

Sample of Resolution Format

Please note that SHORTER IS BETTER in a resolution. If it's too long, few people will read it. Also note that every issue brought up in the whereas clauses should be dealt with in the resolved clauses. Remove any whereas clause that is not addressed in a resolved clause.

Resolution on Replacing the Library of Congress Subject Heading "Illegal Aliens" with "Undocumented Immigrants"

[Whereas clauses:

- 1. "Whereas" should NOT be in capitals.***
- 2. "Whereas" should NOT have a comma after it.***
- 3. "Whereas" should NOT have a tab after it but should just be the beginning of a typical sentence.***
- 4. The word after "Whereas" should NOT be capitalized unless it is normally capitalized (so use "Whereas he..." rather than "Whereas He...).***
- 6. Whereas clauses should be separated by a semicolon (;)***
- 7. ONLY the next to the last whereas clause should have an "and" after the semicolon***
- 8. After the last whereas, the semi-colon should be followed by "now, therefore, be it"]***

Whereas the terms "illegal" and "alien," when used in reference to people, have undergone pejoration and acquired derogatory connotations, becoming increasingly associated with nativist and racist sentiments;

Whereas the appropriateness of the word "alien" as a legal term is being questioned, with the New York Times Editorial Board calling for it to be retired and the state of California passing SB 432 to remove it from the state's labor code;

Whereas referring to undocumented immigrants as "illegal" is increasingly viewed as dehumanizing, offensive, inflammatory, and even a racial slur;

Whereas a national campaigns such as "Drop the I-Word" and #WordsMatter are urging news media to stop using the word "illegal" to describe immigrants;

Whereas many news organizations have committed to not using the word "illegal" to describe immigrants, including the Associated Press, USA Today, ABC, The Chicago Tribune, and the LA Times;

Whereas college students have petitioned the Library of Congress to retire the subject heading *Illegal aliens*;

Whereas there is no explicit mandate from Congress that LC must follow the U.S. Code terminology in this matter;

Whereas the ERIC (Education Resources Information Center) Thesaurus and MeSH (Medical Subject Headings) both use the term *Undocumented immigrants*, and both are produced by federal government agencies;

Whereas the ALA Policy B.3 (Diversity) states that "ALA recognizes the critical need for access to library and information resources, services, and technologies by all people, especially those who may experience... discrimination on the basis of appearance, ethnicity, immigrant status...;" and

Whereas the ALA Policy B.1.1 (Core Values of Librarianship) states that all library users should receive "accurate, unbiased, and courteous responses to all requests;" now, therefore, be it

[Resolved clauses:

1. "Resolved" should be in italics with a comma after it.

2. If the resolution is addressed to or refers to a specific group or groups, it must name in full (for example, American Library Association) the group or groups in both the "resolved" and "whereas" clauses followed by the acronym in parenthesis (for example, ALA). Thereafter the acronym may be used.

3. The typical phrasing before the resolved clauses is "Resolved, that the American Library Association (ALA), on behalf of its members"

4. All "Resolved" clauses within a resolution should use the objective form of the verb (for example, "Resolved, that the American Library Association (ALA), on behalf of its members: (1) supports...; (2) provides...; and [last resolved] urges....") rather than the subjunctive form of the verb (for example, "Resolved, that the American Library Association (ALA), on behalf of its members: (1) support...; (2) provide..; and [last resolved]. urge....").

5. Resolved clauses should be numbered with a period after the number and there should be a tab after the number.

6. The first letter of resolved clauses should NOT be capitalized.

7. Only the next to the last resolved clause should have an "and" after the semicolon.

8. The resolved clauses should have indentions.]

Resolved, that the American Library Association (ALA), on behalf of its members:

1. urges the Library of Congress to change the subject heading *Illegal aliens* to *Undocumented immigrants*.

[Other information:

1. The CELL-phone number should follow the name of the mover and of the seconder. If we can't get in touch with you if we need to, your resolution may be delayed.

2. Under your names should be listed "Version:" and the day and time of the revision that you just finish. The Resolutions Committee often receives more than one version of a resolution, and sometimes it's difficult to tell which is the latest.]

3. All resolutions must be sent to the ALA Resolutions Committee for review and must be accompanied by a completed ALA Resolution Form.

Mover: Laura Koltutsky, SRRT Councilor, 403-555-0000

Secunder: Peter Hepburn, ALA Executive Board Member, 773-555-1234

Final Version: 1.9.16 – 3:00pm

Below is how the actual resolution should look:

Resolution on Replacing the Library of Congress Subject Heading "Illegal Aliens" with "Undocumented Immigrants"

Whereas the terms "illegal" and "alien," when used in reference to people, have undergone pejoration and acquired derogatory connotations, becoming increasingly associated with nativist and racist sentiments;

Whereas the appropriateness of the word "alien" as a legal term is being questioned, with the New York Times Editorial Board calling for it to be retired and the state of California passing SB 432 to remove it from the state's labor code;

Whereas referring to undocumented immigrants as "illegal" is increasingly viewed as dehumanizing, offensive, inflammatory, and even a racial slur;

Whereas a national campaigns such as "Drop the I-Word" and #WordsMatter are urging news media to stop using the word "illegal" to describe immigrants;

Resolution on Replacing the Library of Congress Subject Heading "Illegal Aliens" with "Undocumented Immigrants"/2

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Whereas there is no explicit mandate from Congress that LC must follow the U.S. Code terminology in this matter;

Whereas the ERIC (Education Resources Information Center) Thesaurus and MeSH (Medical Subject Headings) both use the term *Undocumented immigrants*, and both are produced by federal government agencies;

Whereas the ALA Policy B.3 (Diversity) states that "ALA recognizes the critical need for access to library and information resources, services, and technologies by all people, especially those who may experience... discrimination on the basis of appearance, ethnicity, immigrant status...," and

Whereas the ALA Policy B.1.1 (Core Values of Librarianship) states that all library users should receive "accurate, unbiased, and courteous responses to all requests;" now, therefore, be it

Resolved, that the American Library Association (ALA), on behalf of its members:

1. urges the Library of Congress to change the subject heading *Illegal aliens* to *Undocumented immigrants*.

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