

2012-2013 ALA CD# 6.1-6.3 (rev.)  
2013 ALA Midwinter Meeting

**DATE:** January 26, 2013  
**TO:** ALA COUNCIL  
**RE:** REVISION OF GUIDELINES FOR PREPARATION OF COUNCIL AND  
MEMBERSHIP RESOLUTIONS

**ACTION REQUESTED/INFORMATION/REPORT:** Approval

**ACTION REQUESTED BY:** ALA Resolutions Committee

**DRAFT of MOTION:** Resolved that ALA Council adopts the changes to the Guidelines for Preparation of ALA Council and Membership Resolutions, as identified in ALA CD #6.2 and #6.3.

**BACKGROUND:** After the Annual Conference in 2012, the Resolutions Committee suggested several minor structural changes in language which clarify the instructions. The 2013 Resolutions Committee has reviewed the changes and approves them as indicated.

**CONTACT PERSON:** Irene L. Briggs, Chair, ALA Resolutions Committee

**ATTACHMENTS:**  
Guidelines for Preparation of Resolutions for Council, ALA CD#6.2  
Guidelines for Preparation of Resolutions for Membership Meetings, ALA CD#6.3

## Guidelines for Preparation of Resolutions for Council

The following guidelines are addressed to individuals and units preparing resolutions to come before Council.

Definition: A resolution is a main motion, phrased formally, with (a) *whereas* clauses, stating the background and reasons for a proposed policy, advocacy position, or action), followed by (b) *Resolved* clauses in numbered order (stating the proposed policy, advocacy position, or action). A standard template for resolutions is provided at the end.

### CONTENT:

1. A resolution must be complete so that, upon passage, it becomes a clear and formal expression of the opinion or will of the assembly.
2. Resolutions, including memorials, tributes, and testimonials, must show the initiating unit, mover, and seconder and provide specific contact information from submitting parties. A resolution without a sponsor will not be presented.
3. The resolution should address a specific topic or issue, use concise direct language, conform to proper grammar, and present an affirmative identifiable action.
4. The terms used in a resolution should be readily understandable or have specific definitions.
5. The intent, objective or goal of the resolution should be clear and purposeful.
6. Resolutions should clearly support ALA's Strategic Plan, its mission and/or its core values.
7. All *whereas* clauses that relate to an ALA policy, must include a parenthetical notation of the title of the policy and the section where it can be found in the ALA Policy Manual.
8. If the resolution calls for specific action or program with a timetable, the timetable shall be clear and achievable.

9. Resolved clauses at the end of a resolution gain in clarity, brevity and are easier to read by following the resolution methodology of Congress and other deliberative bodies. The **new** suggested wording states the resolved phrase *only once*: “now, therefore, be it; *Resolved*, ~~by the [acting body, e.g. ALA, some committee etc.]~~, that the American Library Association (ALA), on behalf of its members...” or *Resolved*, by the American Library Association (ALA), on behalf of its members that... after which each separate resolved is stated directly in numbered order without repeating “...be it; *Resolved* by....”.
10. All “*Resolved*” clauses within a resolution should use the objective form of the verb (e.g., “*Resolved*, that the American Library Association (ALA), on behalf of its members: (1) supports...; (2) provides...; and [last resolved] urges....”). **Do NOT use rather than** the subjunctive form of the verb (e.g., “*Resolved*, that the American Library Association (ALA) on behalf of its members: (1) support...; (2) provide..; and [last resolved]. urge....”).
11. If the resolution is addressed to or refers to a specific group or groups, it shall name in full the group or groups in both the ‘*resolved*’ and ‘*whereas*’ clauses followed by the acronym in parenthesis. Thereafter the acronym may be used.

#### PROCESS:

1. All resolutions submitted by Council members must be sent to the ALA Resolutions Committee for review and *must* be accompanied by a completed ALA Resolution e-Form.
2. All resolutions, **except memorial resolutions, tributes, and testimonials**, must be submitted by either a voting member of Council or an ALA Committee chair; memorial resolutions, tributes, and testimonials are exempted.
3. All resolutions, including memorials, tributes, and testimonials, must show the initiating unit, mover, and seconder. **Cell phone or** local telephone numbers must be given for movers *and* seconders.
4. **A supplement explanation consisting of one or more expository paragraphs should accompany every resolution clearly stating *how* the resolution supports ALA’s Strategic Plan as well as its mission and/or its core values.**

**Note:** The language in point #4 was adopted by Council at the 2011 ALA Annual Conference, but was inadvertently not incorporated into the guidelines.

5. Resolutions must be submitted 24 hours prior to presentation to Council to allow time for reproduction and distribution. If there are fewer than 24 hours between the adjournment of Council II and the convening hour of Council III, resolutions may be submitted within 90 minutes following adjournment of Council II.

The Resolutions Committee must submit to the Executive Director and the Budget Analysis and Review Committee (BARC) all resolutions deemed to have fiscal implications at least 24 hours before they appear on the Council agendas so that BARC can provide fiscal information as required in by ALA policy. Standing committees of ALA and Council presenting resolutions to Council will follow the same process of submission to the Executive Director and BARC. Committee resolutions need no second.

