

How to Write a Resolution

Resolution Content

Each year the Conservation Congress accepts written resolutions from the public, in each county throughout the state regarding natural resource issues of statewide concern. These resolutions are introduced by the public in attendance during the Conservation Congress county meeting that is held annually in conjunction with the DNR Spring Fish and Wildlife Rules Hearings in April.

In order for a resolution to be accepted for further consideration by the Conservation Congress and for public vote at the annual Conservation Congress county meeting, all resolutions introduced must meet the following requirements:

1. The concern must be of statewide impact.
2. The concern must be practical, achievable and reasonable.
3. The resolution must have a clear title.
4. The resolution must clearly define the concern.
5. Current state statutes and laws must be considered, with reasonable cause for change being presented.
6. The resolution must clearly suggest a solution to the concern and a description of further action desired.

Resolution Format

- ✓ The resolutions must be typed or legible hand written 8 ½ x 11 white paper.
- ✓ Resolutions must be 250 words or less, on one side of an 8 ½ x 11 white sheet of paper and there will be no attachments or additional sheets accepted for the same resolution.
- ✓ The author's name, mailing address, county, telephone number and signature is required to be at the bottom of the resolution.

Resolution Presentation

- Only the individual author or designated representative may present the resolution within the county. The author or designated representative must be present at the time the resolution is introduced.
- No more than two resolutions may be introduced by any person during the Congress portion of the spring hearings.
- Written resolutions not meeting the above criteria and/or verbal resolutions will not be accepted.
- Provide the Congress County Chair with **TWO COPIES** of the resolution for submission at the beginning of the evening, one to be part of the official record and the other to be posted for public viewing.
- Individuals in attendance at the meeting can vote on the resolution being introduced within the county.

Sample Resolution

Designating the morel as the state fungus (*requires legislation*)

At present, Wisconsin does not have a designated state fungus.

The morel is important to many citizens; from the thousands of Wisconsin mushroom hunters that take to the woods to look for these edible wild mushrooms to the thousands of others that consume them and consider them a seasonal delicacy.

Morels typically grow in sandy soils near ash, aspen, elm and oak trees (usually dead or dying trees) and they require very specific temperatures, site and weather conditions to grow, so the quantity and time period that they are available is limited. Given the challenges associated with finding and harvesting these mushrooms, as well as the fluctuation in the number produced annually, the ability to locate and sell morels to other citizens provides an economic boost to successful hunters.

BE IT RESOLVED, that the Conservation Congress at its annual meeting held in _____ County on April 10, 2017 recommends that the Conservation Congress work with the state legislature to designate the morel as the state fungus.

Name of Author: John Q. Public
Name of Organization (*optional*): Private Citizen
Address: W12345 State Road 6
City, State, Zip Code: Hometown, Wisconsin 54321
Name of the County Introducing In: _____ County
Telephone Number (*including area code*): 123-456-0789

See WCC Resolution Process

*Resolutions introduced at each Spring Hearing are public documents under Wisconsin's Open Records law [ss.19.31-19.39, Wis. Stats.] and will be posted online for the public to review. Any personally identifiable information will be available to the public but will only be used by the Department for administrative purposes.