

## **A Crash Course in Writing and Submitting Resolutions to the NCSS House of Delegates**

Why Resolutions?  
Generating Resolutions  
Writing a Resolution  
Resolutions Timeline

*Updated May 2023*



## Article X. Resolutions

House of Delegates Manual, Section 1.

Resolutions represent the principles, beliefs, and actions that the general membership of the NCSS, as represented in the House of Delegates, recommends to the NCSS Board of Directors.



To provide a voice for the membership to guide the NCSS Board of Directors in the following areas:

1. Current or future NCSS business operations
2. Social studies education
3. History and social science inquiry
4. Relevant social and political issues
5. Courtesy and commendation



- ✓ Written by Communities, Associated Groups, Affiliated Councils, and individual NCSS members.
- ✓ Submitted to NCSS for consideration usually after they have been approved by the leadership of the authoring group.
- ✓ Voted on at the House of Delegates meeting at the NCSS Annual Conference.
- ✓ Discussed and considered by the Board of Directors the following spring.

*The NCSS Board of Directors will consider each resolution adopted by the HOD, but may decide not to implement one or more of them.*

As a whole, resolutions represent:

- the **voice** of your group in NCSS and social studies education;
- the **opportunity** to relate local/state concerns to the larger membership of NCSS;
- an appropriate means by which to **model** the democratic process in NCSS.



- What are the significant issues that are worthy of NCSS attention or action?
- What issues have an impact on social studies educators at the local and/or state level?
- What are the current strategic priorities of NCSS?



**Cultivating  
COMMUNITY**



**ADVOCATING with an  
Authoritative Voice**



**Pioneering Professional  
STANDARDS**



**Nurturing  
INNOVATION**



**Honoring  
EXCELLENCE**

NCSS Strategic Plan:

[www.socialstudies.org/about/strategicplan](http://www.socialstudies.org/about/strategicplan)



- What recommendations can be offered to support NCSS and its membership?
- How can the actions of NCSS improve the teaching and learning of social studies?
- Are there issues in my state or special interest group that are not already addressed?
- Are there issues that NCSS is not effectively addressing that need more or different action?
- What do my constituents (i.e. state, committee, and affiliated group members) feel is important to social studies education?

## 1. **TITLE** – a concise and *accurate* description of the subject of your resolution

A.) What is the subject of your resolution? This can be general or specific (e.g., Advocacy or ESSA reauthorization assessment recommendations).

B.) List resolution SPONSORS and CO-SPONSORS

**Sponsors**—groups (e.g., Affiliated Councils, Associated Groups, Communities) or individuals who authored the resolution

**Co-Sponsors**—groups that did not contribute to writing the resolution, but desire formally to support it



2. **RATIONALE** - identifies a perceived need and states the case for the adoption of the resolution. Keep it short: generally no more than a single sentence.



## PREAMBULATORY CLAUSES (“WHEREAS”)

- Create a basis for the resolution, give a brief history or background of the subject, and possibly include mention of previous resolutions.
- Educate about the issue.
- Are usually limited to no more than 5 or 6 clauses.
- Can be positive or negative in tone, but should be factual and not just opinion or conjecture.



## OPERATIVE CLAUSES (“BE IT RESOLVED”)

- Call for some action as the main part of a resolution.
- State the purpose of the resolution, especially expressions of collective sentiment.
- Promote civil discussion through careful wording (rather than acrimony engendered by poor wording and/or political disagreement).



1. In the ***preambulatory clauses***, discuss the topic/issue's history and other current issues regarding it.
2. Refer to previous NCSS actions and/or resolutions on the topic when possible.
3. In the ***operative clauses***, include phrases that seek to solve the problem rather than just make statements.
4. Avoid inflammatory language – get your group's position articulated and adopted without criticizing opposing groups.
5. Take into account the views of other groups whenever possible.
6. Write the resolution from a social studies point of view, not just in “glittering generalities.”
7. If necessary or appropriate, refer issues to already existing bodies, i.e. avoid suggesting the creation of new bodies or entities.
8. Avoid duplicating existing NCSS resolutions and ongoing activities on an issue.

