



GREEK ORTHODOX ARCHDIOCESE OF AMERICA

GREEK ORTHODOX LADIES PHILOPTOCHOS SOCIETY, Inc.

March 4, 2016

Dear Philoptochos Stewards,

As we look forward to our 2016 National Philoptochos Biennial Convention in Nashville, Tennessee, I would like to remind you of your opportunity to offer resolutions for consideration. **All resolutions must be submitted in writing on or before June 15, 2016 to the Convention Resolutions Committee c/o the Philoptochos Center of Philanthropy at 126 East 37th Street, New York, New York 10016.**

While the Convention Resolutions Committee welcomes and considers all properly submitted resolutions concerning procedures, events, philanthropies and other issues, we request that the guidelines set forth below, and excerpted from *Robert's Rules of Order Newly Revised*, 11th Edition, be observed.

The following is an example of a resolution with an appropriate preamble:

Whereas, A privately conducted survey by experts engaged by the Association reveals conditions constituting a serious fire hazard throughout the lower office building area bordering the waterfront;

Resolved, That a committee of seven consisting of [names of four persons], and three others to be named by the chair, be appointed to draw up recommendations whereby the Association may bring to bear all possible influence to secure proper enforcement of the city fire regulations and any revision of them that may be found to be appropriate.

(*Robert's Rules of Order Newly Revised*, 11th Edition, p 107)

Robert's Rules also provides the following skeleton example as a guide:

Whereas, The..... (text of the first preamble clause);
Whereas, The..... (text of the next to last preamble clause);
Whereas, The..... (text of the last preamble clause);
Resolved, That..... (text stating the action to be taken);
Resolved, That..... (text stating any further action to be taken);
Resolved, That..... (text stating still further action to be taken);

(*Robert's Rules of Order Newly Revised*, 11th Edition, p. 108)

The following excerpt from *Robert's Rules* is offered as a guide:

“If there is a preamble, each clause, written as a separate paragraph, begins with the word “Whereas” followed by a comma, and the next word should begin with a capital letter. The preamble, regardless of how many paragraphs it has, should never contain a period. Each of its paragraphs should close with a semicolon, followed, in the case of the next to last paragraph, by the word “and” (which is optional for the preceding paragraphs also). The last paragraph of the preamble should close with a semicolon, after which a connecting expression such as “therefore” or “therefore, be it”, or “now, therefore, be it” is sometimes added. When one of these phrases is included, no punctuation should follow it, and it should always be placed at the end of the preamble paragraph, never at the beginning of the resolving paragraph, thus:

Whereas, The (text of the preamble); now therefore,
be it
Resolved, That.....(stating action to be taken).

The word “Resolved”, is underlined or printed in italics, and is followed by a comma and the word “That”-- which begins with a capital “T”. If there is more than one resolving clause, each of them should be a separate paragraph. Unless the paragraphs are numbered, each paragraph begins with the words, “Resolved, That,” just as the first resolving clause. Each resolving paragraph may close with a semicolon (followed by the word “and” at least in the case of the next to the last, as in the example already shown); or each resolving paragraph may end with a period. A resolving paragraph should not contain a period within its structure, though observance of this rule is becoming less strict.”

(*Robert’s Rules of Order Newly Revised*, 11th Edition, pp. 108-109)

In addition to complying with *Robert’s Rules of Order Newly Revised*, you are reminded that proposals for Resolutions must also follow the directives of the Procedural Manual as set forth section [B], pages 16-17. The Procedural Manual is set forth at www.Philoptochos.org under the “Resources” tab.

Briefly, the requirements are as follows for example, for Chapter to Metropolis:

[B] Procedures:

[1] Chapter to Metropolis:

- (a) Chapter resolutions shall be presented to the Legislative Committee at the Metropolis Conference, where they shall be accepted or rejected. Additionally, the committee may generate its own resolutions.
- (b) Resolutions endorsed by the committee shall be presented to a general meeting of the delegates for adoption or rejection.
- (c) If accepted by 2/3 vote or more and the resolutions pertains to matters of National importance, the resolution shall be sent to the National Legislative Committee Chairman.

The National Convention Resolutions Committee will meet and review all proposed resolutions referred to it. The Committee will be empowered to review and make its own recommendations on each respective resolution. The proponent of the resolution must be available to speak on behalf of the resolution and may be requested to respond to questions from the Resolutions Committee.

The Committee will submit to the Convention all resolutions referred to it except resolutions that the Committee, by a three-fourths vote, decides not to report. The Convention, by a two-thirds vote, may overrule a Committee decision not to report.

I look forward to hearing from you. If you have any questions, please contact me by e-mail at kart7577@gmail.com and please copy the National Office at philosny@aol.com.

Sincerely,



Anita B. Kartalopoulos, Chair
Resolutions Committee