



A Plain and Simple Guide to Writing Resolutions & Recommendations

Definition of a Resolution: A resolution is a formal expression of opinion, will or intent by a Branch or District to the annual assembly of WINS members at a Provincial Convention or AGM to support a certain course of action. See By-law 10 in the WINS Handbook. A resolution may also be submitted to the assembly by the Provincial Resolution Committee or the Board. Resolutions can be of a provincial, national or international nature.

Definition of a Recommendation: A recommendation is an official request made to the Women's Institutes of Nova Scotia by Branches or Districts. A recommendation may also be submitted to the assembly by the Provincial Resolution Committee or the Board. Recommendations can be of an internal organizational nature.

The Importance of Background Information: When you decide to write a resolution, you will most likely collect information from various sources that will 'back-up' the point you are trying to make with the resolution. Copies of this background information is requested by the Provincial Resolution Committee for each resolution that they receive. Background information could include newspaper clippings on the topic, copy of a recent study on subject, pamphlets or brochures on topic, etc. This information will help the Provincial Resolution Committee understand your support of the resolution and why its important.

The Purpose of a Resolution: The purpose of a resolution is to inform and educate the public, government or other body in order to persuade them to take action.

A well-written resolution must do two things:

- Identify and explain the problem or situation that needs to be addressed (these things are found in the WHEREAS section), and;
- Propose a solution that will address the problem or situation as identified (the THEREFORE BE IT RESOLVED section).

Why Should We Write Resolutions?

- ★ To make a clear statement of the Women's Institutes of Nova Scotia's position on an issue of provincial, national or international importance

The Structure of a Resolution - In 4 easy steps:

Step One: Your Resolution should have a title which is usually 4-6 descriptive words.

Example:

Usage of Highway Salt

Step Two: The next section of the resolution is the ‘WHEREAS’ section. The inclusion of each WHEREAS should strengthen the importance and the understanding of the resolution.

The WHEREAS section identifies a problem or situation that needs to be addressed. It provides facts that describe a problem or situation and explains why a solution is needed. Each fact is presented as a separate sentence that begins with the word WHEREAS in capitol letters. Remember not to state opinions in this portion of the resolution.

Each WHEREAS should be written as follows:

WHEREAS, (followed by a comma) (text of the statement - first word should be capitalized);
(followed by a semicolon)

Example:

WHEREAS, The Department of Transportation and Public Works uses over two hundred thousand tonnes of salt on Nova Scotia highways each year;

WHEREAS, The effects of highway salt is detrimental to the health and well-being of plants, animals and humans as well as contributing to the pollution of our fresh water resources;

WHEREAS, The cost of the highway salt supply is increasing each year;

Step Three: The next section is the THEREFORE BE IT RESOLVED section. This section proposes specific solutions or directions to address the situation identified in the WHEREAS section. This is where opinions may be expressed.

The THEREFORE BE IT RESOLVED section should be able to ‘stand alone’ without the WHEREAS sections and clearly express the intent of the resolution.

Example:

THEREFORE BE IT RESOLVED, That the Women’s Institutes of Nova Scotia request the Nova Scotia Department of Transportation and Public Works use advanced technologies such as computerized spreading of salt, pre-wet salt and the use of sand-salt mixtures on Nova Scotia highways during the winter months.

Step Four: Include the signature of the President and Secretary of a Branch or District. Include the date and meeting that the resolution was passed by the Branch or District.

Example:

_____, Penelope Peacock, President of Pine Hill WI
_____, Sally-Sue Summers, Secretary of Pine Hill WI
This resolution was passed at the December 14th, 2007, branch meeting of the Pine Hill WI.

Your final resolution format should look like this:

Usage of Highway Salt

WHEREAS, The Department of Transportation and Public Works uses over two hundred thousand tonnes of salt on Nova Scotia highways each year;

WHEREAS, The effects of highway salt is detrimental to the health and well-being of plants, animals and humans as well as contributing to the pollution of our fresh water resources;

WHEREAS, The cost of the highway salt supply is increasing each year;

THEREFORE BE IT RESOLVED, That the Women’s Institutes of Nova Scotia request the Nova Scotia Department of Transportation and Public Works use advanced technologies such as computerized spreading of salt, pre-wet salt and the use of sand-salt mixtures on Nova Scotia highways during the winter months.

_____, Penelope Peacock, President of Pine Hill WI
_____, Sally-Sue Summers, Secretary of Pine Hill WI
This resolution was passed at the December 14th, 2007, branch meeting of the Pine Hill WI.

Don’t forget to send a copy of your background information with your resolution to the WINS office!

Presenting Your Resolution or Recommendation at Convention or AGM:

When resolutions or recommendations are presented at the AGM or Provincial Convention, it is **absolutely necessary** for someone from the District or Branch to speak to the assembly in support. If no one is in attendance to speak on behalf of the resolution or recommendation, it will be declined.

Deadline for Resolutions and Recommendations: January 31st of each year.

By-Law 10. RESOLUTIONS AND RECOMMENDATIONS

A resolution is an official request made by one organization or body to another to follow a certain course of action.

- 10.1 Resolutions of a provincial, national or international nature may be passed by a Women's Institute Branch or District and directed to the Resolutions Committee by January 31st for consideration at the Annual General Meeting. The Board of Directors through any of its Committees may also submit resolutions. Any resolution of local (community or municipal) nature should be directed by a Branch to a District for support.
- 10.2 Special Resolution is a resolution passed by two-thirds of the members who are present and entitled to vote at a general meeting of which notice specifying the intention to propose the resolution as a Special Resolution has been given at least three months before the date of such meeting.
- 10.3 Urgency Resolution. Matters of an urgent nature may be dealt with by a resolution submitted to the Resolutions Committee and the Board, twenty-four (24) hours in advance of the General Meeting at which it is to be considered.
- 10.4 Recommendations are forwarded to the Resolutions Committee for presentation to the Annual General Meeting. If accepted by the voting delegates it becomes Women's Institute of Nova Scotia policy.

A recommendation is an official request made to the Women's Institutes of Nova Scotia by Branches or Districts.