

HOW TO PREPARE EFFECTIVE RESOLUTIONS

Δ Identify the topic or issue to be brought to the attention of the Sorority.

Δ Determine if the Sorority's position on a topic or issue needs to be updated or refined. (Refer to the **Codification of Resolutions** in the **Social Action Toolkit**.)

Δ Determine if this is a duplicate of a resolution passed within the past 5 years, if so, please don't send

Δ Research the topic or issue thoroughly. Analyze and summarize relevant facts. Review as many credible sources as possible when collecting information including, but not limited to, articles from professional journals, publications of advocacy or government organizations, and expert testimony presented at public hearings. To the extent practical, verify the information. All resolutions must cite pertinent references and identify existing relevant Delta Sigma Theta position statements and policies on the issue, either at the end of the document or as footnotes.

Δ Draft the resolution, using the Sorority's format for resolutions: **CLICK HERE FOR AN EXAMPLE**.

Δ The WHEREAS clause(s) makes up the first half of the resolution. It explains why the action in the resolved clause(s) should be taken. Please limit the WHEREAS clauses to no more than 7.

Δ The RESOLVED clause(s) is the most substantial part of a resolution. It suggests the action taken to solve the problem set up in the whereas. Please be as specific and concise as possible, but no more than 3 resolve clauses.

Δ Review the resolution for inconsistencies of logic or facts, repetition, organization, grammatical errors, language, appropriateness, etc.

Δ Make sure the resolution is national in scope, and not specific to your city, town, and/or state.

Δ The RESOLVED (action) must be measurable and actionable. Meaning each year, we should be able to look at the resolution to see 1) if action was taken by the sorority on the issue, 2) can we numerically determine how close we have reached the goal (5%, 50%, 75%, etc), or 3) can it be the action actually be done.

Examples of Resolve Clauses

Aim for these:

- *Delta Sigma Theta Sorority will advocate for a 50% increase in federal funding for the U.S. DHHS' Office of Minority Health.*
- *Advocate for the US to sign the United Nation's treaty against racism.*

Avoid clauses like these:

- *Delta Sigma Theta will work to cure childhood cancer.*
- *Delta Sigma Theta will work towards eliminating diabetes.*

Δ Present a draft to the chapter for comment. Make final revisions and get approval from the Chapter President to submit.

Δ Submit all proposed resolutions and copies of your sources via the Proposed Resolutions form.