

RESOLUTION FORMAT*

Title: Centered, Bolded In Caps

WHEREAS, the “WHEREAS” paragraph(s) give relevant supporting facts both about the issue and why the Democratic Progressive Caucus of Florida (DPCF) should relate to that subject; and

WHEREAS, both the “WHEREAS” and the “RESOLVED” phrases are in bold and all caps; and

WHEREAS, all acronyms (such as DPCF) should be spelled out the first time used and abbreviated thereafter; and

WHEREAS, in the first and each succeeding “WHEREAS” paragraph, the last word of the paragraph should be followed by a semi-colon and then the word “and”; and

WHEREAS, the last “WHEREAS” paragraph should end with a semi-colon but no “and”;

THEREFORE BE IT RESOLVED, that the resolution should state in this and following paragraphs what action the DPCF will take or what policy will be instituted; and

BE IT FURTHER RESOLVED, that for the first and each succeeding “RESOLVED” paragraph, the end of the paragraph should be followed by a semi-colon and the word “and”; and

BE IT FURTHER RESOLVED, that all resolutions must be typed, single- or double-spaced in a Word document (not a PDF) that fits on one 8 ½ X 11” paper and no longer than one page, one side in length; and

BE IT FURTHER RESOLVED, that all margins (top, bottom, left, right) must be at least one inch, and type size must be no smaller than 10 point; and

BE IT FINALLY RESOLVED, that the final paragraph should end with a period.

Submitted by:

(Name)

(State Caucus or Local Chapter Affiliation)

(Phone)

(Email Address)

*Adopted from the National Organization for Women