

A resolution is a written opinion that is submitted to an official body. An effective resolution should be written in clear, concise language and follow a prescribed format. A resolution should be no longer than one page. It includes a title, preamble, resolving clause, and submitting statement.

- The title is written in capital letters and centered on the page.
- The preamble is a brief rationale for the resolving clause. Since we are suggesting that these resolutions be introduced in the City Council, it is a good idea to focus the rationale on local concerns. Each statement is on a separate line and begins with 'WHEREAS, The ... '. It ends with a semicolon. The last statement of the preamble ends with a semicolon and 'now, therefore, be it'
- The resolving clause gives the action that will be expressed and begins with 'RESOLVED, That. ..'
- The submission statement includes, Submitted by  
(Name of Organization)  
(Name of Chair)  
(Date)

The resolution should be accompanied by a position paper that clearly states the reason for the resolution. The position paper should also be succinct and well crafted but it doesn't need to follow a prescribed format. The purpose of the position paper is to give both the CRDC and the elected official the information needed to explain why the resolution is important and should be supported by members of CRDC and the City Council.

Club members who are interested in submitting resolutions for club approval should write the resolution and the position paper and inform Steven Skyles-Mulligan that they would like to put it on the agenda for consideration at the next Executive Committee meeting. Steven should be informed about the resolution a week before an Executive Committee meeting. The meetings generally take place at the clubhouse on the first Thursday of each month.

(Information on resolutions can be found at <http://www.txla.org/html/docs/writing.html>)

Samples:

**Resolution**

TRAVEL RESTRICTIONS TO CUBA

WHEREAS, Organizations in our community sponsor cultural exchange trips to Cuba;

WHEREAS, The livelihood of these organizations depends on cultural exchange programs that they organize to Cuba;

WHEREAS, Restrictive federal regulations have been imposed that limit travel to Cuba by American citizens; now, therefore, be it

RESOLVED, That members of the New York City Council oppose restrictions on travel to Cuba by American citizens, and

RESOLVED, That members of the New York City Council request that member of the New York Congressional delegation and the U.S. Senators propose and pass legislations to end restrictions on travel to Cuba by American citizens.

**Position Paper:**

In June of 2004, the Commerce Department imposed new regulations for travel to Cuba. These rules included the elimination of fully hosted travel, the elimination of importation of Cuban goods, restrictions on family visits, restrictions on educational trips, and limitations on the amount of baggage and money that can be taken to Cuba.

Organizations, museums, schools and businesses in our community including the Center for Cuban Studies, MADRE Women's Rights Organization, Center for International Educational Exchange, Museum of Modern Art, Metropolitan Museum of Art, American Museum of Natural History, Columbia University, City College, NYU, and travel agencies in New York City, to name a few, have been adversely affected by the changes in travel regulations. For many years they have organized and promoted people to people tours, educational trips, and cultural exchange activities in Cuba. Due to the new travel restrictions, these organizations are no longer able to provide the services and opportunities that are crucial to their existence.

Cultural exchange is very important for the citizens of New York City because our city is an international venue for tourists from all over the world. By cutting off opportunities for New Yorkers to visit Cuba, we are limiting our exposure to different cultures. For those New Yorkers with relatives in Cuba, it is unfortunate that their ability to visit and support family members has been curtailed.

According to the regulation posted in the Federal Register on June 16, 2004, by the Office of Foreign Assets Control, the committee that proposed these changes was charged to "hasten Cuba's transition to a free and open society." Preventing cultural exchange trips, family visits, restricting educational opportunities, restricting importation of Cuban goods, and limiting baggage and money sent to Cuba will not hastening this transition. Instead, these restrictions are causing problems for New York City organizations and businesses.