



# Arizona Federation of Republican Women

## Resolutions

1. Resolutions to be considered at the AZFRW State Convention in October must be postmarked or time stamped by September 1, 2023, and/or email to [michaljoyner@gmail.com](mailto:michaljoyner@gmail.com) or mail to Michal Joyner, Resolutions Chair, 11216 E Dale Lane, Scottsdale, AZ 85262. The document must be in Microsoft Word with a maximum of 250 words. No Resolutions may be submitted from the Floor on the day of the Convention.
2. Resolutions should pertain to State or National issues only.
3. Each resolution (except courtesy resolutions which will be prepared by the Resolutions Committee) must be accompanied by a fact sheet documenting all facts and sources of information and a rationale explaining why AzFRW should take a position on the issue. The entry must also include your name, Club name, date submitted, and all contact information. As a courtesy, your Resolution should also be shared with your Club President prior to submission. A sample Resolution is attached for your preview. While it is on a specific template, this format is not required for AZFRW, but your submission must in presented in WORD.
4. Resolutions must have a title. A resolution is divided into a preamble portion and a 'Resolved:' position.

Title example: "A Resolution in Support of Transfer of Federally Controlled Public Land to States." (The title does not count in the number of words if there is a limit placed on the number of words to be used in resolutions.)

A Preamble is made up of facts presented as the background for, or the reasons for, the resolution.

Each fact is a new paragraph and begins with "Whereas" (note that "Whereas," is followed by a comma).

It is important to note that the "Whereas," statements have no legal effect and are not to be debated, but members are frequently permitted to hotly debate and attempt to amend the preamble statements often to the neglect of the substantive "Resolved:" clauses.

A Preamble containing "Whereas," clauses is not a mandatory portion of a resolution, and many authorities advise it is an archaic form and unnecessary for the above-stated reason.

The "Resolved" portion starts a new paragraph which begins with the word "Resolved." The word "Resolved" is underlined or in italics, then followed by a comma. The first word following "Resolved," is capitalized.

The “Resolved:” clause states the action to be taken.

If “Whereas,” clauses are used, the final “Whereas,” clause is followed by “now therefore, be it” as follows.

Whereas the dog is adored no therefore, be it

Resolved: That...[state the action to be taken].

There should be only one “Resolved:” clause but, if more than one action is to be taken, each action is written as an additional “Resolved,” paragraph as follows:

Resolved, That the [organization’s name], meeting at [insert location] on [insert date], [state the action to be taken (such as urges Congress to...)], and be further Resolved, That...

Authorities referenced:

~ Standard Code of Parliamentary Procedure, American Institute of Parliamentarians (2012 Edition)

~ Notes and Comments on Robert’s Rules: The Essential Guide for Anyone Who Runs or Attends Meetings That Follow Robert’s Rules of Order, 4th Edition, Slaughter, Ragsdale, Ericson (2012)

5. Approved and accepted Resolutions will be presented at the final meeting of the Convention.

6. A special thank you to Rae Chornenky for her work on the legalities of this document and all her previous years of work and advice to me. Thank you, Rae!

Michal Joyner, Chair  
Resolutions Committee 2023  
**480-695-5603**  
***micahjoyner@gmail.com***