

Resolution Style Sheet

Resolution [gerund] (what the resolution resolves to do)

Comment [M1]: For example: "Resolution supporting city council legislation XYZ." Gerund may be dropped for matters of no objection, e.g. "Resolution of no objection to new liquor license for business XYZ."

WHEREAS, lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua;

Comment [M2]: "WHEREAS" should be capitalized and bolded. Comma after each WHEREAS.

WHEREAS, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat;

Comment [M3]: First word after "Whereas" is lower case except for proper nouns.

WHEREAS, duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur;

Comment [M4]: Every clause should be punctuated with a semicolon.

THEREFORE, BE IT RESOLVED that Manhattan Community Board Six sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo;

Comment [M5]: The first resolved clause starts "THEREFORE, BE IT RESOLVED" – this phrase is always capitalized and bolded, always includes comma after "therefore."

BE IT FURTHER RESOLVED neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem;

Comment [M6]: All subsequent resolved clauses begin "BE IT FURTHER RESOLVED"

BE IT FURTHER RESOLVED ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam;

Comment [M7]: Final clause ends with a period.

Other points to remember:

- The official name of our board is Manhattan Community Board Six. Note that the word "six" must be written out. The name of our board may be abbreviated as CB6, with no space between "CB" and "6".
- When referring to the geographic area that CB6 represents, one should use: Manhattan Community District 6. Our district may be abbreviated as Manhattan CD6, or simply CD6 if our borough is clearly implied.
- When referring to the city charter, it should be written in italics as the *New York City Charter*.

Before submitting your resolution to the district office, please review it for clarity and grammatical correctness.

Date revised: 08/10/2017