



AHCC RESOLUTIONS GUIDELINES

A resolution is generally a statement on an issue that includes suggestions or instructions for action to be taken by a specific target audience. Resolutions are the result of research, writing, discussion, negotiation, and debate. The topics of concern to the Association of Hawaiian Civic Clubs (AHCC) and the Native Hawaiian community are diverse, and the resolutions to be introduced and deliberated at the annual convention will address a broad range of critical issues. While the content of the resolutions will vary, the format of resolutions is always the same. Resolutions must be clear, concise, and relevant to the topic, and in the format shown in the template. As you prepare draft resolutions, you may request guidance or assistance from the Resolutions Committee by e-mailing ahcc.resolutions@gmail.com.

Submittal deadline. All draft resolutions must be submitted sixty (60) days prior to the opening plenary session of the annual convention. Draft resolutions will only be accepted by e-mail. **For 2022, draft resolutions must be e-mailed to ahcc.resolutions@gmail.com by 11:59 PM HST on SEPTEMBER 5, 2022.**

Electronic format of final resolutions. Starting in 2019, the default format for final resolutions is an electronic PDF file to be transmitted by e-mail. You must request certified hard copies when you submit your draft resolution if you prefer them over the electronic copies. (see below **“Limit on transmittals; extra fees”** for more information)

Submit transmittal addresses electronically. Please provide the transmittal addresses for each draft resolution at this [Google Sheets](#). (see below **“Transmittal address list”** for more information)

Draft resolutions. Upon receipt of all draft resolutions, the Resolutions Committee will review each for conformance to these guidelines. The Resolutions Committee may make non-substantive corrections to improve format, grammar, spelling, punctuation, or other edits to conform the draft resolutions to these guidelines. No edits will be made to change the intent of

any resolution. A complete set of all draft resolutions received on time will be circulated to councils and clubs no later than 30 days prior to the opening plenary of the convention.

Resolution sponsors. Draft resolutions for consideration at an annual convention may be submitted by the Executive Committee of the Association, the Association Board of Directors, any Association standing, convention, ad hoc or other committee, any District Council, or any chartered Hawaiian Civic Club. There is no limit on the number of resolutions that may be submitted by each organization.

Format. Draft resolutions must be typed in Times New Roman, 12 pitch font and must not exceed three (3) letter-sized (8.5" x 11") pages in a Microsoft Word Document. Only ".doc" or ".docx" file formats will be accepted. The margins on each page will be one inch (1") on all sides. Please use the provided template online.

Resolution titles. Resolution titles must accurately and succinctly convey the intent of the resolution, or the action to be urged by the resolution. Titles must begin with a verb in its participle form such as "Urging" or "Supporting" or "Recommending." Here are a few samples of resolution titles:

- *"Affirming the Native Hawaiian Education Vision and Goals of the Native Hawaiian Education Summit"*
- *"Urging the Governor of the State of Hawaii to Convene the Public Land Trust Revenues Negotiating Committee"*
- *"Urging Strong Support for the Preservation, Stabilization, Rehabilitation, Restoration, and Active Use of the Waikiki Natatorium War Memorial"*

With regard to formatting, resolution titles are typed in all CAPS in bold face font and centered at the top of the page.

General content guidelines. Resolutions that are adopted ultimately become statements of position or policy for the AHCC and should be factual, well-researched, and well-written. As such, resolutions should urge reasonable and realistic actions by the target audience. Past resolutions are available online for reference.

