

**Resolution Form**

Title of Resolution:

Member Board/Committee Proposing Resolution:

WHEREAS

THEREFORE BE IT RESOLVED

IMPLEMENTATION PLAN

Fiscal Note Attached, if necessary

EFFECTIVE DATE

**GUIDELINES FOR WRITING A RESOLUTION**

A resolution is needed any time a member board is proposing a new policy or making significant revisions to existing policy statements. Policy matters should be highlighted and documented in resolution format for discussion by the FSMTB Delegate Assembly.

An effective resolution is one that conveys a sense of the issue or problem that led to the proposed action,, provides an explanation or justification for the particular proposed solution, gives the reader enough background so he/she can understand what is being proposed, and makes it absolutely clear what people are voting on.

Typical resolutions have several parts:

1. Heading
	1. The first line should be a brief descriptive title for the resolution, e.g., MBLEx Eligibility, FSMTB Membership Requirements.
	2. The second line should be the name of the originating member board.
2. WHEREAS Statement(s)
	1. Whereas clauses are where you describe the problem or issue, provide the history or context for the policy if important, explain the rationale for the resolution, why the policy solution being proposed solves the problem, and provide supporting information. They may include such things as the reason something is a problem, statements of timeliness/urgency, relevance to the massage therapy regulatory community, reasons why the FSMTB rather than another group needs to act on something, etc.
	2. When these are well written, there is a kind of rolling logic to the statements. In some cases, the statements might be organized in chronological order.
	3. While you should make sure you cover the topic well enough for an uninitiated reader to follow, typically a resolution should be one page or less, total. A very simple issue might require one or two WHEREAS statements. A more involved issue might require five or six WHEREAS statements, each a brief paragraph of several sentences.
3. THEREFORE BE IT RESOLVED Statement(s)
	1. This is the action being taken. You should state EXACTLY what is to be voted upon. If the item is very brief, then it can be incorporated in this section of the resolution. If you are revising existing language, it is often helpful to include the old version so that the reader can compare the two. If the new or revised policy statement is long, then this section might say: “That the attached policy on (subject) be adopted effective (date).” Then attach the complete policy statement clearly identified at the top.
	2. “Resolved” clauses should contain specific action items or policy statements. They should direct the FSMTB to do something or adopt a policy. They should NOT ask for action by specific committees/task forces or by groups other than the FSMTB.
	3. “Resolved” clauses should be simple and direct. Only one issue should be addressed in each resolved clause. However, each resolved clause must stand alone and should not depend on any language in the “whereas” clauses or other resolved clauses.
4. Fiscal Consideration

Resolutions which will require a substantial allocation of FSMTB resources (money or staff time) should include a fiscal note.

1. Implementation

It is very important to state exactly how the new or revised policy will go into effect. For example, policies affecting MBLEx candidates are incorporated in the MBLEx Candidate Handbook and a reference should be made to a specific section of the Handbook that would be revised.

1. Effective Date

Include an effective date for the policy (effective immediately? some subsequent term?)