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(January 14, 2023)

### **Taking Action Using A Resolution: Overview - Process - Format - Examples**

There are several strategies for educating and persuading legislators to consider and take action on a specific issue, budget item, or bill. You may consider “action alerts” to call or write legislators, individual and organizational sign-on letters, organizational Memorandums (in support of, of concern, or in opposition to), letters to the editor, invitations to town hall forums on the issue, lobbying, and one of the most flexible methods: **resolutions**.

#### **What is a Resolution?**

- A resolution is a brief one or two-page summary of arguments and request for action by the government body (e.g. City Council, County Legislature, State Legislature, or U.S. Congress).

#### **Who can submit a resolution?**

- Individuals; Legislators; or Organizations (if the resolution is board-approved and made by the designated spokesperson for the organization or their designee)

**General Format:** (includes list of major arguments; generally not more than one or two pages):

Title (includes the “Ask” and “Issue”)

- Example: Urging Support for [issue] to [accomplish what] and Urging the [state] Governor and [state] Legislature to enact [Legislation...]

“WHEREAS,...” statements are a list of major arguments with supporting data that address each argument or point made (e.g. purpose, need, target population(s), justification(s), anticipated impact (such as advancing equity, access, costs, quality, safety, mitigating disparities, barriers, etc.);

- WHEREAS, [purpose, with statistics, report, or study finding]
- WHEREAS, [need, with statistics, or report, or study finding]
- WHEREAS, [justification, with statistics, report – major finding, or study-major finding]
- WHEREAS, [potential impact/benefit, with statistics, or report, or study, or pilot etc. finding]

“RESOLVED, That...” (statement of support for the legislation and its adoption)

- Example: RESOLVED, That the [e.g. County Legislature] strongly supports adoption of [legislation] and calls upon the [e.g. the state Legislature to adopt, and the state Governor to sign legislation to address [[brief phrase - argument summary], and

“RESOLVED, further, That...” (statement directing the [e.g. County Clerk ] to forward copies of the approved resolution to (e.g. state Governor and Legislative Leadership, etc.).

#### **Resolution Process:** (a county-level example)

1. Contact your representative in the County Legislature for support and advice on how best to proceed.
2. Get on the Agenda: Contact the Clerk of the County Legislature to have the draft resolution added to the appropriate committee agenda [e.g. County Legislature’s Health and Human Services Committee] for consideration.
3. Provide a copy of the draft resolution and a packet of supporting documentation to the County Clerk for Committee members and Legislators. Supporting Documentation may include a list of allied organizations; sign-on letters of support, statistics, reports, studies, Memorandums, etc.
4. Encourage allied organizational representatives, who support the issue, budget item, or bill that you are advocating for, to attend the meeting and make separate comments during the public comment period.
5. Be sure to introduce yourself as speaking as an “individual” or presenting the resolution on “behalf of an organization” (where the resolution was approved by the Board, and you are the spokesperson for the organization or the designated spokesperson).
6. Present the Resolution (~2-3 min.), and be prepared to answer questions.
7. Follow up communication: – Thank the Clerk, Committee members and Legislators for their consideration of the resolution, and submit additional information requested and answers to any questions raised, in a timely fashion.
8. Notify your organization of the outcome, and any questions or concerns raised.

9. Don't give up if the committee does not advance the resolution, or if the resolution fails to be adopted on the first vote by the full county Legislature – try reintroducing it again at a later date.

Some examples of Healthcare Resolutions that have been adopted around the country, and a recording of the resolution process presentation made by Dr. Belinda McIntosh of PNHP-Georgia are linked below:

**Resolution process presentation Jan2023 – [https://www.youtube.com/watch?v= I03yk3jFN4](https://www.youtube.com/watch?v=I03yk3jFN4)**

**Examples of adopted resolutions**

**<https://www.medicare4allresolutions.org/is-a-local-resolution-already-underway-in-your-community/>**