

Guidelines for Preparation of Resolutions for Council  
Policy 5.3 [*Revised*]

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 mission, core values and/or strategic directions.
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 Handbook
8. If the resolution calls for specific action or program with a timetable, the timetable shall be clear and achievable.

## Guidelines for Preparation of Resolutions for Council (cont.)

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..." after which each separate resolved is stated directly in numbered order without repeating "be it resolved by...". (See sample on p. 4)
10. All 'Resolved' clauses within a resolution should also use the objective, rather than the subjunctive (e.g. "Now therefore be it resolved by the [American Library Association], that, 1. Supports... 2. Provides ..." NOT the subjunctive form of the verb "Resolved that the American Library Association, 1. Support... 2. Provide...")
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.

12.

### 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 Form.
2. All resolutions 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. Local telephone numbers must be given for movers *and* seconders.
4. 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 .
5. 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.

## Guidelines for Preparation of Resolutions for Council (cont.)

6. Memorial resolutions, tributes, and testimonials are submitted to the Resolutions Committee but as 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.

Revised by Council at the 1995 Midwinter Meeting  
Revised by Council at the 1999 Annual Conference  
Revised by Council at the 2000 Annual Conference  
Revised by Council at the 2003 Annual Conference  
Revised by Council at the 2008 Annual Conference

*The revised standard format for resolutions is as follows. (See sample on next page).*

*Title of Resolution*

*Whereas the \_\_\_\_\_ (first Whereas clause);*

*Whereas there has been \_\_\_\_\_(subsequent Whereas clauses);*

*Whereas \_\_\_\_\_(next to last Whereas clause); and*

*Whereas \_\_\_\_\_ (last Whereas clause); now, therefore, be it*

*Resolved that the American Library Association (ALA):*

- (1) (first action to take or advocacy position to express without repeating 'be it resolved).*
- (2) second action to be taken);*
- (3) (third action and so on); and*
- (4) (final action).*

*Mover: Name + contact info*

*Seconder: Name + contact info*

*[ALA Resolution Form follows]*

## **SAMPLE OF RESOLUTION SUBMITTED TO RESOLUTIONS COMMITTEE**

### **RESOLUTION ON IMPROVING THE FEDERAL DEPOSITORY LIBRARY PROGRAM AND PUBLIC ACCESS TO GOVERNMENT INFORMATION**

Whereas the Federal Depository Library Program (FDLP) was designed to provide public access to government information through a cooperative network of geographically dispersed depository libraries;

Whereas the FDLP faces many economic and technological challenges, including the modernization of the delivery methods for government information;

Whereas a vast number of both print and born-digital publications are not included in FDLP, resulting in less public access and no guarantee of any future access;

Whereas the Government Printing Office (GPO) has taken leadership coordinating efforts to convert print and microform government information to electronic format;

Whereas regional depository libraries need financial and logistical support for maintaining retrospective hard copy collections of government publications;

Whereas GPO has created a valuable resource in the Catalog of Government Publications (CGP), providing cataloging records for both tangible and electronic publications for 1976 to the present;

Whereas there are many individual initiatives by depository libraries across the country to create bibliographic records for portions of pre-1976 and fugitive government publications;

Whereas there is no complete inventory or comprehensive catalogue of government publications necessary to facilitate efforts such as large-scale cooperative services, collection development, and housing of materials; and

**OVER**

## **RESOLUTION ON IMPROVING THE FEDERAL DEPOSITORY LIBRARY PROGRAM AND PUBLIC ACCESS TO GOVERNMENT INFORMATION/2**

Whereas a thorough understanding and documenting of all the current strengths, problems and challenges facing all of the libraries participating in the FDLP does not exist; now, therefore, be it

