

Resolutions-Writing 101

Learn how to better express yourself by using the proper format to write your national convention resolutions.

Action on resolutions is a major part of the business of NAPS national conventions. But first, those resolutions must be written and acted on at NAPS state branch conventions in the coming months. Then, those resolutions a branch adopts *that do not involve local issues* will be forwarded to NAPS Headquarters to be included in the convention *One Book*.

That's well and good, you may be thinking, but how do you write a resolution? That's what this article is about. Let's call it Resolutions-Writing 101.

You'll soon discover that writing simple, effective reso-

lutions everyone can understand is not all that difficult if you keep a few pointers in mind.

So let's get started.

Before you begin putting your thoughts in "whereas" and "resolved" resolution form, write down—in a short sentence—the action you're requesting. This later will form the basis of the "resolved" of your resolution. Don't give all the reasons ("whereases") just yet why you want the action to be taken. We'll get to all that in a moment.

Let's come up with a sample resolution that will request an action to be taken; in this instance, one by family members. The same basic thought process will apply to any NAPS-related resolution you may later write.

At the dinner table one evening, family members decide they need to get a dog. That "action," in a short sentence, might read: "The Smith family needs to get a dog."

Now, the Smith family needs to state the reasons why that action is desirable. Using the simple-sentence method, family members state all the reasons why the Smith family needs to get a dog:

"Protection against intruders"

"A loyal, loving family companion"

"A reason to get off the couch and get more exercise by walking the dog"

Well, what do you know? We've almost put together a simple resolution! All we have to do



now is state everything in resolution format, using “whereases” and “resolveds.”

Whereas, A dog would be protection against intruders, and

Whereas, A dog would be a loyal, loving family companion, and

Whereas, A dog would be a reason to get off the couch and get more exercise walking, now therefore be it

Resolved, That the Smith family needs to get a dog.

Remember, a resolution may have one “whereas” or several. Likewise, it may have one or several “resolveds.” In our sample resolution, the “resolved” could have read:

Resolved, That the Smith family needs to get a dog, and be it further

Resolved, That the dog be obtained from a shelter, and be it finally

Resolved, That the dog be housebroken.

Other resolution-writing pointers to keep in mind are:

- Resolutions should always request a certain action, never demand or threaten it.
- A “resolved” (or “resolveds”) should be a complete, stand-alone statement that clearly and completely states the issue. For example, “The Smith family needs to get a dog.” Don’t say, “Because of all these reasons, it’s important to do this.” The reader shouldn’t have to reread an entire resolution to know what “this” is.

- Avoid using complex “resolveds” that request unrelated actions. Our sample resolution shouldn’t read: “Resolved, That the Smith family needs to get a dog and have

A Note About Submitting Convention Resolutions

All resolutions, in a Microsoft Word document, must be emailed to Executive Vice President Chuck Mulidore, naps.cm@naps.org. Receipt of the resolutions will be acknowledged by return email. If you have any questions, contact Chuck by email or phone, (703) 836-9660. If you do not receive an acknowledgement, you can assume your resolutions were not received; please contact Chuck.

All resolutions from states with conventions ending on or before May 30, 2022, must be received by NAPS Headquarters by May 31.

The deadline for all other resolutions to be received by NAPS Headquarters is **July 10**. Resolutions received at NAPS Headquarters after this deadline will not be printed in the convention *One Book*—no exceptions!

Resolutions not received by the July 10 deadline, including any offered from the convention floor, will need to be submitted to Executive Vice President Chuck Mulidore at the convention for referral to the Resolutions Committee for consideration and assignment of a number.

After assignment of a resolution number—*not before*—the submitting branch then will need to arrange for 1,200 copies of each resolution to be made at branch expense. The NAPS Convention Office may not be used to photocopy resolutions.

the family room remodeled.”

- Resolutions should request actions over which the named persons, groups or organizations have control. The Smith family has the ability to get a dog, so a resolution requesting that is in order. However, a “resolved” that reads, “The Smith family needs to make sure everyone on its block gets a dog,” would be inappropriate because the Smith family has no control over that request.

- Don’t use fancy words when simple ones will do (say “use,” instead of “utilize,” for example). And don’t use long, complex or run-on sentences. The beauty of “whereases” is they encourage a listing of simple reasons why an action should be taken. Break up those long sentences into several shorter “whereases.”

- Spell out the first reference to any program or initiative, especially postal ones, that might not readily be known to the reader. For example, some newer postal employees may not know that WSCs are work service credits (as opposed to the more familiar SWCs—supervisory workload credits).

If the reader doesn’t instantly know what you’re talking about, you could lose support for your resolution. It’s perfectly okay to refer to an acronym, such as WSCs, in second

and subsequent references.

Here’s to writing simple, more effective resolutions for consideration at our 68th National Convention, Aug. 4-13, at the Hyatt Regency New Orleans.