:18 To avoid detracting from the force of the resolution itself, a preamble generally should contain no more clauses than are strictly necessary. In cases where an elaborate resolution (consisting of several preamble clauses and several resolving clauses) cannot be avoided, however, the following skeleton example will serve as a guide: Whereas, The... [text of the first preamble clause]; Whereas,... [text of the next to the last preamble clause]; and Whereas,... [text of the last preamble clause]; Resolved, That... [stating action to be taken]; Resolved, That... [stating further action to be taken]; and Resolved, That... [stating still further action to be taken].

10:19 In the consideration of a resolution having a preamble, the preamble is always amended last, since changes in the resolving clauses may require changes in the preamble. In moving the adoption of a resolution, the preamble is not usually mentioned, since it is included in the resolution. When the Previous Question (16) is ordered on the resolution before the preamble has been considered for amendment, however, the Previous Question does not apply to the preamble, which becomes open to debate and amendment unless the Previous Question is then separately ordered on it also.

Robert, Henry M.. Robert's Rules of Order Newly Revised, 12th edition (pp. 136-138). PublicAffairs. Kindle Edition.