

Resolution Guidelines

Font: Verdana
Font Size: 12

Margins (Page Layout/Margins)

Top: 1.5	Bottom: 0.5
Left: 1.5	Right: 0.7

Header Margins (Insert/Header & Footer)

From Edge:	Header: 1.5
	Footer: 0.5

Header (Insert/Header & Footer)

Content:

Resolution Title

- Mixed (upper and lower) case and bolded
- Within the CRMS application, the Resolution Title **should not** contain the agency name and any associated amounts.
- Within the resolution Word Document, the Resolution Title should be entered into the document header so that it will appear on subsequent pages. Add the agency name and any associated amounts at the end of the title.
- The content of the Resolution should be Justified (both sides should be even). (Home/Paragraph/Alignment/Justified)
- At the end of the Resolution Title, there should be a period (.) before the agency name.

WHEREAS's should be indented, bolded, and capitalized.

There should be no signature or motion lines; the new application will create a signature sheet.

'Prepared by:' should be included and should contain a complete name and not just initials and should appear before the CC's.

CC's are to be included in the standard format.

Since the system generates a signature page, there should be no page numbers on the document.

Additional Information

- When you draft your contracts, please include **additional space in between the signature lines**. This will help each Commissioner sign their name without interfering with another Commissioner's signature.
- When submitting your hard copies of contracts to be signed by the Commissioners, please **attach the corresponding Resolution**, from CRMS, to the front of the contract.
- When submitting your hard copies of contracts, **please tab all signature pages** before submitting.