

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

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