

RESOLUTION DRAFTING TEMPLATE:

Submitted By: _____

Seconded By: _____

Title:	What is the subject of this resolution? _____
Whereas:	What information is relevant to this subject? <i>(List any action items that have already taken place related to this subject including who did it, what was the action(s) taken, where did this action(s) take place and when did the action(s)s happen.)</i> A. _____ _____ B. _____ _____ etc.
Therefore, be it resolved that:	What are the actions you would like to see happen: Include: Who will do this work? _____ What will the work be? _____ Where this work may take place? _____ When this work is to be completed by? _____