

CITY OF CHARLOTTE  
COUNCIL POLICY

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**1. PURPOSE**

The purpose of this policy is to describe the requirements for drafting resolutions.

**2. AUTHORITY**

This policy is adopted pursuant to Section 4.7(I) of the Charter of the City of Charlotte.

**3. BACKGROUND**

Robert’s Rules of Order states that “a main motion—particularly an original main motion—is frequently offered as a *resolution*, either because of its importance or because of its complexity.” The Charlotte City Council considers resolutions from time to time but the majority of its actions have historically taken the form of oral motions. These motions do not necessarily convey all the information that an observer of a meeting would need to understand the purpose the contemplated action is intended to serve. In an effort encourage greater citizen participation in the affairs of the city government, it was proposed that Council’s actions take the form of either resolutions or ordinances.

**4. FORMAT**

Resolutions shall be in writing, generally conform to the format described in Robert’s Rules of Order and contain the following elements:

**4.1 Preamble.** Resolutions for routine matters such as approval of claims or appointment of board and commission members require no preamble. Other resolutions shall include a preamble of one or more paragraphs that contain background information describing the reason the resolution is proposed.

**4.2 Resolving Clauses.** In addition to stating the specific action that Council is authorizing, one or more resolving clauses shall be used, when practical, to provide information about the outcomes intended to be achieved through its implementation including objective measures for assessing its success.

**5. NUMBERING**

Resolutions shall be numbered in the order in which they are introduced each year using the form YYYY:NN (2016-01, for example).

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**~~6. POLICY SUPERSEDED~~**

~~This policy shall supersede Council Policy 2016-05.~~

**~~7. EFFECTIVE DATE~~**

~~This policy shall become effective upon its approval by the City Council.~~