

## \*\*\*\*\*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>	(√)
<b>Resolution</b>	
<b><i>Resolved Clause(s)</i></b>	
<ul style="list-style-type: none"> <li>• States name of originating council of the resolution</li> </ul>	
<ul style="list-style-type: none"> <li>• States name of destination council within the League requested for action</li> </ul>	
<ul style="list-style-type: none"> <li>• States formal name of government level/organization being asked for action</li> </ul>	
<ul style="list-style-type: none"> <li>• Clearly states requested action of government/organization</li> </ul>	
<b><i>Bridging Clause(s)</i></b>	
<ul style="list-style-type: none"> <li>• The correct bridging clause has been used to forward the resolution to the next level of the League</li> </ul>	
<b><i>General</i></b>	
<ul style="list-style-type: none"> <li>• Resolution is in keeping with the core principles of the League</li> </ul>	
<ul style="list-style-type: none"> <li>• Requested action(s) were not addressed by a previously adopted resolution</li> </ul>	
<ul style="list-style-type: none"> <li>• Correct jurisdiction of government is being addressed by the resolution</li> </ul>	
<ul style="list-style-type: none"> <li>• Correct level of the League is being asked to act regarding an organization</li> </ul>	
<ul style="list-style-type: none"> <li>• Correct destination in the League is being requested for action</li> </ul>	
<ul style="list-style-type: none"> <li>• Original source material/references were used in developing the resolution</li> </ul>	
<ul style="list-style-type: none"> <li>• Resources directly support the intent of the resolution</li> </ul>	
<b>Brief</b>	
<b><i>Opening Paragraph</i></b>	
<ul style="list-style-type: none"> <li>• Defines the topic/issue in the resolved clause(s)</li> </ul>	
<ul style="list-style-type: none"> <li>• Includes the specific action requested in the resolved clause(s)</li> </ul>	
<b><i>Body</i></b>	
<ul style="list-style-type: none"> <li>• Is informative and persuasive of the action(s) requested in the resolved clause(s).</li> </ul>	
<ul style="list-style-type: none"> <li>• Presents most important reasons first, then those of lesser significance</li> </ul>	

<ul style="list-style-type: none"> <li>• Flows logically</li> </ul>	
<ul style="list-style-type: none"> <li>• Contains in-text citations (references in parenthesis)</li> </ul>	
<b><i>Closing Paragraph</i></b>	
<ul style="list-style-type: none"> <li>• Summarizes the topic and the validity of the concerns</li> </ul>	
<ul style="list-style-type: none"> <li>• Emphasizes the requested action of the resolved clause(s)</li> </ul>	
<b><i>General</i></b>	
<ul style="list-style-type: none"> <li>• Is limited to one page; statements are clear and concise</li> </ul>	
<ul style="list-style-type: none"> <li>• All statements of fact are supported by a credible reference</li> </ul>	
<ul style="list-style-type: none"> <li>• Facts presented are relevant, timely and substantiated from reliable sources</li> </ul>	
<ul style="list-style-type: none"> <li>• Does not contain assumptions, personal opinions or rumours</li> </ul>	
<ul style="list-style-type: none"> <li>• Quotation marks used for exact quotes to avoid plagiarism</li> </ul>	
<ul style="list-style-type: none"> <li>• Most current version of MLA formatting used for all in-text citations</li> </ul>	
<ul style="list-style-type: none"> <li>• In-text citations (parenthetical references) used to identify the source of statistics, direct quotations and paraphrasing</li> </ul>	
<ul style="list-style-type: none"> <li>• Quotes are not taken out of context</li> </ul>	
<ul style="list-style-type: none"> <li>• A dignified and respectful tone is maintained; actions are not mandated</li> </ul>	
<ul style="list-style-type: none"> <li>• Wording is in keeping with the League’s non-partisan stance</li> </ul>	
<ul style="list-style-type: none"> <li>• Spelling, grammar and format conform to style guide in the <i>National Manual of Policy and Procedure</i></li> </ul>	
<b>Works Cited</b>	
<ul style="list-style-type: none"> <li>• Identifies all research/resources (minimum of three) used for the resolution</li> </ul>	
<ul style="list-style-type: none"> <li>• Evaluation of resources is consistent with the RADAR Mandalios handout</li> </ul>	
<ul style="list-style-type: none"> <li>• Works cited list uses the most current version of MLA formatting</li> </ul>	
<ul style="list-style-type: none"> <li>• List has been organized alphabetically and assigned sequential numbering</li> </ul>	
<b>Action Plan</b>	
<ul style="list-style-type: none"> <li>• Supports the objective of the resolution</li> </ul>	
<ul style="list-style-type: none"> <li>• Recommended actions are appropriate, realistic and clearly stated.</li> </ul>	
<ul style="list-style-type: none"> <li>• Proposes three or more actions such as, become aware, invite speaker, write letters to become familiar with, etc.</li> </ul>	

<b>Other Requirements:</b>	
• 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.	
<b>Checklist Completed by:</b>	
<b>Name:</b>	
<b>Email address:</b>	
<b>Telephone:</b>	
<b>Signature:</b>	