

# HOW TO WRITE A RESOLUTION

Resolutions are required anytime a new policy or significant revision to existing policy statements are being recommended or presented for approval. Only the governing body has the capacity to approve a policy via a Resolution; however, an Advisory Board may pass a resolution that makes a recommendation to the governing body for approval or disapproval.

Not all resolutions used in the Housing Authority are authored by the Housing Authority; some resolutions (i.e., budget approval and revision) are required to use HUD provided templates.

## WHERE TO BEGIN

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

## RESOLUTION FORMAT

### A. Heading

1. The first line should be a brief descriptive title for the resolution.
  - a. Example: **Section 8 Informal Hearing and Review Policy**
2. The second line should be the name of the agency
  - a. Example: **ABC Housing Authority**
3. The third line should be a Resolution Number or Reference
  - a. Example: **Resolution No. 101508-B**
    - i. Elements of this particular Resolution number are mmddyy-B, with B reflecting the second resolution on the agenda for approval (the first was A, the third was C, and so on).
    - ii. Resolution numbers/references can be developed any way that the agency determines to be effective; these should be easily recognizable as a resolution and easy to search
4. The order of the first, second and third lines is optional and may be arranged in any order desired, but should be consistent from one resolution to the next.

C. THEREFORE BE IT RESOLVED Statement, Continued

- b. There should be only one THEREFORE BE IT RESOLVED Statement. If it becomes long and ambiguous, it may be broken up with a subsequent BE IT FURTHER RESOLVED statement.
- c. Other variations of the THEREFORE BE IT RESOLVED statement are commonly used, such as NOW, THEREFORE BE IT RESOLVED.

C. ADOPTED Statement

- 1. Include the date this Resolution was passed.
  - a. Example: **ADOPTED this 15<sup>th</sup> Day of October, 2008**

D. Seal And Sign

- 1. The Chair of the governing body (or his/her designee) and the person responsible for introducing the proposed Resolution should sign the Resolution on signature lines with their typed name and title below each signature line.
- 2. If the agency has a seal, a seal should be affixed to each original signed copy of the Resolution.

E. Logging Resolutions

- 1. Resolutions should be logged in a Resolution Logbook, with an original copy placed in the logbook.
  - a. An efficient and helpful way to file these in the logbook is by Year, then date.
- 2. An original copy of the Resolution should also be filed with the item that was adopted by the Resolution.
- 3. HUD and/or other compliance agencies may require original signatures on resolutions; ensure you have enough signed by the appropriate persons for agency files and to send on.

**RESOLUTION NO. 101508-B**

**RESOLUTION ADOPTING THE  
ABC HOUSING AUTHORITY  
SECTION 8 INFORMAL HEARING AND REVIEW  
POLICY and PROCEDURE**

**WHEREAS**, The Department of Housing and Urban Development requires Housing Authorities to develop and implement a Section 8 Informal Review and Hearing Policy and Procedure; and

**WHEREAS**, the ABC Housing Authority has created a Section 8 Informal Review and Hearing Policy and Procedure; and

**WHEREAS**, the ABC Housing Authority has determined this policy and procedure to be in accordance with 24 CFR 982.554-555; and

**WHEREAS**, the approval of the Section 8 Informal Hearing and Review Procedure will be incorporated into and amend the Section 8 Administrative Plan accordingly.

**NOW, THEREFORE, BE IT RESOLVED** by the ABC Housing Authority Board of Commissioners that the Section 8 Informal Hearing and Review Policy and Procedure be adopted and implemented effective immediately upon the expiration of a 30 day comment period provided to current Section 8 participants.

**ADOPTED** this 15<sup>th</sup> Day of October, 2008.

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John Rubberstamp, Chair  
Housing Authority Board of Commissioners

SEAL:

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Suzy Just Doit, PHM, Executive Director  
ABC Housing Authority

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## B. WHEREAS Statements

1. The WHEREAS statements are where you describe the issue, the history or context for the policy if important, and the general nature of the policy being proposed and how it meets the requirement.
  - a. 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.
  - b. 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 only one or two WHEREAS statements. A more involved issue might require five or six WHEREAS statements, each a brief paragraph of several sentences.
    - i. The first WHEREAS should briefly explain WHY
    - ii. The following paragraph's should briefly explain what, when, where, how; not all of these elements are always necessary, only use the information that is necessary.
  - c. Ensure any required language (i.e. by compliance/funding agencies) is included.

## C. THEREFORE BE IT RESOLVED Statement

1. This is the 'punchline', the action being taken. You should state EXACTLY what is to be voted upon.
  - a. It is VERY important to state exactly who is adopting the Resolution, what they are adopting, and how the item will go into effect. For example, policies affecting residents/applicants require a 30-day comment period before the effective date. It is also important to state the effective date of the item (i.e. January 1, 2010 or upon 30 days written notice to residents, etc.). Policies that affect another policy or part thereof, should also state in the action statement that it will amend the existing XXX Policy.

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