- ✓ How effectively is the purpose of the resolution articulated?
- ✓ Is the resolution clearly and concisely worded?
- ✓ Does the resolution follow the appropriate format?
  - Rationale & Statement of Action
  - Statement relating to goals & purposes of NCSS
  - Statement relating to professional interests of NCSS
- ✓ Is the resolution thoughtful, purposeful, and carefully worded to encourage discussion of the issue – not the vocabulary itself?
- ✓ How does the resolution connect and extend the current priorities of the NCSS Strategic Plan?
- ✓ Has this or a similar resolution been considered previously?  
See <https://www.socialstudies.org/about/hod>
- ✓ Does the resolution represent the interests of my constituent group?

## **RESOLUTION #07-01-14**

### **NCSS TO ENCOURAGE AND SUPPORT THE ESTABLISHMENT OF LEGISLATIVE LIAISONS AT THE AFFILIATE LEVELS BY PROVIDING TRAINING AT NATIONAL CONFERENCE**

**Sponsors: Colorado, California, Maryland, Oklahoma, Prince George’s County**

**Co-Sponsors: Oregon, Connecticut, Massachusetts, Wisconsin, New Mexico, Texas**

**RATIONALE:** The current National Council for the Social Studies body is in need of legislative liaisons who identify and monitor critical issues and engage in pro-active media and public relations in a timely manner as they relate to educational policy and programs that impact social studies education on the local, state and national levels.

**WHEREAS:** It is essential to have communication between NCSS and the state and local affiliates on critical issues to support the advancement of social studies as they relate to educational policies, and;

**WHEREAS:** Training is essential to the creation of effective legislative liaisons;

**BE IT RESOLVED,** NCSS should encourage and support the establishment of legislative liaisons at the affiliate levels who will monitor critical issues and engage in pro-active media and public relations in a timely manner as they relate to educational policy and programs that impact social studies education by providing training sessions for legislative liaisons at the annual conference facilitated by NCSS staff.



- ✓ Each resolution will be reviewed, edited, and numbered by the NCSS House of Delegates' Resolutions Committee.  
**OUR JOB IS TO CLEAN IT, NOT TO CHANGE IT!**
- ✓ Finalized resolutions will be introduced in the House of Delegates at the NCSS Annual Conference.
- ✓ Resolutions passed by the House of Delegates will be reviewed by the NCSS Board of Directors the following Spring. Feasibility of implementation will be determined at that time.



What challenges are facing  
your constituent group  
in resolution-writing?



- ✓ Establish a Resolution Committee Chair, and a Standing Resolution Committee.
- ✓ Issue a Call for Resolutions to your members per timelines you set (and keep in mind the NCSS resolutions time line).
- ✓ Your Resolution Committee may write, edit, and amend resolutions submitted to it.
- ✓ The Resolution Committee submits edited resolutions to the Council's Officers and Executive Board for a vote prior to submission to NCSS.
- ✓ The Resolution Committee reads, evaluates, and recommends resolutions for co-sponsorship to the council's Executive Board for a vote prior to co-sponsorship.

- ✓ Approval by the President, acting alone, while at the NCSS Annual Conference.
- ✓ Approval by the council's appointed HOD delegates while at the NCSS Annual Conference, acting in caucus.
- ✓ Approval by the full Council Board, particularly at its Fall Board Meeting.
- ✓ Approval by Council Officers, if the resolution is received after the Fall Board Meeting, but before the NCSS Annual Conference.



Event	Date
Call for Resolutions	Spring 2022
Resolutions Due	Thursday, August 31
Review by HOD Resolutions Committee	September 1 - 14
Proposed Resolutions Shared with Affiliated Councils, Associated Groups, and Communities	Friday, September 15
Co-Sponsorships Due to NCSS	Friday, October 27
Review and edits by HOD Resolutions Committee	October 30-November 2
Proposed Resolutions Shared with HOD Delegates	Friday, November 17
Proposed Resolutions Hearing with HOD Resolutions Committee	Thursday-Friday, November 30-December 1
Proposed Resolutions Discussion and Voting at the 67th HOD Assembly (Nashville)	Friday, December 1
Passed Resolutions Reviewed by the NCSS Board of Directors	March 2024

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**National Council for the Social Studies**

**[www.socialstudies.org](http://www.socialstudies.org)**

**@NCSSNetwork**

***THANK YOU FOR YOUR SOCIAL STUDIES  
LEADERSHIP!***