"Whereas" clauses. The operative clauses, often called "Whereas clauses" contain the real content and action of a resolution. Each clause has only one idea and includes details that support the action or intent or argument made by the resolution. These clauses can be organized chronologically if the reciting of historical events is important to the resolution. The clauses can also be organized by different themes, or in order starting from broad concepts to very specific details. Data and statistics are often included in these clauses. It is critically important that the content of these clauses are true and factual. With regard to formatting, each "Whereas clause" begins with the word WHEREAS typed in all CAPS, is followed by the remainder of the clause, and the clause ends with semicolon and the word "and". The last WHEREAS clause will end with a period. Here is a sample "Whereas clause":

- *“WHEREAS, the water quality and control of the vegetation of Kawainui marsh is critical to maintaining the water bird habitat and the delicate ecological balance; and”*

Closing a resolution. The section immediately following the last “Whereas clause” shall read exactly as follows:

- *NOW, THEREFORE, BE IT RESOLVED, by the Association of Hawaiian Civic Clubs at its 63rd Annual Convention in Seattle, Washington, in the malama of Welehu and the rising of Huna, this 5th day of November 2022, [INSERT THE TITLE (VERBATIM)];*

The next clause or several clauses in the resolution will begin with the words “BE IT FURTHER RESOLVED” and each clause will outline or direct specific actions to be taken and by whom. The last of these clauses will include a list of the recipients to whom the resolution should be sent upon its adoption.

At the end of each draft resolution, be sure to include the resolution sponsor and a recommendation of the committee to which the resolution should be referred at the convention. The recommendations on referrals will be considered, but a referral is ultimately the decision of the Pelekikena.

Transmittal address list. Each resolution must be submitted with a transmittal address for each recipient listed in the last BE IT FURTHER RESOLVED clause of the resolution. The resolution sponsor is responsible for providing accurate and complete transmittal addresses, and certified copies of resolutions will only be mailed to the recipients listed. If no transmittal address is submitted, the resolution sponsor will be responsible for transmitting the final certified copies of the resolutions.

Limit on transmittals; extra fees. Up to six (6) certified copies of each resolution will be transmitted to listed recipients at no charge. A fee of \$5.00 per certified copy in excess of six (6) will be charged to resolution sponsor cover additional postage and materials costs, and the fees for additional copies must be paid to the AHCC prior to the close of convention. The maximum number of transmittals per resolution is ten (10).

Automatic transmittal of resolutions. An electronic copy of all the resolutions adopted at convention is sent to the following offices: Governor of Hawaii, State Senate President, State Speaker of the House, State Senate Committee on Hawaiian Affairs, State House Committee on Hawaiian Affairs, Office of Hawaiian Affairs Chair of the Board of Trustees, and all County Mayors. Certified hard copies of resolutions will not be sent to these offices unless you specifically request otherwise of the Resolutions Committee.

Resolutions that honor and commend. All resolutions that are considered honorary, are written to remember a deceased community member, or otherwise commend a person, organization, or action, will be automatically be taken up and voted on by the House of

Delegates during the opening plenary session (AHCC board of directors decision, May 17, 2014). These resolutions will not be referred to a committee.

Nā ‘ōlelo ho‘oholo ma ka ‘ōlelo Hawai‘i. Resolutions written in Hawaiian are accepted and welcome, but must be submitted with a corresponding English version. The resolution formatting guidelines apply to all resolutions, regardless of language.

Bills for an act. In addition to resolutions, the AHCC will receive bills for an act for consideration and action. All bills must be drafted in accordance with the [Hawaii Legislative Drafting Manual, Tenth Edition \(2012\)](#).

Late resolutions. If an issue surfaces after the resolution deadline but before the opening of the convention, a late resolution may be submitted for consideration. Late resolutions must conform to these guidelines and must be e-mailed to the Pelekikena and the Resolutions Committee at ahcc.resolutions@gmail.com no later than forty-eight (48) hours prior to the opening plenary session of the convention. The resolution sponsor must also turn into the Steno Pool at the convention site sufficient hard copies of the late resolution for each registered delegate and alternate. **The number of required copies will be announced during the immediately following the convention registration deadline.** Resolution sponsors must justify the lateness of the resolution to the House of Delegates and the late resolutions must be approved by a two-thirds super majority of the House of Delegates. If accepted, the late resolution will be numbered and then assigned to a committee.