



THE CITY OF NEW YORK
MANHATTAN COMMUNITY BOARD 3
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Writing Effective Resolutions

The objective must be clear

A resolution states a position or request or intention. This may be to determine an action or procedure. The resolution must stand alone. There must be context, background, rationale and agreements memorialized so that anyone reading the resolution has a thorough understanding.

To be effective, the resolution must answer the following questions:

- Why are we writing this resolution?
- Where does our recommendation come from?
- Why is this important to us?
- What are we seeking as an outcome?
- What can be done to achieve our recommendation?
- Who can take the action to achieve our recommendation?

Format of a resolution

The resolution should be formatted in the following manner:

- **Title:** Briefly state the action the resolution seeks, in headline form.
- **Purpose and supporting evidence:** Begin by stating position. This would be followed by one or more “whereas” paragraphs explaining the purpose of resolution and supporting evidence. Example themes for a “whereas” clause:
 - Supporting facts (reports, statistics, anecdotal, newspaper, etc.).
 - Who else shares our recommendation?
 - Any agreements or commitments that should be memorialized.
- **Action:** Therefore be it resolved: A paragraph with our “ask” restated. This may be asking a particular agency, elected official, etc. to take a concrete action. Or, it may be restating a position the Board is taking.

It may make sense to have an additional “further resolved” paragraph, but it should be very closely related. The committee can pass more than one motion per agenda item. This should always be done for separate asks or separate agencies.

Common purposes for resolutions

- Support a design for some agency project, providing specific input from CB 3.
- Support funding or redesign of a park, per agency request.
- Request street redesign to improve pedestrian safety, per community request.
- Support an application requiring CB 3 input, such as a land use designation or per agency policy.

Inappropriate purposes for resolutions

- CB 3 does not vote on motions that are not on the agenda. This is to provide the community with notice and opportunity to comment and to hear diverse perspectives.
- Informational presentations are considered “No Vote Necessary.”
- To support a program or curriculum that does not have a funding request or purpose to have a resolution.
- To say “good job” or to make unnecessary comment.

EXAMPLE OF A BAD RESOLUTION

RE: The closing of the Sugar Dependence Assistance Walk-in Center

WHEREAS, the Sugar Dependence Assistance Walk-in Center has closed effective January 1, 2007; and

WHEREAS, the Walk-in center being the only one of its kind in the New York City Metropolitan area serving hundreds of people; and

WHEREAS, roughly 40% of sugar dependent people live in New York City; and

WHEREAS, the Department for Candy reports that nearly 30% of the city's elderly have a sensory disability, while 30% have a mental disability; and

WHEREAS, Candy service providers will reportedly be encouraging the sugar dependent who require assistance to utilize toll-free telephone numbers and the Internet; and

WHEREAS, the production of candy is at an all time high with record prices and extremely high candy profits; so

THEREFORE, BE IT RESOLVED we oppose the closure of the Sugar Dependence Assistance Walk-in Center and call for a lowering of candy prices.

EXAMPLE OF A GOOD RESOLUTION

Sugar Dependence Relief Alliance Board Resolution Calling on the U.S. Department of Sugar Dependence to Restore Funding to the Sugar Dependence Assistance Walk-in Center

Whereas, The U.S. Department of Sugar Dependence (DSD) has reduced funding for sugar-addiction outreach, forcing the closure of the Sugar Dependence Assistance Walk-in Center located on Candy Lane; and

Whereas, The Sugar Dependence Assistance Walk-in Center was the only place in New York City sugar addicts could receive one on one assistance with their candy problem. Annually, the Center served between 5,000 and 7,000 sugar-dependent people from across the metropolitan region; and

Whereas, Closure of the Sugar Dependence Assistance Walk-in Center has left the sugar dependent population of New York City without a resource for their candy issues. This harms the ability of this population to access candy recovery programs. Instead, the DSD will encourage use of the 1-800-SUGAR hotline and the internet; and

Whereas, Approximately 40% of New York State's sugar dependent population resides in New York. Of this population, the New York City Department of Candy Services estimates nearly 80% is under age twelve. Thus making the use of internet or phone service a difficult task for this group among the watchful eye of their parents; and

Whereas, Reports by the U.S. Government Accountability Office (GAO) have found that the 1-800 SUGAR hotline is unable to provide accurate information or appropriate answers to one third of basic candy withdrawal questions. By encouraging the New York City sugar dependent population to use this hotline the DSD is increasing calls while adding additional resources; so

Therefore be it resolved, that the Sugar Dependence Relief Alliance joins many elected officials and members of the community in calling on the U.S. Department of Sugar Dependence to restore funding to the Sugar Dependence Assistance Walk-in Center.

Felicia Feinerman
Chairperson, Sugar Dependence Relief Alliance