

Chapter 4
RESOLUTIONS AND MEMORIALS

JOINT RESOLUTION. The Legislative Assembly uses joint resolutions to:

- Propose constitutional amendments. *See* chapter 5 “Amending the Oregon Constitution” on pages 41 to 46 of this manual.
- Create interim committees.
- Provide for the printing of legislative publications.
- Give directions to a state agency or officer.
- Express legislative approval of action taken by someone else or authorize some kind of temporary action to be taken.
- Direct expenditures out of the legislative expense appropriations.

Joint resolutions are adopted by both houses of the Legislative Assembly and are *not* submitted to the Governor. The formal parts of a joint resolution are the *heading*, *preamble*, *resolving clause* and *body*.

Here is an example of a joint resolution that expresses “legislative approval of action taken by someone else” or authorizes “some kind of temporary action to be taken”:

HEADING

JOINT RESOLUTION

PREAMBLE

Whereas throughout our history over 125,000 men and women have made the uncommon sacrifice of relinquishing their freedoms so we might enjoy the blessings of peace and liberty. In fulfilling their duty as citizens of the United States, they have defended American ideals while suffering unimaginable indignities under the control of hostile powers; and

Whereas it is unfortunate to note that the many injuries suffered by these men and women while being held captive are considered to be the result of war crimes and not the legal acts of war, a distinction which currently denies many former POWs due recognition and compensation for such injuries. Nevertheless, these former Prisoners of War remain steadfast in the belief that the principles of justice upon which our country was founded, and for which they fought, will eventually prevail; and

Whereas we join with these former POWs in their present battle for recognition for what is rightfully theirs and dedicate ourselves to a future in which they can remain firm in the conviction that their sacrifices were not made in vain; now, therefore,

RESOLVING CLAUSE
BODY

Be It Resolved by the Legislative Assembly of the State of Oregon:

That April 9 be perpetually recognized as POW RECOGNITION DAY in Oregon, and that all citizens, local governments and private organizations be urged to honor these men and women by observing this day with appropriate ceremonies and activities.

Heading. The heading identifies the type of measure and its house of origin (*e.g.*, House Joint Resolution). Omit the name of the house of origin if the house of origin is unknown when the joint resolution is being drafted.

Preamble:

- “Whereas” clauses may be used as a preamble to a joint resolution to express reasons for the action, but may be omitted. If used, the preamble precedes the resolving clause.
- Do not use a comma after the word “Whereas” in these clauses.
- End each paragraph except the last with a semicolon and the word “and”.
- End the last paragraph with a semicolon and the phrase “now, therefore,”. This phrase connects the preamble to the resolving clause.

Resolving Clause. While the preamble may be omitted, the resolving clause and body are indispensable parts of a resolution. The resolving clause is always flush with the left-hand margin. Use the following resolving clause for joint resolutions originating in either house:

Be It Resolved by the Legislative Assembly of the State of Oregon:

Body. The text.

CONCURRENT RESOLUTION. A concurrent resolution is used when both houses of the Legislative Assembly join to:

- Make a request upon or to express an opinion to Congress, the President of the United States or other governmental officials or agencies.
- Address matters affecting the operations and procedures of the Legislative Assembly, such as joint sessions, appointments of joint committees and adjournments.

Concurrent resolutions are not submitted to the Governor. The formal parts of a concurrent resolution are the *heading*, *preamble*, *resolving clause* and *body*.

Heading. The heading identifies the type of measure and its house of origin (*e.g.*, Senate Concurrent Resolution). Omit the name of the house of origin if the house of origin is unknown when the concurrent resolution is being drafted.

Address Clause. A concurrent resolution must have an address clause if it makes a request upon or expresses an opinion to Congress, the President of the United States or other governmental officials or agencies. The address clause for this type of concurrent resolution follows the heading and precedes the introductory clause. Note that the first line of the address clause is flush with the left-hand margin and the second line is indented:

To the Senate and House of Representatives of the United States of America, in Congress assembled:

Another form of the address clause that may be used is:

To the President of the United States:

Here is another example of an address clause:

To the President of the United States, the Speaker of the House of Representatives and the President of the Senate of the United States:

Here is another example of an address clause:

To the President of the United States, the Senate and the House of Representatives of the United States of America, in Congress assembled, and the Secretary of the Department of Commerce:

Here is another example of an address clause:

To the Director of the United States Fish and Wildlife Service:

Here is another example of an address clause:

To the Governors of Alaska, Idaho, Montana and Washington and to the Premiers of Alberta and British Columbia:

Introductory Clause. If an address clause appears in a concurrent resolution, it *must* be followed by the introductory clause, which will precede the preamble, if used. The introductory clause reads:

We, the Sixty-ninth Legislative Assembly of the State of Oregon, in legislative session assembled, respectfully represent as follows:

Preamble. The preamble for a concurrent resolution follows the same form as a preamble for a joint resolution or resolution.

