

About Writing Resolutions

Resolutions are a common format used by meetings to convey a message from that meeting to governments and other organisations. They are intended as a logical and familiar format to those who regularly deal in this area.

As a general rule, resolutions have three main sections: the title and opening paragraph; the preamble; and the substantive or action section.

The title and opening is the first section seen. The title needs to be clear and concise. The opening is where the International Sea Turtle Society (ISTS) itself is introduced. It tells the reader from who the resolution comes. Please, note that until recently resolutions came from the Annual Symposium, now they should come from the ISTS.

The preamble lays out the background. It sets the scene. The preamble needs to justify what you will be asking for in the substantive section that follows. Preambles consist of a series of related sentences, each beginning with language such as RECOGNISING, or AWARE that, or APPLAUDING. Preambles may include:

1. facts relevant to the topic (for example, NOTING that sea turtles are listed on the IUCN red list as...).
2. a statement about actions or issues that have occurred previous to those that the resolution is aimed at promoting (for example, APPRECIATIVE of the efforts of the governments of...).
3. reference to relevant agreements, treaties, documents or laws (for example IN ACCORDANCE with the provision of the Convention on...).
4. citations of pertinent scientific literature. However, please note that such documentation does not necessarily need to be included in the resolution text as long as it is included as supporting documentation at the time of submission.

The substantive section contains the requested action. This is the part where you say what you want. It follows a similar format to the preamble but uses language such as RECOMMEND that, or REQUEST that. These may be general requests, but more commonly (and more effectively) it contains a specific statement of who you want to take the action. For example, REQUEST that the government of Australia... , or ENDORSES the action of Latin American governments in... .