

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

Post Meeting held at		On
Post Resolution Number		Dept. Resolution No.
Post Commander	Post Adjutant	Title of Resolution

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**RESOLUTION**

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IAW Article XXV, Resolutions, Section 1: 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, shall be submitted to Department Headquarters not less than 90 days prior to the opening date of the Convention, except for the requirements specified elsewhere for amendments to the Department Bylaws.

- 1) Each such resolution will be numbered in the order in which received, acknowledged by the Department Headquarters, and a copy maintained in a permanent Department Headquarters file.
- 2) The Department Headquarters shall review for proper format and conformance with this Article, and the results of such review will be included with the acknowledgment so that improper resolutions may be reworked and resubmitted not later than 70 days prior to Convention.
- 3) 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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