

Resolution Review Guide

This guide is to aid committee members in the review of resolutions.

Keep in mind:

The purpose of the committee is to facilitate the business of the House of Delegates.

It is intended to aid the authors of resolutions to provide resolutions that are clear in intent and direction.

The committee should not make any judgment as to the author's intent or merits of the resolution.

Legal counsel will receive the resolution at the same time as you and may impact future consideration.

Basic corrections to grammar and sentence structure that do not change the intent of the resolution may be made without contacting the author.

RESOLUTION REVIEW CHECKLIST

Please use the following checklist in your review:

- Read Resolution first
 - Is its intent clear and unambiguous to you?
 - If not; contact the Resolution's author immediately to get clarification.
 - Does the Resolution stand alone (make sense) without any background Statement?
 - Background will not be printed with an adopted Resolution.
 - Is there a potential financial impact to the Resolution?
- Read Background Statement
 - Does it support and provide rationale for the Resolution?
 - Is the factual information provided correct and are citations listed?
 - Are statements of opinion presented clearly as such?
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- Resolution and Background Statement
 - Correct all grammar and spelling
 - Are the objects of pronouns clear?
 - Are all statements presented as complete sentences?

Please consider the following for each resolution:

Is the intent of the resolutions clear and understandable to a delegate?

Suggestions:

Is the background statement consistent with the intent of the resolution?

Suggestions:

Does the resolution fall within the purview of the MDA?

Suggestions:

Is there a potential financial impact to the resolution?

- No
- Yes
 - Minimal
 - Substantial

Additional Comments:
