DATE: March 12, 2015

SUBMITTED BY: Council, Committee, FDA Staff, etc.

**TITLE IS ALL CAPS CENTERED AND 16 POINT BOLD**

**RECOMMENDATION:**

 2014B-054 [Procedure or Policy] RESOLVED, that the order of items in a resolution is as follows: Recommendation, Background, Strategic Plan Link, and Unbudgeted Impact. The font for the body is Times New Roman and the header is Arial Narrow 14 point bold. Determine if your resolution is Board [Procedure] or House [Policy] final and insert B or H after the year in the resolution number. And, be it further

 [Procedure or Policy] RESOLVED, that the second resolving clause, if there is one, is double spaced.

**RESOLUTION BACKGROUND CHECKLIST REVIEWED ON:**

**BACKGROUND:** Use the checklist below for formatting. Margins should be one inch with line numbers starting over on each page. Tabs are set at 1/2 inch and 1-1/2 inch from the margin. Date and submitted by is all caps, unbold. I have included a checklist in this background to illustrate how you might put a table of information in the background section.

**Important:** Each resolution is assigned a number. Go to M:\Public\Agency Agendas & Minutes\Resolution Numbers. Click on the file of the appropriate year (in the 2014-2015 fiscal year, *all* resolutions for that year will be identified as “2014”). Look for the next available resolution number at the bottom of the document and that will be the number that goes after “2014X-XXX.” Then, fill in the appropriate columns in the table with the remaining information regarding your resolution.

**Checklist:**

|  |  |
| --- | --- |
| Document: | ● Add line numbers to restart each page |
| Margins: | ● 1-inch |
| Spacing; | ● Resolutions are double spaced, everything else is single-spaced● There should only be one space between paragraphs● If there is an additional resolving clause, use “And, be it further” in the previous clause and double space between clauses in the example above. |
| Text: | ● Times New Roman 12 point; justified at both margins |
| Header:  | ● Arial Narrow 14 pt. Bold ● OK to use X’s – I will assign the exhibit number ● Right justified● Add “Page x of y” (there is an automatic setting in headers) |
| DATE: | ● “DATE’ is all caps● Actual date lower case● Tab over 1 ½ inches  |
| SUBMITTED BY: | ● “SUBMITTED BY’ is all caps● Tab over 1 ½ inches● Do not enter any other submission details  |
| Resolution Title: | ● **16 pt. Bold ALL CAPS; Centered** |
| **BACKGROUND:** | “**BACKGROUND**” is all caps, bold, and underlined● Times New Roman 12 point ● Block justify paragraphs  |
| **STRATEGIC PLAN LINK:** | “**STRATEGIC PLAN LINK:**” is all caps, bold, and underlined● Times New Roman 12 point ● Block justify paragraphs  |
| **RECOMMENDATION:** | “**RECOMMENDATION:**” is all caps, bold, and underlined● Times New Roman 12 point● All resolutions are double spaced ● [Policy] or [Procedure] is used with these brackets before the RESOLVED clause● RESOLVED should be all caps |
| **UNBUDGETED IMPACT:** | ● State the financial impact on the budget, if any |

**STRATEGIC PLAN LINK:** This matter relates to Goal 6: Ensure decisions are driven by the strategic plan.

**UNBUDGETED IMPACT:** None