

# Tips for Crafting Your Proposal

- “Whereas” clauses simply explain the problem or situation being proposed. Since the “whereas” statements explain and support the “resolved” portion, they proceed the “resolved” clause in the written text.
- “Resolved” clauses are the call to action in the proposal. The “resolved” clause is the only portion of the resolution that will be voted on. Therefore, the “resolved” portion should be clear and action oriented. Keep the “resolved” clause focused on the desired end result.
- It is often easiest to write the “resolved” portion of the resolution first. It forces the author to identify the desired action. After finishing the “resolved” clause, write the “whereas” clauses, checking each to determine if the clause is relevant and provides necessary information. Provide adequate support for your “resolved” clause(s), but limit the number of “whereas” clauses to a reasonable number.
- Carefully check facts, quotes, references, and statistics for accuracy. Verify any data used, stick to the point, eliminate legalese, and leave your soapbox at home.