Resolution Writing

Cleveland Council on
WORLD AFFAIRS

Resolution Writing

A resolution is written in the form of <u>one</u> long, run-on sentence. This means there is no period in the document until the end of the final Operative Clause. The following rules apply:

- The committee name and topic name should be written against the top, left margin. This is the Heading
- The draft resolution's name will be assigned by the Chair, and is determined by the topic and the order in which it was introduced to the committee. For example, if the draft resolution is the third one introduced for the second topic, it receives the appellation: B/3.
- Sponsor(s), Co-Sponsors, and Signatories are listed following the Heading and resolution name.
  - Sponsor(s): These are the primary authors of the resolution. No more than two delegations may be the Sponsors on a resolution.
  - Co-Sponsors: Co-Sponsors are any delegation who has contributed language to a resolution in some capacity. There is not a limit to the number of Co-Sponsors a resolution may have.
  - Signatories: These are delegations who have not contributed language to a resolution, but are in favor of discussing it further. There is not a limit to the number of Signatories a resolution may have.
- The next section consists of Preambulatory Clauses. These address the problem at hand, recall past actions, explain the purpose of the resolution, and offer support for the Operative Clauses.
  - Each clause in the Preamble begins with an italicized word or phrase.
  - Preambulatory Phrases should be present participle verbs (these are usually verbs ending in -ING). Examples can be found on the following page.
  - Preambulatory Clauses should end in a comma.
- Operative Clauses are the final section of the resolution. These are the actions to be taken by the committee.
  - Each clause is numbered and begins with an underlined Operative word or phrase.
  - Operative Phrases should be present tense active verbs. Examples can be found on the following page.
  - Each Operative Clause ends in a semi-colon, except the last, which ends with a period
  - Operative Subclauses:

- Operative clauses may have subclauses. These do not need to start with an operative phrase.
- Operative subclauses should begin with a lower-case letter (a., b., c., etc.) and sub-subclauses will have lower-case roman numerals (i., ii., iii., etc.).
- There must be at least 2 subclauses, otherwise the single subclause should be moved to the main clause.
- Subclauses should end in a comma, unless it is the last subclause and/or clause of the Operative Clause, in which case it ends in a semi-colon.

Preambulatory Phrases:

Acknowledging
Affirming
Alarmed by
Approving
Aware of
Bearing in mind
Believing
Cognizant of
Considering
Considering also
Contemplating
Declaring
Deeply concerned
Deeply conscious

Deeply convinced
Deeply disturbed
Deeply regretting
Desiring
Emphasizing
Expecting
Expressing its appreciation
Expressing its satisfaction
Fulfilling
Fully alarmed
Fully aware of
Fulling believing
Further deploring
Further recalling

Gravely concerned by
Guided by
Having adopted
Having considered
Having further considered
Having devoted attention to
Having examined
Having been notified
Having received
Having studied
Hoping
Keeping in mind
Noting
Noting further

Noting with regret
Noting with satisfaction
Observing
Reaffirming
Realizing
Recalling
Recalling with concern
Recognizing
Referring to
Seeking
Taking into account
Taking into consideration
Viewing with appreciation
Welcoming

Operative Phrases:

Accepts
Affirms
Appeals
Approves
Authorizes
Calls for
Calls on
Calls upon
Commends
Condemns*
Congratulates
Confirms

Decides
Declares
Demands*
Deplores
Designates
Draws Attention
Emphasizes
Encourages
Endorses
Expresses its appreciation
Expresses its hope
Further calls on

Further calls upon
Further endorses
Further recommends
Further reminds
Further requests
Further suggests
Has resolved
Notes
Offers
Proclaims
Reaffirms
Recommends

Reminds
Renews
Regrets
Resolves
Solemnly condemns*
Supports
Takes note of
Transmits
Trusts
Urges

*Only permissible in Security Council

These are a few examples for reference, but not an exhaustive list.