



CITY OF GRAND RAPIDS
ADMINISTRATIVE POLICY

NUMBER: 69-04	DATE: 05/15/69
REVISIONS: 3/19/91	
ISSUED BY: City Manager	SIGNED: <i>W. M. F. - 10/15/69</i>

SUBJECT: CITY COMMISSION RESOLUTIONS

PURPOSE: To establish a uniform format to be used in drafting City Commission resolutions.

POLICY:

A. RESOLUTION FORMAT

City Commission resolutions shall consist of a committee recommendation followed by a resolution. The committee recommendation shall consist of a statement that the committee recommends adoption of a resolution and a short, concise summary of what the resolution provides. The resolution shall begin with the word "RESOLVED" (in CAPITAL letters) followed by a clear concise statement of what the City Commission is doing.

B. EXAMPLE

YOUR COMMITTEE OF THE WHOLE recommends adoption of the following resolution approving a contract between the City of Grand Rapids and XYZ Corporation.

COMMITTEE OF THE WHOLE

Com. _____, supported by Com. _____, moved adoption of the following resolution:

RESOLVED that the contract between the City and XYZ Corporation for provision of computer software be and is hereby approved and the Mayor is hereby authorized to execute the agreement on behalf of the City.

C. INTRODUCTORY STATEMENTS

The use of the introductory statements beginning with “WHEREAS” is discouraged. Such statements should be used only in the rare instances when they are necessary to explain the intent or purpose of the resolution or the reason for passing the resolution.