

SUGGESTED FORM FOR RESOLUTIONS FROM A UNIT TO DEPARTMENT CONVENTION

RESOLUTION

WHEREAS, The members of _____ Unit No. _____
of _____, Washington met in regular session and considered the
matter of _____; and

WHEREAS, _____ (These are reasons for the change or explanations of the need.) _____
_____; and

WHEREAS, _____ (Use as many "WHEREAS'S" as needed for clarity.) _____
_____; therefore be it

RESOLVED, That _____ (Needed change as advised.) _____
_____; be it further

RESOLVED, that _____ (As many sections as this can be used as needed in order
To make the complete change, etc.) _____

This Resolution was passed by vote of the members assembled at the regular meeting of
_____-Unit # _____, of _____
on the _____ day of _____, 200_____.

President, _____ Unit # _____

Secretary, _____ Unit # _____

NOTE:

**A Resolution must cover only one subject. -- If two items are acted upon by the Unit,
send a separate resolution for each one.**

"WHEREAS" states reason for the change or explains the need. Use as many paragraphs beginning with "WHEREAS" as needed for clarity.

"THEREFORE BE IT RESOLVED" gives the needed change as advised.

"BE IT FURTHER RESOLVED" is for the added recommendations for the same cause. Use as many as needed in order to make the complete change, recommendation, etc.

This form does not need to be used, but the pattern must be followed. Please type on Unit stationery or simply use plain white paper. A resolution may be passed by the Unit with a majority vote.