

# RESOLUTIONS

By Janet Easley (PDP)

**Resolutions are motions in written form**, sometimes complex or lengthy, and used when greater formality is desired. Our Department *Constitution, Bylaws and Standing Rules* **define** the primary characteristics of our organization, the American Legion Auxiliary, Department of Washington, **describe** how we function, and **include** all of the rules that we consider so important that they cannot be changed without previous notice to the members and the vote of a large majority, such as a two-thirds vote, and generally cannot be suspended (from *Robert's Rules of Order*). These documents are amended at Department Convention by resolutions submitted by Units, individuals, or committees. **Our governing documents, Department Policies and Procedure Guide and Auxiliary Rules of Convention** describe the means by which governing documents can be amended, and resolution writers should review these sources.

If your Unit or you and another member who are both voting members of Convention, or a Committee, should decide that something in our *Constitution, Bylaws or Standing Rules* should be changed to make our organization better, then you have the right to propose a change to members gathered at the Department Convention. Since you are proposing a change, there may be opinions pro or con about the change or addition. Therefore, discussion will take place as people express support or opposition to what you have presented. It's democracy in action. Have good reasons for the change or addition which you have described in your resolution and try to convince others that your resolution deserves their "yes" vote. When you are preparing your resolution, you should consult with mentors, the Resolutions Committee or other members who can help you to improve the wording of your resolution.

There are two parts to a resolution: the "**Whereas**" clauses which present the reasons that a resolution should be adopted, and the "**Resolved**" clauses which tell the specifics of your proposal. Include only the most important of each clause, maybe three of each; (fewer if possible). **SIMPLE, BUT SPECIFIC IS BEST.**

The goal of the Resolutions Committee is to facilitate the process by which Units or members prepare resolutions so that the final products which are discussed at Convention are free of typographical or other errors in accuracy, organization, or format. The Committee does not comment upon the content of the resolution. The Resolutions Committee is responsible for screening all resolutions to amend the *Department Constitution, Bylaws or Standing Rules* submitted by members for consideration at Department Convention. The Resolutions Committee shall consult with the Department Constitution and Bylaws Chair and/or the Parliamentarian at any time as it carries out its duties.

Members will submit resolutions to the Resolutions Committee at any time, preferably **on or before May 1 of any year**. Within five (5) days of receipt, the Committee will review and process each resolution and return it to the author of the resolution, asking for clarification or for revision of the resolution, if necessary. The author will send the completed resolution to the Department Secretary or Secretary/Treasurer as soon as possible. The Department Secretary or Secretary/Treasurer will date all resolutions and mail them to each Unit in the Department and to members of the Department Executive Committee at least thirty (30) days prior to the annual Department Convention. A resolution may be submitted at any time prior to Convention, but all Units will not have time to consider it at their meetings.

It is recommended that the resolution form be used by resolution writers.