



Style Guide to Writing ODP Resolutions

Definition and Requirements

A resolution is a formal non-binding expression of opinion, will, or intent by an official body or assembled group; a declaration submitted to an assembly for adoption. Proposed ODP Resolutions should consist of statements and guidelines unique to Oklahoma issues only. The Party adopted the DNC 2016-2020 platform in 2016 and 2018. For efficiency purposes, the Resolution Committee's goal will be to reduce redundant issues already addressed in the DNC platform and create quality resolutions specific to Oklahomans.

All ODP resolutions must be in writing, preferably in electronic form as a Microsoft Word document or using the ODP website's approved online resolutions submission form. **Handwritten, verbal, non-approved, and late resolutions will not be accepted for consideration.**

Submission of Resolutions

At the precinct meetings, resolutions will be proposed, considered and adopted. Once they are adopted, the Precinct Secretary will submit them to the County Secretary.

The County Secretary is to report the approved precinct resolutions from all precincts in the county to the County Convention. The county delegates may propose additional resolutions, then consider and adopt all county introduced resolutions at the County Convention. The County Secretary is to certify and submit all approved resolutions to their District Secretary within ten (10) days. **All proposed resolutions should refer to the *DNC 2016-2020 Platform as a guide on issues already addressed. Redundant declarations need to be removed before submitting to the District Secretary.**

The District Secretary is to report approved resolutions from all the counties in that district to the District Convention. The district delegates may propose additional resolutions, then consider and adopt all district introduced resolutions at the District Convention. The District Secretary is to certify and submit all approved resolutions to the State Resolutions Committee within five (5) business days. Late submissions will not be accepted. **All proposed resolutions should refer to the *DNC 2016-2020 Platform as a guide on issues already addressed. Redundant declarations need to be removed before submitting to the Resolutions Committee or State Party.**

Proposed resolutions not received by the State Resolutions Committee or State Party in electronic format or via the ODP website submission form within five (5) business days of the District Convention will not be considered at the State Convention. **The Resolutions Committee will reference the *DNC 2016-2020 Platform as a guide on issues already addressed for all the proposed resolutions. Redundant declarations will be removed before presenting at the 2019 State Convention.**

**The 50 Page DNC 2016-2020 Platform PDF is available for download from the ODP and DNC websites.*

Structure of ODP Resolutions to be Submitted

ODP RESOLUTION 19/20/XX (Resolution #)

ENTER THE TITLE HERE IN ALL CAPS
MAKE SURE IT EXPLAINS THE RESOLUTION TO READERS

BY: Authors here

DATE: _____

Precinct _____ County _____ District _____

WHEREAS First whereas clause followed by a semi-colon; where as clauses should use the left indent setting so they wrap from line to line as does this clause;

WHEREAS Any other number of whereas clauses all followed by a semi-colon;

WHEREAS Second to last whereas clause followed by a semi-colon + “and”; and

WHEREAS Final whereas clause followed by a period.

BE IT RESOLVED THAT:

SECTION 1 The statement this resolution makes followed by a period.

SECTION 2 Any other sections as needed followed by a period.

Sample Resolution

ODP RESOLUTION 19/20/26 (Resolution #)

A RESOLUTION CALLING FOR A STYLE GUIDE FOR FUTURE RESOLUTIONS

BY: Sara Democrat

DATE: April 26, 2019

Precinct 2000

County Donkey County

District 5

WHEREAS Resolutions are an important part of the Oklahoma Democratic Party and its proceedings;

WHEREAS There are various templates used to write resolutions in state, local and international government;

WHEREAS The process for writing a resolution for consideration by Oklahoma Democratic Party is unclear; and

WHEREAS Members of the Oklahoma Democratic Party would find a guide to writing resolutions useful in their activism; now, therefore.

BE IT RESOLVED THAT:

SECTION 1 The Oklahoma Democratic Party will consult Roberts' Rules of Order and other documents to gain an understanding of the process.

SECTION 2 The State Party will produce a style guide to writing resolutions to be considered by the precinct, county, district, and State Executive Committees.