

## RESOLUTION

Binding       Non-Binding

The following suggestions are made for effectively presenting Resolutions:

1. Place only one Resolution per sheet.
2. Present in typewritten form, if possible
3. Identify any Handbooks, Manuals, or Written Document to be amended:

By:      (a) Name Of Source \_\_\_\_\_

            (b) Article \_\_\_\_\_, Section \_\_\_\_\_, Paragraph \_\_\_\_\_

4. Explanatory paragraphs should be headed as follows: (If spaces below are inadequate, use additional sheets with the appropriate heading.)

(a) Present Language:

(b) Proposed Language:

(c) Intent of Change:

(d) Reason for Change:

(Signed) \_\_\_\_\_