Resolving Clause. A concurrent resolution must have a resolving clause that is always flush with the left-hand margin. Use the following resolving clause for concurrent resolutions originating in either house:

Be It Resolved by the Legislative Assembly of the State of Oregon:

Body:

- Begin each paragraph except the first with the word “Resolved,” and capitalize the next word.
- End each paragraph except the last with a semicolon and the words “and be it further”.

Provision for Sending Copies. If a concurrent resolution addresses Congress, the President or other governmental officials or agencies, it is customary to make provision at the end of the body of the concurrent resolution for sending copies of that concurrent resolution to members of the Oregon Congressional Delegation. Copies also may be sent to other specific officers and agencies of the Federal Government, depending upon the subject of the concurrent resolution. Include this provision as a separate subsection in the body of the concurrent resolution.

The provision for sending copies should read substantially as follows:

(2) A copy of this concurrent resolution shall be sent to the President of the United States, the members of the Federal Energy Regulatory Commission and to each member of the Oregon Congressional Delegation.

Never state in this provision that copies be sent to “each member of the Congress” unless specifically directed to do so by the person requesting the concurrent resolution. Such a provision will require the preparation of hundreds of copies of the concurrent resolution for transmittal to *each* member of Congress.

Here is an example of a concurrent resolution that addresses a matter that affects the operations and procedures of the Legislative Assembly:

HEADING

CONCURRENT RESOLUTION

RESOLVING CLAUSE

Be It Resolved by the Legislative Assembly of the State of Oregon:

BODY

The regular session of the Senate and the House of Representatives of the Sixty-ninth Legislative Assembly shall adjourn sine die at _____.m. on the ____th day of _____, 199_.

Here is an example of a concurrent resolution that addresses Congress:

HEADING

CONCURRENT RESOLUTION

ADDRESS CLAUSE

To the Senate and House of Representatives of the United States of America, in Congress assembled:

INTRODUCTORY CLAUSE

We, the Sixty-ninth Legislative Assembly of the State of Oregon, in legislative session assembled, respectfully represent as follows:

PREAMBLE

Whereas state and local governments are dependent upon federal funds to support certain basic education services and programs; and

Whereas federal mandates regarding expenditure of those funds often do not take into consideration the local and regional needs of our children and the public school systems upon which they depend for the development of educational skills that will permit them to grow into meaningful adulthood; and

Whereas a nation is only as strong as the communities of which it is comprised; now, therefore,

RESOLVING CLAUSE

Be It Resolved by the Legislative Assembly of the State of Oregon:

BODY

(1) The Congress of the United States is respectfully urged to mandate sparingly and to allow the states more discretion and flexibility in the expenditure of federal moneys appropriated and allocated for education purposes so that the specific needs of specific areas may be better addressed at the state and local levels.

(2) A copy of this concurrent resolution shall be sent to each member of the Oregon Congressional Delegation and to the Secretary of Education.

RESOLUTION. A resolution, also known as a “simple resolution,” is used by a single house of the Legislative Assembly to:

- Take action affecting its own concerns or procedures, such as appointing a committee of its members; or
- Express an opinion or sentiment on a matter of public interest.

Resolutions are not submitted to the Governor. The formal parts of a resolution are the *heading, preamble, resolving clause* and *body*.

Heading. The heading identifies the type of measure and its house of origin:

HOUSE RESOLUTION

OR

SENATE RESOLUTION

Address Clause. A resolution must have an address clause if it makes a request upon or expresses an opinion to Congress, the President of the United States or other governmental officials or agencies. The address clause for a resolution follows the same form as an address clause for a concurrent resolution.

Introductory Clause. If an address clause appears in a resolution, it *must* be followed by the introductory clause, which will precede the preamble, if used.

The introductory clause for a Senate Resolution reads:

We, the Senate of the Sixty-ninth Legislative Assembly of the State of Oregon, in legislative session assembled, respectfully represent as follows:

The introductory clause for a House Resolution reads:

We, the House of Representatives of the Sixty-ninth Legislative Assembly of the State of Oregon, in legislative session assembled, respectfully represent as follows:

Preamble. The preamble for a resolution follows the same form as a preamble for a joint resolution or a concurrent resolution.

Resolving Clause. In the case of a resolution, identify the single house taking the action in the text of the resolving clause:

Be It Resolved by the Senate of the State of Oregon:

OR

Be It Resolved by the House of Representatives of the State of Oregon:

Body. The text.

