

# Standard Operating Procedure (SOP)

## Resolution Drafting and Approval Process

This SOP details the **resolution drafting and approval process**, covering the preparation of draft resolutions, review and revision protocols, stakeholder consultations, formal submission procedures, approval workflows, record-keeping, and final dissemination. The objective is to ensure that all resolutions are accurately crafted, thoroughly vetted, and officially authorized in a timely and organized manner, promoting clarity, accountability, and compliance within the organization.

### 1. Purpose

To standardize the drafting and approval process for organizational resolutions to ensure accuracy, transparency, and compliance.

### 2. Scope

This SOP applies to all departments and stakeholders involved in the initiation, drafting, review, approval, and dissemination of resolutions within the organization.

### 3. Roles & Responsibilities

- **Originator:** Initiates the resolution and prepares the initial draft.
- **Reviewers:** Subject matter experts, legal, and relevant departments review and provide feedback.
- **Approving Authority:** Senior management or designated committee officially approves the resolution.
- **Records Officer:** Oversees document control, archival, and dissemination of approved resolutions.

### 4. Procedure

#### 1. Initiation

- Identify the need for a resolution based on organizational requirements or regulatory mandates.
- Assign a resolution originator.

#### 2. Drafting

- Prepare the draft resolution template, ensuring clear, concise, and actionable content.
- Include necessary background, rationale, supporting documents, and proposed actions.

#### 3. Internal Review and Revision

- Circulate the draft to subject matter experts, legal, and relevant departments.
- Incorporate feedback and track all suggested changes.
- Finalize the draft for wider consultation.

#### 4. Stakeholder Consultation

- Share the revised draft with all relevant stakeholders for input and endorsement.
- Hold meetings or workshops as required to address concerns or recommendations.

#### 5. Formal Submission

- Submit the consolidated resolution to the designated Approving Authority using standard submission formats and channels.

#### 6. Approval Workflow

- Approving Authority reviews the submitted resolution, requests clarifications if needed, and records the approval decision.
- If not approved, return to originator for further revision.

## **7. Record-Keeping**

- Archive signed and authorized resolutions in a secure, centralized repository.
- Maintain version control and an audit trail for all changes and approvals.

## **8. Dissemination**

- Communicate the approved resolution to all stakeholders and ensure implementation as per designated channels (email, intranet, meetings, etc.).
- Store copies for future reference and compliance checks.

# **5. Documentation & References**

- Resolution Draft Template
- Change Log Template
- List of Approving Authorities
- Submission and Approval Form

# **6. Review & Update**

This SOP will be reviewed annually or as needed to reflect changes in legal, regulatory, or organizational requirements.