

## Summary

Less is more = easy for members to understand what the issue is and what the proposed solution is. Can it be resolved by the Board of Directors in a policy or procedure change or implementation?

On the District website, you will find a document with more detail as well as a sample of writing out a resolution,.



**FOR MORE INFORMATION,  
PLEASE CHECK THE WEBSITE AT  
[www.sofn7.com](http://www.sofn7.com)**

## Writing a Resolution



# Resolutions



It is District Lodge Meeting and Convention time!!

◇ Does your Lodge believe they have a resolution to submit?

◇ What is the problem and how is it best dealt with?

It is our hope that this guide to resolutions will help you decide if a resolution is needed and if so, how to prepare a resolution.

## QUESTIONS TO ASK?

- i. What is the problem? Is it relevant to all Sons of Norway members or just our Lodge?
- ii. What is the cause of the problem?
- iii. What is the best way to solve the problem?



## DETERMINE THE SOLUTION

If the desired outcome is a By-Law or Constitution change, this will require a resolution. However, the solution to other issues or suggestions may be accomplished by taking it directly to the District Board of Directors' meeting or a Committee by way of a letter or in person.

## A RESOLUTION IS REQUIRED

It has been determined a resolution is required so let's prepare the document. It should be simple, action oriented, with a single specific subject. Try to keep it to one **WHEREAS** and one **THEREFORE BE IT RESOLVED**. The 'whereas' will clearly explain the issue and the 'therefore be it resolved' will state the action needed to resolve the issue. If the action will require a budgetary line, that should be proposed in a 'rationale' segment.

The following outline is normally used when submitting a resolution and is recommended for our District.

**Submitted to:** (insert District#, or District and International SoN)

**Subject:** (insert issue heading)

**Proposed by:** (insert Lodge)

**WHEREAS: xxxx:** (state the law or the issue)

If a further explanation of the issue is required, remove the colon at the end of the first whereas statement, insert a comma plus 'and' (, **and**) then add a new **WHEREAS: xxx** - a concise statement ending with a colon (:)

**THEREFORE BE IT RESOLVED: xxxx.**

If an additional action is required, include another **BE IT FURTHER RESOLVED:xxxx.** but remove period after the first 'resolve' and replace it with a colon plus 'and' (: **and**)

In the case of a law change, include the original law with a strikethrough in the words to be changed followed by the new words with an underline.

If the reason for change is not obvious or clearly understood, add a final piece - **RATIONALE** and explain the reasoning that leads clearly and directly to the solution of the issue. This is also where it would be explained how the outcome could be accomplished.