



Knights of Columbus Georgia State Council

How to Write a Resolution

1. Understand the Purpose

Start by clearly defining the purpose of your resolution and the decision it aims to make. Plan out the key points and facts you want to include to support your resolution. Write them down and organize them in a way that makes sense. This will help ensure you cover everything needed to explain your resolution thoroughly.

2. Format the Resolution

- Include the date and title at the top.
- Use **Times New Roman, 12-point font** for a formal look.
- Start each paragraph with **"WHEREAS"** and briefly explain the key points or reasons for the resolution. (You can find examples on the State website.)
- Use separate paragraphs for each key point.

3. Final Statement

Finish by stating the action you're asking for and what you expect the outcome to be.

- Begin the paragraph with the phrase **"THEREFORE, BE IT RESOLVED:"**
- If your resolution has more than one action, use the phrase **"THEREFORE, BE IT RESOLVED:"** for the first result. For any additional results, start each new paragraph with **"BE IT FURTHER RESOLVED."**

4. Conclusion

End the resolution with a sentence that explains how the decision brought before the council was initiated. For example:

"This resolution was approved by vote of the Father Charles J. Kerscher Council 10004 at its monthly meeting on April 3rd, 2025."

5. Document the Resolution

At the end, include the names of the person submitting the resolution and the person attesting to it. This could look like:

Respectfully Submitted By:

Joseph Rosipal

Grand Knight Council xxxxxxxx

Attested By:

Stephen Rosipal

Recorder

By following these steps, you'll create a resolution that's easy to understand and well-organized, helping all delegates make informed decisions.