

SUBJECT: should be concise and relate directly the topic matter of the resolution

MOVER: include properly spelled Chief or Proxy name (first and last names), community name

SECONDER: include properly spelled Chief or Proxy name (first and last names), community name

WHEREAS: BACKGROUND that is directly relevant to the subject and:

- should be limited to essential background information about the resolution (on average no more than 5 clauses should be required). If more information is required, this can be handled through providing attachments and/or other supporting documentation;
- identify the exact problem to be addressed;
- provide the rationale for the resolution; and
- each clause (numbered as below) should express a separate reason (including facts) for the resolution.

1.

THEREFORE BE IT RESOLVED that: OPERATIVE CLAUSE that specifically identifies action required, by whom and by when. Additional considerations should include:

- Financial considerations and implications if any,
- Consistency with mandate of Chiefs in Assembly
- Requirement to report back to Chiefs in Assembly within a specified timeframe.

1.

DECISION: to be recorded by Resolutions Committee
Carried or Consensus, Defeated