6. Memorial resolutions, tributes, and testimonials are submitted to the Resolutions Committee but are not reviewed by the Committee. They will be presented to Council at the beginning of the last session of Council at each Midwinter Meeting and Annual Conference, and to the Membership at the beginning of the last Membership Meeting at each Annual Conference:
  - a. If copies are to be sent to other parties, the maker of the resolution shall provide names and addresses.
  - b. The Presiding officer will read the names of persons/organizations recognized by a formal resolution; the names will be displayed on the screen and copies of each resolution will be available at the information table.
  - c. *American Libraries* will carry an annual "memorial page" listing those members who have died since the preparation of the previous Conference Program.
7. All members are urged to submit a resolution or resolutions prior to the Annual Conference or Midwinter Council meetings by communicating the resolution to the chair of Resolutions Committee through electronic mail.
8. The Executive Director shall disseminate all adopted resolutions to identified and pertinent parties. Dissemination should occur as soon as possible, and not to exceed one month without explanation of the Executive Director to Council.

## Guidelines for Preparation of Resolutions for Membership Meetings

The following guidelines are addressed to individuals and units preparing resolutions to come before Membership Meetings.

Definition: A resolution is a main motion, phrased formally, with (a) *whereas* clauses, (stating the background and reasons for a proposed policy, advocacy position, or action), followed by (b) *Resolved* clauses in numbered order (stating the proposed policy, advocacy position, or action).

### CONTENT:

1. A resolution must be complete so that, upon passage, it becomes a clear and formal expression of the opinion or will of the assembly.
2. Resolutions, including memorials, tributes, and testimonials, must show the initiating unit, mover, and seconder and provide specific contact information from submitting parties. A resolution without a sponsor will not be presented.
3. The resolution should address a specific topic or issue, use concise direct language, conform to proper grammar, and present an affirmative identifiable action.
4. The terms used in a resolution should be readily understandable or have specific definitions.
5. The intent, objective or goal of the resolution should be clear and purposeful.
6. Resolutions should clearly support ALA's Strategic Plan, its mission, and/or its core values.
7. All *whereas* clauses that relate to an ALA policy, must include a parenthetical notation of the title of the policy and the section where it can be found in the *ALA Policy Manual*.
8. If the resolution calls for specific action or program with a timetable, the timetable shall be clear and achievable.
9. *Resolved* clauses at the end of a resolution gain in clarity, brevity and are easier to read by following the resolution methodology of Congress and other deliberative bodies. The **new** suggested wording states the resolved phrase *only once*: "now, therefore, be it; *Resolved*, ~~by the [acting body, e.g. ALA, some committee etc.]~~, that the American Library Association (ALA) **on behalf of its members:...**" or *Resolved*, by the American Library Association (ALA) **on behalf of its members** that... after which each separate resolved is stated directly in numbered order without repeating "...be it; Resolved by....".

10. All “*Resolved*” clauses within a resolution should use the objective form of the verb (e.g., “*Resolved*, that the American Library Association (ALA) **on behalf of its members**: (1) supports...; (2) provides...; and [last resolved] urges....”). **Do NOT use ~~rather than~~** the subjunctive form of the verb (e.g., “*Resolved*, that the American Library Association (ALA): (1) support...; (2) provide..; and [last resolved]. urge....”).
11. If the resolution is addressed to or refers to a specific group or groups, it shall name in full the group or groups in both the ‘*Resolved*’ and ‘whereas’ clauses followed by the acronym in parenthesis. Thereafter the acronym may be used.

## PROCESS:

1. All resolutions submitted must be sent to the ALA Resolutions Committee for review and *must* be accompanied by a completed ALA Resolution e-Form.
2. Any member of the American Library Association may prepare and submit for consideration resolutions at a membership meeting.
- 3 All resolutions, including memorials, tributes, and testimonials, must show the initiating unit, mover, and seconder. **Cell phone or** local telephone numbers must be given for movers and seconders.
4. Resolutions must be submitted for review by the Council Committee on Resolutions at least six hours prior to the convening of the membership meeting to allow time for reproduction and distribution. Members assembled at any membership meeting may waive the submission time requirements by a majority vote.
5. All resolutions approved by the membership will be presented to the next meeting of Council by the chair of the Resolutions Committee. The chair will indicate which membership resolutions are clearly policy matters. The presiding officer of Council will call for Council’s guidance on the disposition of each membership item in turn.
6. If a quorum is not present for a called Membership Meeting, those members who are present may convene themselves into a Membership Forum for the purpose of discussing matters of concern. The person who would have presided at the Membership Meeting may appoint a member to preside at the Membership Forum. Those members attending the Membership Forum shall determine their own agenda of matters to be discussed, except that the names of those being presented for memorials, tributes, and testimonials shall be read at the beginning of the last Membership Forum.
7. The Executive Director shall disseminate all adopted resolutions to identified and pertinent parties. Dissemination should occur as soon as possible, and not to exceed one month without explanation of the Executive Director to Council.