RESOLUTION FORMAT

TITLE: CENTERED, BOLDED IN CAPS

WHEREAS, the “WHEREAS” paragraph(s) give relevant supporting facts both about the issue and why the National Organization for Women (NOW) should relate to that subject; and

WHEREAS, both the “WHEREAS” and the “RESOLVED” phrases are in bold and all caps; and

WHEREAS, all acronyms (such as NOW) should be spelled out the first time used and abbreviated thereafter; and

WHEREAS, in the first and each succeeding “WHEREAS” paragraph, the last word of the paragraph should be followed by a semi-colon and then the word “and”; and

WHEREAS, the last “WHEREAS” paragraph should end with a semi-colon but no “and”;

THEREFORE BE IT RESOLVED, that the resolution should state in this and following paragraphs what action NOW will take or what policy will be instituted; and

BE IT FURTHER RESOLVED, that for the first and each succeeding “RESOLVED” paragraph, the end of the paragraph should be followed by a semi-colon and the word “and”; and

BE IT FURTHER RESOLVED, that all resolutions must be typed, single or double spaced, on 8 1/2 x 11 inch paper and should be no longer than one page, one side in length; and

BE IT FURTHER RESOLVED, that all margins (top, bottom, left, right) must be at least one inch, and type size must be no smaller than 10 point; and

BE IT FINALLY RESOLVED, that the final paragraph should end with a period.

Submitted by:
(Option 1): Issue Hearing (name of hearing)
Chair of Hearing: Full name, chapter or state affiliation, cell phone #, e-mail address, (optionally, hotel room)

OR

(Option 2): Petition with # signatures (fill in number before submitting and attach signatures)
Full name, chapter or state affiliation, cell phone #, e-mail address, (optionally, hotel room)

Note: The Resolutions Committee must have a way to contact you in case any questions arise.