Prior to the start date of the convention. All resolutions must be received by the State Advocate on or before March 1st, 2018.

Because the resolutions adopted by your membership represent a formal expression of the official opinion or will of your Council, extreme care should be devoted to both their preparation and content. The following guidelines and suggestions relate primarily to the form your Council resolutions should take, rather than their content. However, when considering resolutions keep in mind that any proposal transmitted beyond your Council and within the corporation of the Knights of Columbus should be “germane” -- that is closely related to the purposes for which the Knights of Columbus exists.

A well-written resolution stands a better chance of getting favorable consideration at the State Convention than a resolution which is vaguely worded and/or carelessly formulated.

In some Councils the member who moved the adoption of a resolution must present it in writing at the time the motion is offered. Other Councils follow the practice of assigning one member, or a special committee, the task of drafting or editing those resolutions that are to be sent forward for convention consideration. However, it remains the responsibility of the Council Grand Knight and Advocate to make sure that each resolution truly reflects the sense of the action taken by their Council -- and is presented in the best possible form.

- A Resolution Should Contain “Supporting Arguments and Documentation, And Its Intent Should Be Clearly Defined or It May Be Rejected.
- A Resolution Should Be Free from Errors of Fact or Law.

A resolution should deal with only one subject. Those which attempt to treat more than one subject are unwieldy to process at conventions, especially if they involve matters which do not fall within the jurisdiction of a single committee of the convention. They are generally rejected or amended to delete reference to more than the one subject.

Resolutions have two major parts, A PREAMBLE and a RESOLVING SECTION, each consists of one or more clauses (sometimes called paragraphs) and the whole is read in its entirety, beginning with the preamble as one continuous, complex sentence. The preamble sets forth the reasons for the resolution: the resolving section sets forth the intent of the resolution.

Although it precedes the resolving section in appearance, the preamble of a resolution should be prepared after the resolving section has been put into final form. Once the intent of the resolution has been clearly stated, it is much easier to decide what statements need to be in the preamble to make clear the reasons for the resolution. Also, during committee or floor debate, a preamble is always amended last because changes in the resolution may require changes in the preamble.

THE RESOLVING SECTION

The resolving section of the resolutions begins with the word “RESOLVED”, usually printed in capital letters followed by a comma. Between this opening word and the statement of the resolutions intent there should be inserted the following information:

1. Identification of The Resolving Authority.
2. The Circumstance and Place of Action.
3. The Date of the Action.
The first word after this information would
be "That" with a capital "T"

"EXAMPLE"

"RESOLVED" by Council No.______,
Knights of Columbus, in regular (or
special) meeting assembled in ____
(place & date)__, That______

This clause referred to as the "resolving
clause" (similar to the "enacting clause" of a
law), should be uniform for every resolution.
For the State Convention and the State
Resolutions committee the resolving clauses
have been standardized as follows:

"RESOLVED, By the British Columbia
and Yukon State Council, Knights of
Columbus at the State Convention
assembled in _______(City and
Province)_____, ___(date)____, That_____"  

The word "That" immediately following the
resolving clause introduces the clause which
is the object of the word "RESOLVED", it aids
the reader to find the point at which the meat
of the resolution begins; it aids the drafter of
the resolution to launch a strong and
unmistakable statement of intent

"EXAMPLES"

"RESOLVED,_____That the Knights of
Columbus shall sponsor and support
legislation to______"

"RESOLVED,_____ That the Knights
of Columbus is opposed to repeal or
weakening of_____"

Although each resolution should deal with
only one subject, it is often necessary or
desirable to attach additional clauses (or
paragraphs) to a resolution's resolving section
in order to cover matters that are closely
related to the intent. This device is especially
useful for spelling out details of how and by
whom the intent of the resolution is to be
carried out or accomplished.

"EXAMPLE"

"RESOLVED, By (etc.) ___, That (etc.)
____, and be it

FURTHER RESOLVED, That (etc.)____,
and be it
(add further resolved paragraphs as
required)_____, and be it

FINALLY RESOLVED, That (etc.)__"  

As shown here, the identifying information
is stated only once, in the first paragraph
of the resolving section of a resolution, and is not
repeated in subsequent paragraphs. A period
is used only once -- at the close of the last
paragraph of the resolving section.

THE PREAMBLE

The preamble of a resolution is made up
of one or more clauses (or paragraphs), each
of which begins with "WHEREAS", two or
more of these clauses are joined together by a
semi-colon followed by "and"

"EXAMPLE"

"WHEREAS, the Knights of Columbus
is a corporation to render pecuniary aid to
its members, their families and
beneficiaries of members and their
families; and

WHEREAS, this service is provided
through the Knights of Columbus
Insurance programs; and (etc.)"

Each clause in the preamble should
contain a statement of fact which is logically
related to the intent of the resolution and
explains and justifies the need of the
resolution. Note that each clause would stand
alone as a complete sentence if the
"WHEREAS" were removed and period were
uses in place of the semi-colon at the end.

The final Clause of the preamble is joined
to the resolving section of the resolution by a
semi-colon (or colon), followed usually by the
phrase "now, therefore, be it" (acceptable
variations in common usage are "therefore be
it", or simply "be it"

"EXAMPLE"

"WHEREAS, _____(etc.) ____; and

WHEREAS, _____(etc.) _____; and,
WHEREAS, _____ (etc.) _____; now,
therefore, be it

RESOLVED, By____ (etc.) ____;
That____ (etc.) ____"  

Note, the "WHEREAS" may be set out in
capital letters, Italics, underscored, etc.,
depending on preference. When capitalized,
a comma usually follows it, and then the first
letter of the following word is capitalized.

There is no formula for deciding how
many "WHEREAS" clauses a resolution
should have. In general, the fewer the better,
provided that the reason or reasons for the
resolutions are adequately stated. Most of the
good reasons for a resolution will have been
stated during the debate for its adoption. Use
them. It is not necessary however, to refer in
the preamble to every fact or circumstance
that has a bearing on the intent of a
resolution.

Study the resolving section and get the
exact purpose of the resolution firmly in mind.
Then start writing down statements of fact
which relate to its purpose. Organize them into
a logical sequence (throwing out the weak or
unnecessary ones), and then put a "WHEREAS", in front of each, a semi-colon at
the end of each, plus the appropriate
connecting word ("and") or words ("now,
therefore, be it") for joining them to each other
and the resolving section. Do not use a period
in the preamble.

Resolutions are important business to the
Knights of Columbus. Write them with thought
and care.

(Revised 12/2007)

For further amplification of drafting
resolutions, refer to ROBERT'S RULES OF
ORDER. Other queries should be directed
to your Council Advocate or the State
Advocate.