

Checklist for Reviewing Resolutions

Note: A new checklist must be submitted as the resolution progresses through each level of the League. It serves to verify that a fresh review of the resolution has been done by the subcommittee.

<i>Use this form to review the resolution before presenting it for adoption. Use a check mark to verify that each requirement has been met.</i>	(√)
Resolution	
<i>Resolved Clause(s)</i>	
• States name of originating council of the resolution	
• States name of destination council within the League requested for action	
• States formal name of government level/organization being asked for action	
• Clearly states requested action of government/organization	
<i>Bridging Clause(s)</i>	
• The correct bridging clause has been used to forward the resolution to the next level of the League	
<i>General</i>	
• Resolution is in keeping with the core principles of the League	
• Requested action(s) were not addressed by a previously adopted resolution	
• Correct jurisdiction of government is being addressed by the resolution	
• Correct level of the League is being asked to act regarding an organization	
• Correct destination in the League is being requested for action	
• Original source material/references were used in developing the resolution	
• Resources directly support the intent of the resolution	
Brief	
<i>Opening Paragraph</i>	
• Defines the topic/issue in the resolved clause(s)	
• Includes the specific action requested in the resolved clause(s)	
<i>Body</i>	

• Is informative and persuasive of the action(s) requested in the resolved clause(s).	
• Presents most important reasons first, then those of lesser significance	

• Flows logically	
• Contains in-text citations (references in parenthesis)	
<i>Closing Paragraph</i>	
• Summarizes the topic and the validity of the concerns	
• Emphasizes the requested action of the resolved clause(s)	
<i>General</i>	
• Is limited to one page; statements are clear and concise	
• All statements of fact are supported by a credible reference	
• Facts presented are relevant, timely and substantiated from reliable sources	
• Does not contain assumptions, personal opinions or rumours	
• Quotation marks used for exact quotes to avoid plagiarism	
• Most current version of MLA formatting used for all in-text citations	
• In-text citations (parenthetical references) used to identify the source of statistics, direct quotations and paraphrasing	
• Quotes are not taken out of context	
• A dignified and respectful tone is maintained; actions are not mandated	
• Wording is in keeping with the League’s non-partisan stance	
• Spelling, grammar and format conform to style guide in the <i>National Manual of Policy and Procedure</i>	
Works Cited	
• Identifies all research/resources (minimum of three) used for the resolution	
• Evaluation of resources is consistent with the RADAR Mandalios handout	

• Works cited list uses the most current version of MLA formatting	
• List has been organized alphabetically and assigned sequential numbering	
Action Plan	
• Supports the objective of the resolution	
• Recommended actions are appropriate, realistic and clearly stated.	
• Proposes three or more actions such as, become aware, invite speaker, write letters to become familiar with, etc.	

Other Requirements:	
• Resolution meets criteria for acceptance set by national level	
• The resolution has been titled; its topic and requested action stated concisely	
• The resolution title states the year of its adoption (and numbered if more than one resolution is adopted by the council in the same year)	
• Left margin line numbering is inserted for resolution, brief, works cited, action plan	
• A digital file of the complete resolution and its resources has been created	
• The resolution, brief, works cited, action plan and original source material are printed and organized in a folder or three ring binder	
• Source material is organized using index dividers; tabs are numbered to correspond to each source of works cited list	
• All in-text citations and quotations of the brief are highlighted and flagged in the source material	
• The completed checklist is at the front of the folder/binder containing the resolution and the supporting source material	
• The cover letter verifying adoption of the resolution (signed, dated and showing email and/or postal mailing address of submitting council) is included at the front of the folder/binder.	
Checklist Completed by:	
Name:	

Email address:	
Telephone:	
Signature:	