
Letters of Commendation or Condolence & Honorary Resolutions

Legislative Service Commission
Resolution Drafting




www.lsc.ohio.gov

LSC RESOLUTION DRAFTING

- Separate section within LSC.
 - Not responsible for bill drafting, research, or fiscal analyses requests.
- There are seven Resolution Drafting staff members and four Resolution Typing staff members who serve all 132 members of the Ohio General Assembly.
- Resolution Drafting produces around 25,000 letters of commendation or condolence and 500 honorary resolutions annually.

GUIDELINES AT A GLANCE

Unlike ORD and LBO, Resolution Drafting follows guidelines set by leadership (the Speaker or President) that dictate what can be drafted



Guidelines differ between the House and Senate



Each request must meet the guidelines to be processed



The specialty paper provided by House and Senate administrative offices is only for letters of commendation or condolence and honorary resolutions

Examples of Qualifying Events for Letters of Commendation (not an all-inclusive list)

- Awards for heroism
- Milestone birthdays (80 and above) and milestone wedding anniversaries
- Milestone anniversaries for organizations
- Local civic awards
- Eagle Scout and certain other Scouting awards
- Retirements
- Military graduations
- FFA awards

Examples of Qualifying Events for Honorary Resolutions (not an all-inclusive list)

- Sports teams that earn state or national championships
- Individuals who achieve awards of statewide significance
- Legislator retirements
- Memorial resolutions for former legislators
- Memorial resolutions for police officers, fire fighters, or members of the armed forces who lost their lives in the line of duty

Examples of Events that *may not* Qualify for Letters of Commendation (not an all-inclusive list)

- High School graduations
- Non-milestone anniversaries
- Non-Ohioans
- Fundraising events
- Finalists for an award
- School district-level awards
- Human interest/spotlight stories that highlight an individual/group for doing great things in the community
- New jobs, elections, appointments

HOUSE GUIDELINES FOR HONORARY LETTERS AND RESOLUTIONS

- The Speaker of the House sets guidelines on what qualifies for honorary letters of commendation and condolence and resolutions.
 - These guidelines are managed by the House Clerk's office.
 - For a complete listing of these policies, please contact the House Clerk's office at 466-3357.

HOUSE LETTERS OF COMMENDATION OR CONDOLENCE

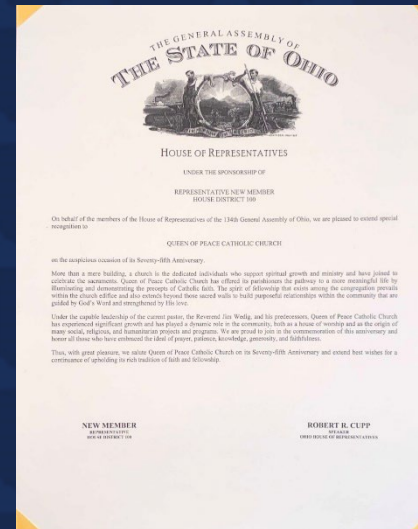
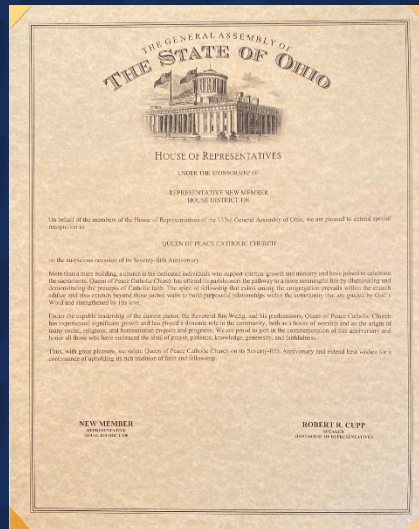
- House Letters of Commendation are commonly used to recognize individuals, groups, or events that have less than statewide significance but still have a district-wide impact.
- House Letters of Condolence are used exclusively to offer condolences on behalf of individual offices.
 - Although these documents are not adopted by vote, they are prepared on House of Representatives letterhead.

HOUSE LETTERS OF COMMENDATION

- House Letters of Commendation are 11" x 14" with either:
 - A depiction of the Statehouse at the top and a text border on parchment paper.

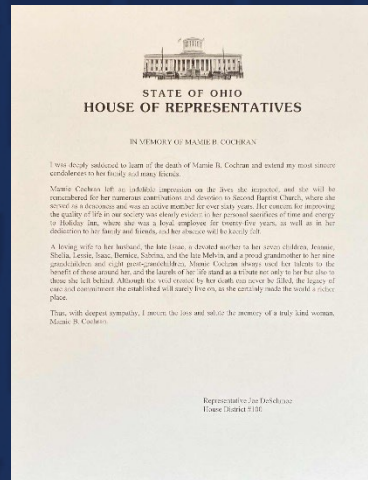
OR

- A depiction of an Old State Seal at the top on ivory paper.



HOUSE LETTERS OF CONDOLENCE

- The House of Representatives offers separate paper specifically used for condolences:
- House Letters of Condolence are 8 ½” x 11” with a depiction of the Statehouse and “State of Ohio – House of Representatives” printed across the top of the paper.



HOUSE HONORARY RESOLUTIONS

- These simple resolutions are formal expressions of the opinions and wishes of the General Assembly that are presented on House parchment paper and are used to congratulate or offer condolences on behalf of the General Assembly. Honorary resolutions must be adopted on the floor of the House and are prepared in final form by the clerk's office of the legislative body. They do not require the signature of the Governor.

HOUSE HONORARY RESOLUTIONS

- House Honorary Resolutions are 11” x 14” with a depiction of the Ohio House of Representatives Seal and “Ohio House of Representatives – A Resolution” printed across the top of the paper.



