

Sample Resolution Format

There are several benefits using the resolution process to adopt rules as opposed to using the simpler process of making motions:

The resolution process provides a thorough, deliberate approach to making rules. It provided consistency in making and wording rules and it is a formal record of all rules made. As a result, the process protects owners from arbitrary board action and the community from charges that could result in inoperable rules.

A resolution contains four sections:

- 1.) Authority** – This section cite the primary source(s) of a board’s authority to make a rule on the topic. Possible sources include statutes, declaration, articles of incorporation, and bylaws. For example:

WHEREAS, the board of directors of _____ Homeowners Association, Inc. is empowered to govern the affairs of the homeowners associations pursuant to Article IX (?) of the bylaws....

- 2.) Purpose** – This section states why a rule is being adopted. For example:

WHEREAS, there is a need to adopt specific rules on parking...

- 3.) Scope and Intent** – This section states who will be affected, for what period of time and the reach and range and extent of the rule. For example:

WHEREAS, it is the intent that this rule be applicable to all owners, tenants, guests, invitees, or any other whothis resolution shall remain in effect until otherwise rescinded, modified, or amended by a majority of the board of directors.....

- 4.) Specifications** – This section states clearly and completely what those bound by the ruled will be expected to do. For example:

NOW, THEREFORE, BE IT RESOLVED THAT the following rules onare hereby adopted by the board of directors.

Sample Resolution

[Insert Community Name]

POLICY RESOLUTION NUMBER _____

Relating to Rights and Responsibilities for Better Communities

WHEREAS, Section _____ of the Bylaws of _____ (“Bylaws”) assigns the Board of Directors (“Board”) all powers and duties necessary for the administration of the affairs of _____ (“Association”) and states that the Board may do all such acts and things, except those matters that the Board is prohibited from doing by law or the governing documents;

WHEREAS, Section _____ of the Bylaws provides that the directors shall exercise their powers and duties in good faith and in the best interest of the Association and its members;

WHEREAS, the Board of Directors wishes to establish standards for the operation and governance of the Association that serve as guiding principles for both volunteer leaders and members of the Association; and,

WHEREAS, the Board has determined that it is in the best interests of the Association and the Association’s members to adopt *Rights and Responsibilities for Better Communities*.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby adopts *Rights and Responsibilities for Better Communities*, as a guide to the relationship between the Association and its members.

[Insert Community Name]

RESOLUTION ACTION RECORD

Resolution Type: _____ No. _____

Pertaining to: _____

Duly adopted at a meeting of the Board of Directors held: _____

Motion by: _____ Seconded by: _____

	VOTE:			
	YES	NO	ABSTAIN	ABSENT
_____ President	_____	_____	_____	_____
_____ Vice President	_____	_____	_____	_____
_____ Treasurer	_____	_____	_____	_____
_____ Secretary	_____	_____	_____	_____
_____ Director	_____	_____	_____	_____
_____ Director	_____	_____	_____	_____
_____ Director	_____	_____	_____	_____

ATTEST:

Secretary

Date

FILE:

Book of Minutes - 20

Book of Resolutions:

	Book No.	Page No.
Policy	_____	_____
Administrative	_____	_____
Special	_____	_____
General	_____	_____

Resolution effective date: _____