

## **Amendment Writing: Resolution Checklist**

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Identify one of the solutions in a resolution (it may consist of multiple operative clauses), then use the checklist below to assess its level of detail. Afterwards, you can use this analysis to create amendments for the resolution.

<b>Checklist</b>	<b>Yes / No</b>	<b>If no, what should be added?</b>
<b>Intent</b>		
<b>Is the goal clear?</b>		
<b>Impact: Is it clear...</b>		
<b>Who's impacted by the solution?</b>		
<b>Where it will be implemented?</b>		
<b>When it will be implemented?</b>		
<b>Implement: Is it clear...</b>		
<b>Who's responsible for the solution?</b>		
<b>How it will be funded?</b>		
<b>How it will measure success?</b>		