

HOW TO FORMAT A RESOLUTION

Federation of Community Councils

Every Community Council has a unique way to handle their resolutions. Nevertheless, there are some key details that should be included in every resolution. Often a good place to start in formatting a resolution is referencing a previous resolution from your Community Council.

About Resolutions

Resolutions are the formal document of a Community Councils decision. They should be approved by the body, according to the Council's bylaws.

Formatting Resolutions

Title	Example
<p>Resolutions should be named for easy reference and organization. Generally, they are named Community Council Name Resolution YEAR-##.</p>	<p><i>Awesome Community Council would name their third resolution of 2035</i></p>
<p>This is important so that if your Council is considering multiple versions of the same resolution, everyone understands which resolution you are referring to in discussion.</p>	<p>Awesome Community Council Resolution 2035-03 Resolution in support of more parks in Anchorage, adopted May, 13, 2035.</p>
<p>After that can come a brief one sentence description of the topic in question, along with the date the resolution is set to be adopted.</p>	
Body	Example
<p>The resolution should be written in formal language. Each statement should start with "WHEREAS," and follow with a statement.</p>	<p>WHEREAS, the Awesome Community Council is responsible for engaging neighbors in civic engagement, as outlined in Anchorage Municipal Code 2.40.</p>
<p>Usually, statements start out with general ideas and work toward more specific ones</p>	<p>WHEREAS, there are no parks within Awesome Community Council boundaries.</p>

that reference the decision made by the Community Council.

WHEREAS should be limited to 4-6 statements to ensure your resolution is concise and impactful. You can also include additional comments as an attachment and reference them in the resolution.

Wrap up the heart of the resolution in the last statement (or two) by using “NOW THEREFORE BE IT RESOLVED”.

You can have more than one wrap up statement, however, it is not recommended to have too many.

WHEREAS, residents of Awesome Community Council have testified to the body on how they must leave the neighborhood in order to enjoy parks.

WHEREAS, the Anchorage Parks Department has identified an available parcel of land to become a park within Awesome Community Council.

NOW THEREFORE BE IT RESOLVED, that Awesome Community Council supports the Anchorage Parks Department and Assembly to turn the parcel of land into a community park.

Ending

All resolutions should be ended with a statement of approval or disapproval, the amount of people who voted for or against the resolutions, and a space for the Council Chair’s signature.

Example

This Resolution was approved by the Awesome Community Council on May 13, 2035 by a vote of FOR: 62, AGAINST: 0, ABSTAIN: 0.

Chair Signature

After Approval

Even if resolutions are not passed, they should still be created, signed, and shared on the Council website and with local officials.

Resolutions generally should be shared with the representatives or local/state departments they are intended at impacting. This can be done by emailing them a copy directly.

Signed copies should also be CC’ed to info@communitycouncils.org for upload on your Council’s website.

Resolutions for incorporation into public record should be emailed to wwmasmc@anchorageak.gov and cc’ed your Council’s Assembly members. The Clerk’s office will work with members and ask if they want to sponsor an AIM to get the resolution on the agenda. Only Assembly Members and the Mayor can add items to the Assembly agenda, so all resolutions for the public record must have a sponsor.