

**FCDC Resolutions Guidance  
For FCDC Individual Members, Committees and Caucuses  
To Draft and Submit Resolutions for Ratification by FCDC**

**A. Purpose and Description of Resolutions**

1. Resolutions are the only vehicle in the party plan that provides grassroots Democrats a policy voice.
2. Resolutions are educational tools affording policy information and talking points to advise, inspire, engage, and recruit Democrats and recruit votes for Democrats.
3. Resolutions delineate, advance, and amplify Democratic policies and values.
4. Resolutions are self-sufficient stand-alone statements of official Democratic (FCDC) policies and principles. They do not require follow up action of any kind unless so specified in their “Therefore, be it resolved” asks. However, they may be used as tools for subsequent lobbying, advocacy, and messaging efforts.
5. Resolutions customarily resemble short “whitepaper” policy analyses that provide broad policy overviews and recommendations.

(Other means for FCDC members to address issues include organizing petition and letter-to-the-editor drives by individuals in their own names or standing committees, caucuses, and district committees with FCDC’s imprimatur after prior authorization.)

**B. Recommended Process to Draft and Submit a Resolution**

The goal of this process is to produce professional quality resolutions that have been competently researched, reasoned, vetted, written, and edited so that when they reach the floor of an FCDC general meeting, they are ready for an up or down vote as presented. Two months is the recommended timeframe necessary to satisfactorily accomplish this outcome.

1. Individual FCDC Members, Standing Committees, Caucuses, and District committees who want to draft a resolution are advised to first review as models the package of resolutions ratified at the 2020 DPVA convention included under this website category. These represent our official party platform and are formatted correctly.
2. Individual FCDC Members are advised to:
  - a. Two months in advance of the FCDC meeting at which you plan to introduce the resolution for a membership vote, present your draft resolution to the chair of the relevant issue standing committee or caucus with a request for input/edits from that committee or, if the topic is outside of the purview of any standing committee or caucus, their district committee. The input and recommended edits from the committee will help vet, improve, and garner support for its successful passage.
  - b. After incorporating edits from the assisting committee, officially submit the resolution to FCDC and for review by the FCDC Steering Committee (2 weeks before the general meeting) to seek their vote to recommend the resolution to the membership. A Steering Committee recommendation will help garner general membership support and they may also offer input to further improve and strengthen it. If you wish, incorporate any Steering Committee input and submit a

revised final resolution for distribution by FCDC to membership prior to general meeting. Steering Committee members do not vote on resolutions.

They only vote to recommend them. Only FCDC members at a general meeting vote for resolutions.

3. Standing Committees, Caucuses and District committees are advised to:

- a. Upon receipt of a resolution from an individual member:
  - i. Add to the agenda of their next regular meeting a line item to deliberate a process for the committee members to offer input/edits to the resolution such as assigning members to vet facts, add information, rework flow and reasoning, revise and copy edit the final draft; or call a special meeting of interested members to manage the above tasks. Notify drafter of plan and invite them to attend.
  - ii. Submit the committee's edit recommendations to the drafter.
  - iii. Revise and copy edit with drafter the final version of the resolution.
  - iv. Remind drafter to officially submit the final resolution to FCDC and the Steering Committee to seek their input and vote to recommend the resolution to the membership (2 weeks before the general meeting).
- b. When planning to draft your own resolution, two months in advance of the FCDC meeting at which you plan to introduce the resolution for a vote:
  - i. Deliberate a process for the committee members to:
    - determine the key, broad, policy overview position to be advocated and the key "asks" to be sought from FCDC in the "Therefore, be it resolved that the FCDC...";
    - research supporting facts and analysis;
    - write a first draft;
    - offer input, multiple edits and revisions;
    - copy edit final draft; and
  - ii. Submit the final resolution to FCDC and the Steering Committee to seek their input and vote to recommend the resolution to the membership (2 weeks before the general meeting). If you wish, incorporate any Steering Committee input and submit revised final resolution for distribution by FCDC to membership prior to general meeting.

**C. Standardized Formatting Requirements for Resolutions**

1. Resolutions should be consistent in format with current DPVA practices. Drafters are advised to first review as models the package of resolutions ratified at the 2020 DPVA convention included under this website category. These represent our official party platform and are formatted correctly.
2. Resolutions should be submitted in Word, Calibri style.
  - a. For electronic copies of resolutions (that can be enlarged online at will), size 11 font is preferred. However, size 10 may be used, if necessary, to fit the full resolution on one page. Single resolutions should ideally fit on no more than two pages. However, if more space is necessary to make a persuasive argument, they can be longer.

- b. For paper copies of resolutions for distribution to FCDC members, to enable reading ease in accordance with FCDC practice, the font should be enlarged to size 12, and the print should be black on white paper.
3. The format starts with a title beginning, "The Fairfax County Democratic Committee" followed by actions words like "urges, supports, endorses, asks" then a general statement of the key objective of the resolution.
4. Above the first paragraph is ONE "Whereas" followed by the key arguments in logically sequenced paragraphs.
5. After the "Whereas" section presenting the supportive arguments is concluded, the second section should begin with ONE "Therefore be it resolved that the Fairfax County Democratic Committee" "urges, supports, endorses, asks" followed by the specific, "asks." If there is more than one ask, number them in a clear list (not in a single sentence separated by commas).
6. Resolutions do not have live links embedded nor are they presented with footnotes. Footnotes may be useful when being presented for internal editing but should be removed from the final draft for which votes will be cast.
7. It is essential that all facts and quotes asserted within resolutions be thoroughly and carefully researched and verified as accurate.