

SUGGESTIONS FOR WRITING A MEMORIAL RESOLUTION

A MEMORIAL RESOLUTION HONORING FRANCES NEEL CHENEY

There is no single right way to write a resolution. However, the suggestions below may help you get started. A memorial resolution does not need to be a biography with, for example, dates of birth or graduation. The bolded words or phrases in the whereas clauses are simply samples of what you might use.

Begin with a general whereas statement of loss to the library community:

Whereas the American Library Association (ALA) and the broader library community lost a valued member and leader on March 15, 2015, with the death of Norman Horrocks;

Whereas the library community lost a strong, forward-thinking leader and generous and knowledgeable mentor on Monday May 28, 2012, with the death of E. J. Josey;

Add one or more whereas clauses about his/her particular library interests:

Whereas Judith F. Krug was a tireless and outspoken advocate of the intellectual freedom and the freedom to read;

Add one or more whereas clauses about his/her long-term or significant employment:

Whereas Elizabeth Futas served more than 25 years at Nashville (TN) Public Library;

Whereas she inspired countless library students and prepared them to become effective leaders;

Add one or more whereas clauses about his/her national library activities:

Whereas Ridley R. Kessler served with excellence on the ALA Council and had a life-long **commitment** to bringing government to the people through the Federal Depository Library Program;

Add one or more whereas clauses about his/her local or non-library activities:

Whereas Gordon Conable was an enthusiastic supporter of the Nashville Friends of the Library and the Tennessee Library Association Intellectual Freedom Committee;

Whereas Mrs. Cheney served with distinction as President of the Tennessee Alliance of Wizards;

End with a whereas clause about his/her positive personal characteristics (using his/her full name):

Whereas Barbara Gittings' sense of humor, kindness, energy and graciousness enriched those fortunate enough to know and work with him;

Whereas Marvin Scilken was much loved and respected by his family, friends, co-workers, and many students, both in the United States and around the world; **and [for next-to-the-last whereas clause]**

Whereas her true legacy lies in the profound effect she had on the countless men and women she mentored and taught throughout her career, now ,therefore, be it **[for the last whereas clause]**

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

End with two resolved clauses:

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

The first letter of resolved clauses should NOT be capitalized.

Only the next to the last resolved clause should have an “and” after the semicolon.

The resolved clauses should have indentions.

The first resolved clause should recognize her/his contributions and refer to her/him by full name:

(1) recognizes the significant contributions of Gerald Hodges over the course of his distinguished career and mourns his death; and

or

(1) honors the memory of Lois P. Mills, celebrates her legacy of advocacy for individuals with disabilities and seniors and remembers her service to ALA, the ALA’s Association of Specialized and Cooperative Library Agencies (ASCLA), and the ALA’s Reference and User Services Association (RUSA); and

or

(1) recognizes the remarkable achievements of Frank Iacono and gratefully acknowledges his many contributions to the profession of librarianship; and

The last resolved clause should express sympathy for the loss:

You probably shouldn’t list individuals here – except the husband, wife, or long-time companion - for fear of including or leaving out the wrong people.

(2) extends its sincerest condolences to his friends at the Newark Public Library.

or

(2) recognizes with great admiration and appreciation the contributions of Peg Oettinger over the course of her career; and

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: Larry Romans, Councilor-at-Large, 615-555-0000

Secunder: Kevin Reynolds, 931-555-5555

Final Version: 1.9.16—3:00pm 5/16/13

Below is an actual memorial resolution.

A Memorial Resolution Honoring Shereen Marx

Whereas the American Library Association (ALA), the Louisiana Library Association (LLA), and the academic library community lost a valued member and colleague on November 24, 2015, with the death of Shereen Marx;

Whereas Shereen Marx served for 6 years as General Services Librarian at Baton Rouge Community College (BRCC) Magnolia Library;

Whereas she was a tireless advocate for libraries and reading as a bridge to student success;

Whereas at BRCC, she mentored countless library student workers and prepared them for future careers;

Whereas Shereen Marx earned her Master of Library and Information Science degree from Louisiana State University in Baton Rouge;

Whereas she was elected to the Beta Phi Mu International Library & Information Studies Honor Society;

Whereas Shereen Marx was a longtime member of ALA, LLA, and other organizations devoted to the preservation and promotion of libraries and archives; and

Whereas her professionalism, energy, and *joie de vivre* were an inspiration to her coworkers, colleagues, and students, now, therefore, be it

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

1. recognizes the significant contributions of Shereen Marx over the course of her career and mourns her death; and
2. extends its sincerest condolences to her friends and family, especially her beloved husband, Max Coleman Marx.

Mover: Stephanie Braunstein, Louisiana Library Association Councilor, 225/555-0000

Seconder: Lauren Wade McAdam, Reference Librarian/Instructor, BRCC, 225-123-9999

Final version: 12.23.15—3:00pm