**Instructions and Template for Resolutions**

* All resolutions must be submitted **at least 6 months before a Congress otherwise they will be carried over to the next Congress.**
* In addition to resolutions from national associations and individual members (where there is no national association), **each regional congress should submit 1-2 suggested resolutions for the next Triennial congress**.
* The Ethics and Resolution Committee (E&R) will help formulate any resolution providing sufficient detail is given to enable us to do that. We may ask for more details.
* All Resolutions must be completed before the Congress. **The only exception is if a time- sensitive emerging issue arises after the 6 months deadline.** Following consultation by the President and Secretary General with the executive, a decision will be made as to the appropriateness of having the E&R work on the resolution at the Congress so it can be included in the proceedings of the current congress.
* **There will be no “wordsmithing” at General Assemblies**. This means that resolutions are pre-submitted and there will have been exhaustive work done on the wording by the E&R Committee in consultation with the proposer of the motion to make the motions clear and thus word changes at the Congress will not be needed. This will allow the time at General Assemblies to be used to discuss and debate the resolutions so that members understand the issue and intent of the resolutions in order to be able to have an informed vote.
* **The draft resolutions will be included in the material pertaining to the General Assemblies circulated to Congress attendees four weeks** in advance of the Congress.

**Template for Resolutions**

**Name of proposer with email address**

**Please indicate source of resolution**

 **National association Individual Member Regional Congress MWIA Executive**

**Subject matter**

**Have you checked the previous Resolutions to know if there has been a resolution on this in the past? <http://mwia.net/about/resolutions/>**

Yes/No

If yes please state which Resolution

Is your proposed resolution an enhancement of the existing one?

Do you propose this replaces the existing resolution?

**Background**

**Suggested wording:**

*Tips: Often a Resolution begins with……. whereas and includes the words…… MWIA resolves. Do not worry about this wording, the Ethics and Resolution Committee will work with you to get this right*

**Please return this form to:** Dr. Padmini Murthy, MWIA Secretary General

Email: secretariatmwia@gmail.com