Here is an example of a resolution that addresses Congress, expressing an opinion on a matter of public interest:

HEADING

SENATE RESOLUTION

ADDRESS CLAUSE

To the President of the United States and to the Senate and House of Representatives of the United States of America, in Congress assembled:

INTRODUCTORY CLAUSE

We, the Senate of the Sixty-seventh Legislative Assembly of the State of Oregon, in legislative session assembled, respectfully represent as follows:

PREAMBLE

Whereas Oregon's unemployment rate for March 1993 was 7.1 percent, higher than the national average and leaving 119,100 Oregonians without work and many thousands more underemployed; and

Whereas investment in the health, education and productivity of Oregonians would provide the stimulus needed to reverse the stagnation which has caused undue hardship to the state overall; and

Whereas in some Oregon communities undergoing severe economic disruption due to reduced timber harvests, drought and industry change unemployment locally has reached upwards of 12 percent; and

Whereas investment in the physical infrastructure would rectify long neglected and underfunded improvements in cities and highways while creating family wage jobs; and

Whereas Oregon's youth need the encouragement and tutelage that the creation of significant summer employment and training programs would provide; and

Whereas the President's desire to move the country towards economic growth and social well-being has the potential to provide millions of dollars for job creation, natural resource enhancement and infrastructure improvement in our state; now, therefore,

RESOLVING CLAUSE

Be It Resolved by the Senate of the State of Oregon:

BODY

(1) We support the development and implementation of an economic stimulus package which has a stated goal of providing critical support for this state, long the recipient of less than the national average for federal dollar investment and critically in need of new jobs, new transportation, enhanced educational opportunities and dislocated worker support.

(2) A copy of this resolution shall be sent to the President and to each member of the Oregon Congressional Delegation.

JOINT MEMORIALS

The Legislative Assembly uses a joint memorial to:

- Express legislative congratulations, commendation or sympathy.

Joint memorials are adopted by both houses of the Legislative Assembly and are *not* submitted to the Governor. The formal parts of a joint memorial are the *heading*, *preamble*, *resolving clause* and *body*.

Heading. The heading identifies the type of measure and its house of origin (*e.g.*, House Joint Memorial). Omit the name of the house of origin if the house of origin is unknown when the joint memorial is being drafted.

Preamble. The preamble for a joint memorial follows the same form as a preamble for a joint resolution, concurrent resolution or resolution.

Resolving Clause. A joint memorial must have a resolving clause that is always flush with the left-hand margin. Use the following resolving clause for joint memorials originating in either house:

Be It Resolved by the Legislative Assembly of the State of Oregon:

Body:

- Do not number the paragraphs with Arabic numerals in parentheses (*e.g.*, (1), (2), etc.) because of the resulting impersonal appearance.
- Begin each paragraph except the first with the word “Resolved,” and capitalize the next word.
- End each paragraph except the last with a semicolon and the words “and be it further”.

MEMORIALS

A memorial, also called a “simple memorial,” is used for the same purposes as a joint memorial except that it is adopted by a *single* house. Memorials are *not* submitted to the Governor. The formal parts of a memorial are the *heading*, *preamble*, *resolving clause* and *body*.

Heading. The heading identifies the type of measure and its house of origin (*e.g.*, House Memorial). Omit the name of the house of origin if the house of origin is unknown when the joint memorial is being drafted.

Preamble. The preamble for a memorial follows the same form as a preamble for a joint memorial, joint resolution, concurrent resolution or resolution.

Resolving Clause. In the case of a memorial, identify in the text of the resolving clause the single house that is expressing congratulations, commendation or sympathy. The resolving clause is always flush with the left-hand margin:

Be It Resolved by the Senate of the State of Oregon:

OR

Be It Resolved by the House of Representatives of the State of Oregon:

Body:

- Do not number the paragraphs with Arabic numerals in parentheses (*e.g.*, (1), (2), etc.) because of the resulting impersonal appearance.
- Begin each paragraph except the first with the word “Resolved,” and capitalize the next word.
- End each paragraph except the last with a semicolon and the words “and be it further”.

Here is an example of a joint memorial that expresses legislative commendation:

HEADING

JOINT MEMORIAL

PREAMBLE

Whereas Ginger Rogers defined glamour and elegance in many of the classic Hollywood musicals of the late 1930s and 1940s, bringing welcome respite to a nation in the grips of the Great Depression and World War II as she glided gracefully across lustrous ballroom floors on the arm of dance partner Fred Astaire; and

Whereas her screen triumphs in the lighthearted “Top Hat,” “Swing Time” and “The Story of Vernon and Irene Castle” were further enhanced by her stature as a dramatic actress, a stature attested to by an Oscar Award for her performance in “Kitty Foyle” in 1940; and

Whereas Ginger Rogers continued to entertain screen audiences for another two decades, appearing last in “Harlow” in 1964; and

Whereas Ginger Rogers was recently honored by the Kennedy Center Board of Trustees for “distinguished artistic achievements and career contributions to American culture”; and

Whereas in both her screen persona and personal life, Ginger Rogers has been a role model of modesty and character to millions of appreciative fans; and

Whereas Ginger Rogers now graces the State of Oregon with her mature beauty and charm by choosing to establish residence here; now, therefore,

RESOLVING CLAUSE

Be It Resolved by the Legislative Assembly of the State of Oregon:

BODY

That we, the members of the Sixty-seventh Legislative Assembly, extend a belated welcome to Ginger Rogers and express our sincere gratitude for the joys that her illustrious career has brought to generations of American moviegoers; and be it further

Resolved, That a copy of this resolution be presented to Ms. Rogers as an expression of our esteem.
