

Sixty-sixth Congress of the United States of America;

At the First Session,

Begun and held at the City of \_\_\_\_\_ Monday, the nineteenth day of May,  
one \_\_\_\_\_ and nineteen.

How to Write a



JOINT RESOLUTION

\_\_\_\_\_ amendment to the Constitution extending the right of suffrage  
to women.

*Resolved by the Senate and House of Representatives of the United States  
of America in Congress assembled (two-thirds of each House concurring therein),  
That the following article is proposed as an amendment to the Constitution,  
which shall be valid to all intents and purposes as part of the Constitution when  
ratified by the legislatures of three-fourths of the several States.*

“ARTICLE \_\_\_\_\_.

“The right of citizens of the United States to vote shall not be denied or  
abridged by the United States or by any State on account of sex.

“Congress shall have power to enforce this article by appropriate  
legislation.”

*F. H. Lilliett*

*Speaker of the House of Representatives.*

*Thos. R. Marshall*

*Vice President of the United States and*

# Objectives

- Upon completion of this workshop, participants will be able to:
  - Identify the 5 components of a resolution
  - Differentiate between a WHEREAS clause and a RESOLVED clause
  - Construct a resolution that follows the PEF model

# What is a Resolution?

According to



“A formal expression of opinion, will, or intent voted by an official body or assembled group.”

In PEF, resolutions are written suggestions for addressing a specific issue and if passed, resolutions set general policies for PEF.

# Who May Submit Resolutions?

- Active PEF members
- Retirees who are on the Retiree Executive Board
- More than one member may sign a resolution
- Resolutions are submitted to the Secretary-Treasurer's Office

# Resolution Timeline

- Resolutions submitted via email are due at PEF Headquarters by 11:59 p.m. on June 26, 2026. Email [Janay.Anderson@pef.org](mailto:Janay.Anderson@pef.org).
- If mailed, they must be postmarked by June 26 and received by July 3.
- Resolutions are heard at the PEF Convention, which takes place annually in the Fall.



## Technical Changes to a Divisions Constitution

HEADING

1 WHEREAS, New York State and the Governor have engaged in and continue to downsize and  
2 transform the services that are delivered to our citizens by PEF members and  
3

4 WHEREAS, in these unprecedented times due to operational changes in New York State there  
5 has and will continue to be significant challenges and changes to our membership  
6

7 WHEREAS, many PEF Divisions need to modify their constitutions  
8

9 WHEREAS, Article I, referring to the names of divisions, which have been changed throughout  
10 the years since the inception of the division; and

11  
12 WHEREAS, Article III, referring to the membership location, which have been changed along  
13 with the constituency; and  
14

15 WHEREAS, following the current policy to change the division constitution is costly and time  
16 consuming to the Division's Department and  
17

18 WHEREAS, many of these changes are technical in nature; and  
19

20 WHEREAS, in order for the PEF Membership Information Systems department to assign  
21 members to the correct division; and  
22

23 WHEREAS, to have the most up-to-date constituency names and locations with Division records  
24 and MIS, these changes are needed;  
25

26 THEREFORE BE IT RESOLVED, that PEF Divisions can petition the Divisions Committee to  
27 make technical changes to only articles I and III of their Division Constitution without going  
28 through the normal amendment procedures outlined in their Division's constitution.  
29

30 THEREFORE BE IT FURTHER RESOLVED, the PEF Divisions Committee will review all  
31 divisional requests; and  
32

33 THEREFORE BE IT FURTHER, FURTHER RESOLVED, the PEF Divisions Committee shall  
34 submit all approved mechanical changes to the PEF Executive Board for informational purposes.  
35

36 Financial Impact: None. In fact, adoption will result in cost savings to PEF.  
37

38 Submitted by: Kevin Hintz  
39 Nikki Brate  
40 Kevin Conley  
41 Sheik Nabijohn  
42

WHEREAS  
been changed along  
CLAUSES

RESOLVED CLAUSES

FISCAL  
IMPACT

SUBMITTED BY

# HEADING

Heading is stated first.

The heading clearly states the topic of the resolution.

Should be concise, but specific.

# PREAMBULATORY (“WHEREAS”) CLAUSES

The WHEREAS clauses state the reason for the resolution and explain the purpose of the resolution.

Must be factual – carefully check facts and verify data.

Limit the number of WHEREAS clauses.

# OPERATIVE (“RESOLVED”) CLAUSES

The RESOLVED clauses state the **action**.

Attempt to limit each RESOLVED clause to one action.

Be sure the RESOLVED portion is able to stand alone.  
(makes sense without WHEREAS clauses)

# FISCAL IMPACT

This information is placed at the end of the proposed resolution and states:

Amount of money (if any) that is required if resolution passes, or;



Amount of savings that will be achieved if resolution passes, or;

No fiscal impact.

# SUBMITTED BY:

List member(s) names

Agency, Region Number, Division Number




**HOW DOES THE RESOLUTION  
PROCESS WORK?**

Resolutions are submitted to PEF HQ




Assigned to PEF departments that have knowledge of the topic, are responsible for handling the issue, have knowledge of the law or the fiscal impact for comments/information

Staff responds with relevant information on proposed resolutions



Delegate Committee meetings take place to debate, recommend action to the delegate body and determine priority ranking of proposed resolutions to be brought to the delegate body



Come to floor for debate by delegates

# TIPS...

- Cite facts in WHEREAS clauses
- Write RESOLVED portion first
- State RESOLVED clause in affirmative

# MORE TIPS...

- Use active, present tense verbs in RESOLVED clause, such as:

Acknowledge Adopt Authorize Appeal

Confirm Commend Consider Declare

Designate Emphasize Express Invite

Recognize Recommend Request Support

Suggest

# NOW, LET'S WRITE OUR OWN

- Create a Resolution either FOR or AGAINST teaching cursive writing in school.
- Include at least one WHEREAS clause and one RESOLVED clause.
- Include a FISCAL IMPACT statement
- You may use your materials as a reference.