

THE AMERICAN LEGION DEPARTMENT OF WASHINGTON
LACEY, WASHINGTON

USE THIS FORM FOR RESOLUTIONS TO BE ACTED UPON AT DEPARTMENT CONVENTION
Please fill out and email To: administrator@walegion.org with a Cc: adjutant@walegion.org
RESOLUTION

The above resolution was approved at

Committee Meeting held at		On
Committee Resolution Number		Dept. Resolution No.
Committee Chairman	Committee Secretary	Title of Resolution

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**ARTICLE XXIII
RESOLUTIONS**

Section 1: Post Approval: Any resolution approved by a Post shall be in the proper format, including certification by the Post Adjutant and Commander as to the meeting date and approval, then shall be submitted to Department Headquarters not less than 90 days prior to the opening date of the Convention, or the second Executive Committee meeting except for the requirements specified elsewhere for amendments to the Department Bylaws. The start of the convention will be when the Convention is called to order and convened.

- A. Each such resolution will be numbered in the order in which received, acknowledged by the Department Adjutant, and a copy maintained in a permanent Department Headquarters file.
- B. The Department Adjutant shall review for proper format and conformance. Resolutions shall be mailed to all posts, Past Department Commanders, Past National Executive Committeemen, and the Department Executive Committee members at least 60 days prior to Convention.

Section 2: Department or National Scope: Any resolution which is Department or National in scope shall not be publicized or have any action taken thereon until proper approval is given by the Executive Committee or by the Convention Delegates. In addition, if the resolution covers future continuing Department action, it shall be proposed as an amendment to the Department Bylaws or Department Operating Procedures as applicable, as opposed to a resolution just describing the desired future continuing action.

Section 3: Format: Each resolution shall be in the format specified in the Department Operating Procedures.

Section 4: Convention Committee Resolutions:

- A. A Convention Committee may consolidate or amend a Post resolution, provided the intent of the Post's resolution is completely clear and that intent is not changed. The Committee may generate resolutions provided the action is approved by a majority of that Committee's members, signed by the Committee Chairman and Secretary, and presented in writing to the Department Adjutant prior to being included in the Committee report or presented to the Convention Delegates for approval.

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- 1) B. Such resolutions require reading to the Convention Delegates at least 12 hours prior to the time at which a vote will be taken and require the Department Adjutant to provide copies for the Delegates as far in advance of the voting as possible
- 2) In submitting resolutions, the following points should be carefully observed:
 - a) Each resolution is to be prepared on separate official forms furnished for this purpose by the Department Adjutant, The American Legion.
 - b) Each resolution is to be prepared either
 - i) In quadruplicate (return original and two copies to Department Adjutant, The American Legion, Department of Washington, P.O. Box 3917, Lacey, WA 98509-3917 – keep one copy for Department records), or
 - ii) In computer file format, using the designated computer template, and sent via email to the current Administrator, The American Legion, with an email Cc: copy to the current Department Adjutant, The American Legion
 - c) Each resolution shall deal with only one subject – do not attempt to deal with more than one subject in the resolve clauses.
 - d) Local resolving clauses may be used to specify the place and date the Department Convention meeting was held.
 - e) Each resolution is to be worded in full, including all Whereas clauses and the Resolve clauses.
 - f) Keep font size to 12 pt.
 - g) Double-click the footer (bottom of the form) so that you can complete the Post meeting type (at what meeting the resolution was passed, the date of passing, and your name).
 - h) E-mail the resolutions to Department Headquarters
 - i) An e-mail acknowledgement will be sent to you as the resolution(s) are opened and a printed version of your resolution(s) will be returned to you within 15 days as a form of confirmation.

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