**Resolved** that the American Library Association (ALA:

- (1) Urges the Government Printing Office (GPO) to give priority to expanding the scope of the Federal Depository Library Program (FDLP) collection by capturing a greater percentage of digital and print fugitive government information products.
- (2) Urges the GPO to develop a plan to expand partnerships for digital retrospective conversion and born digital capture with standards based curation.
- (3) Urges the GPO and the National Archives and Records Administration (NARA) to accept and archive digital copies resulting from cooperative government information digitization efforts.
- (4) Urges the GPO to explore within current law all options for cooperative collection development and maintenance, including shared housing agreements between regional depositories and selective depositories.
- (5) Urges the GPO to create an inventory of all government publications held in depository libraries.
- (6) Urges the GPO to coordinate depository library cataloging projects for pre-1976 and fugitive publications, and to incorporate them into the Catalog of Government Publications (CGP).
- (7) Urges the GPO to carry out a series of focused studies that together provide a comprehensive accounting of the issues facing the FDLP and the participating libraries.
- (8) Urges Congress to allocate sufficient appropriations to GPO to undertake these initiatives.

Mover: Larry Romans, Executive Board, 312-555-1234

Seconders: Francis Buckley, Executive Board, 312-569-1234

Kevin Reynolds, Tennessee Chapter Councilor, 619-555-6789

## ALA RESOLUTION FORM

This Form *must* be filled out and attached to all resolutions submitted to Council by voting Council members. (*See sample on next page.*)

1. TITLE OF RESOLUTION
2. ALA UNITS AND/OR COMMITTEE CONSULTED (IF ANY):
3. ENDORSEMENTS BY ALA UNITS AND/OR COMMITTEES (IF ANY):
4. FISCAL IMPLICATIONS (specify the resources needed to carry out the resolution' s directive(s))
5. LIST ALL PARTIES TO WHOM RESOLUTION SHOULD BE SENT:
6. IMPACT ON ALA POLICIES AND POSITIONS
  - If the resolution sets forth a general policy or an ALA viewpoint, describe.
  - If this resolution necessitates a change in existing policy, state the policy number and the change
  - If this resolution establishes new policy, describe.
  - If this resolution conflicts with existing policy, state provisions for resolving the conflict.
7. INITIATING COMMITTEE OR UNIT (IF ANY):
8. INCLUDE ANY PERTINENT BACKGROUND INFORMATION (e.g. bibliography, citations, supportive quotes, URLs, etc.):
9. MOVER/SECONDER INFORMATION:  
Mover's Name and Local Telephone Number  
Seconder's Name and Local Telephone Number:

# SAMPLE OF COMPLETED ALA RESOLUTION FORM SUBMITTED WITH RESOLUTION

## ALA RESOLUTION FORM

This Form *must* be filled out and attached to all resolutions submitted to Council by voting Council members.

**10. TITLE OF RESOLUTION**

Resolution on Improving the Federal Depository Library Program and Public Access to Government Information

**11. ALA UNITS AND/OR COMMITTEE CONSULTED (IF ANY):**

To be consulted: GODORT, COL

**12. ENDORSEMENTS BY ALA UNITS AND/OR COMMITTEES (IF ANY):**

None

**13. FISCAL IMPLICATIONS (specify the resources needed to carry out the resolution's directive(s))**

None

**14. LIST ALL PARTIES TO WHOM RESOLUTION SHOULD BE SENT:**

Government Printing Office, Joint Committee on Printing, other U.S. library organizations.

**15. IMPACT ON ALA POLICIES AND POSITIONS**

- If the resolution sets forth a general policy or an ALA viewpoint, describe.
- If this resolution necessitates a change in existing policy, state the policy number and the change
- If this resolution establishes new policy, describe.
- If this resolution conflicts with existing policy, state provisions for resolving the conflict.

**16. INITIATING COMMITTEE OR UNIT (IF ANY):**

None

**17. INCLUDE ANY PERTINENT BACKGROUND INFORMATION (e.g. bibliography, citations, supportive quotes, URLs, etc.):**

**18. MOVER/SECONDER INFORMATION:**

Mover's Name and Local Telephone Number  
Larry Romans, Executive Board, 312-555-1234

Secunder's Name and Local Telephone Number:  
Francis Buckley, Executive Board, 312-569-1234  
Kevin Reynolds, Tennessee Chapter Councilor, 619-555-6789



