

## PLEASE REVIEW BEFORE POSTING YOUR RESOLUTION

The black text in this template should appear in your resolution as instructed by the red text that follows. The red text describes key elements of a resolution formatted for the California Democratic Party. These instructions will not cover every circumstance for every resolution but are given to aid the first-time resolution writers.

### TITLE

**WHEREAS** each resolution may contain up to three “WHEREAS” clauses, text should be in 12-point font and the total word count including the title and paragraphs can not exceed 400 words nor can the resolution include hyperlinks; and

**WHEREAS** these clauses should provide basic, factual, and accurate background information to give context and support for the resolves, a possible structure could be that the first “WHEREAS” states an issue, the second “WHEREAS” states why the issue is important, and the third “WHEREAS” states how the issue could be addressed and the value of that approach; and

**WHEREAS** if the issue is not very complex, you may choose to use only one or two WHEREAS clauses, no matter how many you use, the final “WHEREAS” clause should end with only a semicolon, and “WHEREAS” clauses should not draw conclusions of law or quotes from or references to the CDP Platform or prior resolutions;

**THEREFORE BE IT RESOLVED** that the **California Democratic Party** in the resolve clauses expresses statements of its principles on the “WHEREAS” described issue, any action or position should be explained in the previous WHEREAS clauses, such positions or actions should not call for any of the following: changes to our Party bylaws or rules, endorsements of candidates, legislation, laws or matters exclusively determined by the legislature, initiatives or ballot measures, speak for other organizations or groups or be overly complex nor should it mandate any actions by elected or party officials; and

**BE IT FURTHER RESOLVED** that this final resolve is normally reserved for how the first resolve will be acted upon by the **California Democratic Party**, this final resolve may not be needed, but, no matter which resolve comes at the end of the resolution, it should be followed by the one and only period in the resolution.

Author(s): First Name, Last Name, AD #. Authors must be DSCC members; max of 2.  
Sponsored By: A Democratic Central Committee, a Democratic Chartered Organization, 25 DSCC Members, the majority of the voting DSCC members of a Region. For individuals, please list each using this format: First Name Last Name, AD #. For Organizations, only list the organization, no other information about the organization is needed. The entire Resolution, including sponsors, must fit on one 8 ½ X 11 page. Please read Committee Rules.

**Contact Information: Full Name | Email | Phone Number Contact Information: Required (Person to speak for & negotiate language resolution language with Committee)**