

### ***What is the deadline to submit a resolution to the Resolutions Committee?***

A resolution must be submitted for review by the [Resolutions Committee](#) at least 14 (fourteen) calendar days prior to the convening of the virtual membership meeting.

All resolutions submitted must be accompanied by a completed [ALA Resolution e-form](#).

Once, a resolution is submitted the submitter will receive an email from the Resolutions Committee chair confirming the submission. The committee will follow up with any questions and work with the submitter to word-smith until final version is approved to be officially submitted.

The deadline for submission of a resolution is Monday, June 8 no later than 4:30 p.m. CDT. No resolutions or testimonials are allowed after that.

### ***What are the guidelines?***

The following guidelines are addressed to individuals and units preparing resolutions to come before the ALA Virtual Membership Meeting.

### ***How to create a resolution?***

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 seconded 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 Strategic Plan, its mission, and/or core values.
7. Any 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 Policy Manual](#).
8. If the resolution calls for specific action or program with a timetable, the timetable shall be clear and achievable.
9. Resolved clauses at the end of a resolution gain in clarity and 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...".
10. All "Resolved" clauses within a resolution should use the objective form of the verb (e.g., "Resolved, that the American Library Association (ALA): (1) supports...; (2) provides...; and [last resolved] urges....") rather than the subjunctive form of the verb (e.g.,

“Resolved, that the American Library Association (ALA): (1) support...; (2) provide...; and [last resolved]. urge....”).

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.

***What is the process for submitting a resolution?***

1. Any ALA personal member may submit resolutions to be considered at a virtual membership meeting. A resolution must be submitted for review by the Resolutions Committee at least fourteen (14) calendar days prior to the convening of the virtual membership meeting and must include a second to the resolution. In the interest of expedience and effectiveness, the mover of a resolution is encouraged to submit a statement in advance to be read aloud during the virtual membership meeting.
2. All resolutions, including memorials, tributes, and testimonials, must show the initiating unit, mover, and seconder. Email addresses must be given for movers and seconders.
3. All resolutions approved by the membership will be presented to the next meeting of Council by the chair of the Resolutions Committee. The chair will indicate which membership resolutions are clearly policy matters. The presiding officer of Council will call for Council’s guidance on the disposition of each membership item in turn.
4. If a quorum is not present for a called Membership Meeting, those members who are present may convene themselves into a Membership Forum for the purpose of discussing matters of concern. The person who would have presided at the virtual membership meeting may appoint a member to preside at the Membership Forum. Those members attending the Membership Forum shall determine their own agenda of matters to be discussed, except that the names of those being presented for memorials, tributes, and testimonials shall be read at the beginning of the Membership Forum