

Resolution Preparation Checklist

- Resolution submitted by: _____
(name of component body -resident, organization, etc.) Note: all co-sponsors must be listed as “submitted by.”
- Subject: _____
(the title of the resolution should appropriately and concisely reflect the action for which it calls)
- Whereas statement(s) is (are) included. (Whereas statements support/provide background to establish the intent of the RESOLVED clauses. You may include as many whereas statements as necessary to provide the foundation for the RESOLVED statement(s).)
- RESOLVED statement(s) is (are) included (If not, is this an information statement? See below.) RESOLVED statements are requests for the Township Board to take a specific position or course of action to address the concern(s) expressed in the whereas statement(s). The Township Board acts on only the RESOLVED portions of resolutions. Each RESOLVED statement must be accompanied by one of the following identifiers indicating the nature and purpose of the proposed RESOLVED:
 - New Township Policy¹
 - Rescind Township Policy
 - Modify Current Policy²
 - Reaffirm Current Policy³
 - Modify Previous Resolutions
 - Directive to Take Action⁴
 - Consolidate Existing Policies
- Each RESOLVED statement is focused, stands alone (without reference to whereas statements or other resolved statements), and provides a specific, clear direction or action required by the Township, should it be adopted.
- Resolution includes a list of existing policy related to the subject.
- To the extent possible, each RESOLVED statement makes adjustments, additions, or elaborations to existing policy rather than creating new, possibly redundant, policy.
- Existing policy statement(s) that would be superseded or deemed contrary to newly proposed policy is proposed for rescission.
- Information contained in the resolution has been checked for accuracy and, if applicable, includes appropriate reference citations to facilitate independent review.
- Or, this item is an information statement. An information statement may be submitted to bring an issue to the attention of the Township Board. The item will be included as an informational item but will not be assigned to a reference committee or be acted upon in any way by the Township Board.

Notes:

¹ New policy statements should be stated as a broad guiding principle that sets forth the general philosophy on specific issues of concern. If adoption of the new policy statement could render obsolete or supersede one or more existing policy statements, those policies should be identified and recommended for rescission or revision.

² This designation is intended for resolutions that call for specific amendments or modifications to existing policy statements. Please set out the pertinent text of the existing policy and clearly identify the proposed modifications. If adoption of modified policy could render obsolete or supersede one or more existing policies, those policies should be identified and recommended for rescission.

³ Reaffirmation of an existing policy statement should contain a clear restatement of the existing policy, citing the exact name of the policy statement.

⁴ This designation is for use if the intent of the resolution is to have the Township Board take a specific action (conduct a study, lobby Congress, etc.). Directives to take action should include all elements required for establishing a new policy statement as well as a clear statement of existing policy, citing the exact name of the policy statement underlying the directive.