

Board & Administrator

FOR SCHOOL BOARD MEMBERS

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Follow these 7 steps for easy, effective board resolutions

Serving on a school board is never easy. For many school board members, both new and old, one of the most intimidating aspects of the job is writing board resolutions.

A board resolution is a formal way to document a school board decision — it can serve as a record of an important board decision or it can qualify as proof of the board's compliance with state or local legal requirements. In many instances, school board members may create a resolution on legislative issues; such as school safety, funding, and other topics that impact the school community; to guide the board's advocacy efforts.

While board resolutions appear to be complicated at first glance, you don't need to be an attorney to write and pass an effective resolution. Share these steps with your colleagues to streamline the board resolution process:

1. Format the resolution by inserting the date and, if your board organizes resolutions by number, the resolution number at the top.
2. Create a title that presents the main issue addressed in the resolution. For example, "Resolution in Support of Comprehensive School Mental Health and Trauma-Informed Services."
3. Use formal language in the body of the resolution. Begin each new paragraph with the term "whereas." For example, "Whereas, educators and personnel employed by the City School District believe that mental health resources are crucial to the future success of K-12 students."

4. Continue writing out each important statement.

5. The last statement of the resolution should state the final resolution, which is the action that the board took. For example, "Therefore, be it resolved, that the City School District calls upon the state legislature and the governor to address the shortage of in-state mental health professionals who are qualified to address the needs of school-age children."

6. The bottom of the resolution should list the names of board members, their titles, and spaces adjacent to their names where they can add a signature.

7. Depending on your board procedures, the resolution may only list the name of the board president and the board clerk or secretary.

Once your board has written and passed a resolution, the board president or board secretary should keep a printed copy of the resolution with other important documents, such as school board meeting minutes and agendas. It would also be a best practice for the board president or secretary to keep a backup copy of the resolution in an electronic database or another location in case the original is lost or accidentally discarded.

For samples of school board resolutions on numerous topics, see <https://www.wasb.org/advocacy-government-relations/boards-taking-action/>. ■