

Examples of a Resolution

The Council for the Town of Vernon moved the adoption of the following resolution:

WHEREAS, for a number of years **JOYCE TANNER** has served as president of the Cancer Society,
and

WHEREAS, she has chaired this Town's Library Board for two years,
and

WHEREAS, she has been highly involved in the establishment and operation of our food bank,
therefore,

BE IT RESOLVED, that **JOYCE TANNER** be named "Citizen of the Year,"
and

BE IT RESOLVED, that a donation of three hundred dollars (\$300) be made in her name to the
Cancer Society,

and

BE IT FURTHER RESOLVED, that a diner be held in her honour on Wednesday, the 19th day of
June, 201-

GUIDELINES

- Type WHEREAS and BE IT RESOLVED in capital letters.
- Use capital letters and bold type if a person's name is used.
- Single space between lines and double space between sections.
- Write out any references to money and follow it by the numbers in parentheses.