

The black text in this template should appear in your resolution as instructed by the red text that follows. The red text describes key elements of a resolution formatted for the Democratic Party. These instructions will not cover every circumstance for all resolutions, but are given to aid the first-time resolution writer.

Title

The title should not be longer than one line across the page.

WHEREAS each resolution may contain up to three WHEREAS clauses, text should be no smaller than a 12-point font and the total word count should not be larger than 400 words; and

WHEREAS these clauses should provide basic background information to give context and support for the resolves, a possible structure could be that the first WHEREAS states an issue, the second WHEREAS states why the issue is important and the third WHEREAS states how the issue could be addressed and the value of that approach; and

WHEREAS if the issue is not very complex, you may choose to use only one or two WHEREAS clauses, no matter how many you use, the final WHEREAS clause should end with only a semicolon;

THEREFORE BE IT RESOLVED that the Los Angeles County Democratic Party should take some position or action on the above-described issue, any action or position should be explained in the supporting WHEREAS clauses, such positions or actions should not call for any of the following: changes to our Party bylaws or rules, endorsements of candidates, legislation, initiatives or ballot measures, speak for other organizations or groups or be overly complex; and

BE IT FURTHER RESOLVED that this final resolve is normally reserved for how the first resolve will be acted upon by the Party, this final resolve may not be needed, but, no matter which resolve comes at the end of the resolution, it should be followed by the one and only period in the resolution.

Submitted by: (Must be a County Committee Member or Chartered Club, for Committee Members, please include their name and AD#)

Authored by: (Name of author)

Main Contact: (Name of person to contact if the Resolutions Committee has any questions)

Email: (Contact's email address)

Phone: (Contact's phone number)