SENATE GUIDELINES FOR PRESIDENT'S LETTERS AND HONORARY RESOLUTIONS

- The President of the Senate sets guidelines on what qualifies for President's letters and honorary resolutions.
 - These guidelines are managed by the Senate Clerk's office.
 - For a complete listing of these policies, please contact the Senate Clerk's office at 466-4900.

SENATE PRESIDENT'S LETTERS

- These documents are commonly used to recognize individuals, groups, or events that have less than statewide significance but still have a district-wide impact.
 - Although these documents are not adopted by vote, they are prepared on Senate letterhead.

SENATE PRESIDENT'S LETTERS

- The Senate uses one format for all letters:
 - President's letters are 8 ½" x 14" with "The General Assembly of The State of Ohio – Ohio Senate" printed across the top of the paper.



SENATE HONORARY RESOLUTIONS

- These simple resolutions are formal expressions of the opinions and wishes of the General Assembly that are presented on Senate parchment paper and are used to congratulate or offer condolences on behalf of the General Assembly. Honorary resolutions must be adopted on the floor of the Senate and are prepared in final form by the clerk's office of the legislative body. They do not require the signature of the Governor.

SENATE HONORARY RESOLUTIONS

- Senate Honorary Resolutions are 10” x 16” with a depiction of the Ohio Senate Seal and “A Resolution” printed across the top of the paper.



CONSTITUENT ADDRESSES

- Constituent addresses are required for each constituent you wish to recognize.
 - The House address policy is more specific, requiring a HOME address for individuals and a BUSINESS address for entities.

CONSTITUENT ADDRESSES

- According to House and Senate guidelines, a legislator can only request letters of commendation/condolence and honorary resolutions for constituents in the legislator's district.
- If there is a constituent you would like to recognize that is not in your district, please ask to co-sponsor with the proper legislator's office.
 - In certain instances, Resolution Drafting independently verifies co-sponsorships; therefore, it is helpful to include any email correspondence showing prior approval.

CONSTITUENT ADDRESSES

- To verify constituency, visit <https://www.legislature.ohio.gov/legislators/district-maps> and enter the required information.

The screenshot displays two maps of Ohio: the 'House District Map' on the left and the 'Senate District Map' on the right. Both maps show the state's geographical outline with district boundaries. Below the maps are two search forms. The first form is titled 'Search By Address' and contains two input fields: 'Address (e.g. 121 Main St.)' and 'City (e.g. Columbus)'. The second form is titled 'Search By ZIP Code' and contains two input fields: 'ZIP Code (e.g. 43215)' and 'Plus Four (e.g. 4275)'. Both forms have 'Submit' and 'Clear' buttons. At the bottom of the page, a note reads: 'To verify your voting district, please contact your county's board of elections.'

Non-Standard Requests

- For approval of non-standard requests, please contact the House or Senate Clerk's Office prior to submission.
 - House Clerk's Office: 466-3357
 - Senate Clerk's Office: 466-4900
- If you are unsure if something qualifies for a letter of commendation/condolence or an honorary resolution, feel free to contact your Clerk's Office or Resolution Drafting.

How to Make Requests

- Attach the appropriate request form and supporting information to an email and submit to RequestLSC@lsc.ohio.gov.
- Please fill out the request forms in entirety. Avoid using “See attached,” and rather, be specific with the reason for the recognition. Also, try to limit email attachments to 5-6 per email.

The image shows a screenshot of the 'House Commendation & Resolution Request Form'. The form is titled 'House Commendation & Resolution Request Form' and includes a subtitle 'Good information that will be helpful to the House of Representatives'. It contains several sections with checkboxes and text input fields, such as 'Request type', 'Requester information', 'Request details', and 'Additional information'. The form is designed to be filled out by the requester and submitted to the House of Representatives.

The image shows a screenshot of the 'Senate Commendation & Resolution Request Form'. The form is titled 'Senate Commendation & Resolution Request Form' and includes a subtitle 'Good information that will be helpful to the Senate of Ohio'. It contains several sections with checkboxes and text input fields, such as 'Request type', 'Requester information', 'Request details', and 'Additional information'. The form is designed to be filled out by the requester and submitted to the Senate of Ohio.

Rush Requests

- If you need your letter of commendation/condolence or honorary resolution sooner than the approximate ten-day turnaround time, you can submit the request as a rush:
 - Indicate it is a Rush in the email subject line to help ensure prompt processing.
 - Be specific with the date and time needed.

Personalization

- To make letters of commendation/condolence and honorary resolutions accurate and more personal, please include **any** supporting information available.
- For example, attach the scan of a complete news article with the request form.
 - PDFs or scans of printed articles are preferred.
 - Some newspapers require subscriptions to view on-line content.

Working Effectively with Resolution Drafting

- In the case of multiple recipients, please fill out one request form and attach a list of names and addresses.
- Please fill out request forms in entirety to ensure that requests are done correctly.
- It is helpful if there are no more than 5-6 attachments on each email.

Working Effectively with Resolution Drafting

- Please notate co-sponsorship clearly, especially in instances where there may be co-sponsors on some submissions and no co-sponsors on other submissions.
- In certain instances, Resolution Drafting independently verifies co-sponsorships; therefore, it is helpful to include any email correspondence showing prior approval.

Questions

- If you have **any** questions or concerns, please contact the LSC Resolution Drafting staff at: 466-3031 or resolutions@lsc.ohio.gov.
- If you would like to honor a constituent but the request does not qualify under the guidelines, the Resolution Drafting staff is happy to provide you with sample language for an in-office citation.