

# SO YOU WANT TO WRITE A RESOLUTION!

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You have heard people refer to resolutions at the same time as they roll their eyes. **What is a resolution, and why do some people dislike them?**

**Resolutions are motions in written form**, sometimes complex or lengthy, and in instances 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.

**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 that you are proposing. Therefore, discussion will take place as people express support or opposition to what you have presented. THAT'S NOT SCARY. It's democracy in action. Relax, 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.**

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, and fewer if possible. **SIMPLE, BUT SPECIFIC IS BEST.**

## Hints for writing resolutions.

- Consult with mentors, the Resolutions Committee or members who can help you improve the wording of your resolution and who will support your resolutions during the discussion period;
- Resolutions should be written as soon as you think of them. It may take a month or two to get your Unit's approval. Once approved, submit to the Department Secretary/Treasurer, so the Resolutions Committee can review it.
- Resolutions can be submitted to Department at any time. The Resolutions Committee would like for you to submit your resolution to the Department Secretary/Treasurer no later than **May 1**, which will allow time to review it, ask for clarification, and suggest necessary changes to you.
- If you meet this deadline, then your resolution can be sent to all Units in the Department and to all members of the Executive Committee 30 days prior to the beginning of Convention. A resolution can still be submitted at any time before Convention begins, but all Units will not have had time to consider it in their meetings.

**SAMPLE RESOLUTION.** See the sample resolution on the next page, as an example of a successful resolution passed by members at the 2012 Department Convention.

**SAMPLE RESOLUTION FORM.** See the form which you can use to prepare your resolution.

**DEPARTMENT OF WASHINGTON, AMERICAN LEGION AUXILIARY, OFFICIAL STATEMENTS ABOUT RESOLUTIONS, FOUND IN OUR CONSTITUTION, BYLAWS AND STANDING RULES, AND THE AUXILIARY RULES OF CONVENTION.** For your convenience, all official statements about resolutions are included here in one place, so you can easily refer to them as you prepare to write or discuss resolutions.

RESOLUTIONS  
AMERICAN LEGION AUXILIARY, DEPARTMENT OF WASHINGTON  
OFFICIAL STATEMENTS ABOUT RESOLUTIONS

INFORMATION IN THE CONSTITUTION AND BYLAWS OF THE AMERICAN LEGION AUXILIARY  
DEPARTMENT OF WASHINGTON

CONSTITUTION, ARTICLE VI, DEPARTMENT CONVENTION, Section 7 : All resolutions presented at Convention shall be from a Unit in good standing, signed by the Unit President and (1) officer, or if by an individual member, shall be in writing, signed by two members in good standing, each of whom shall be a voting member of the Convention.

CONSTITUTION, ARTICLE VII, AMENDMENTS, Section 1. This Constitution may be amended in the following manner:

- (a) By submitting a copy of the proposed amendment as a resolution by a unit in good standing, signed by the Unit President and one (1) officer, to the Department Secretary. She shall mail one copy of the proposed amendment to each local Unit in the Department and to the members of the Department Executive Committee, at least thirty days prior to the annual Department Convention; and a two-thirds vote shall be necessary for the adoption of any amendment.
- (b) Necessary amendments proposed after distribution or revision as shown in Section 1 (a), may be submitted by a Unit in good standing and signed by the Unit President and one (1) officer or if by individual members, signed by two members in good standing, each of whom shall be a voting member of the Convention. They may be adopted by a two thirds vote of the delegation at any Department Convention provided they have been read at one meeting of the session prior to taking action.
- (c) This Constitution may further be amended at a regular meeting of the Department Convention by a unanimous vote of the delegates present. Amendments shall, unless otherwise stated, become operative upon adoption.

BYLAWS. ARTICLE XIII, AMENDMENTS, Section 1.

- (a) These Bylaws may be amended, altered or repealed at an annual Convention by two-thirds vote of the delegates present, provided the proposed amendment has been read at one meeting of the session prior to taking action.
- (b) These Bylaws may also be amended at any regular meeting of the Department Convention by unanimous vote of the delegates present.

BYLAWS, ARTICLE XIV, PARLIAMENTARY AUTHORITY, Section 1.

A Standing Rule may be amended or rescinded by a two-thirds vote, or if notice has been given, by a majority vote. Standing Rules are usually adopted from time to time, as they are needed, in the form of resolution. (*Robert's Rules of Order Newly Revised*).

## RULES FOR DEPARTMENT CONVENTION

13. All resolutions must be in writing. If presented by action of a Convention Committee, they shall be signed by the Chairman and two members thereof. All resolutions presented at Convention shall be from a Unit in good standing, signed by the Unit President and (1) one officer, or if by an individual member, shall be in writing, signed by two members in good standing, each of whom shall be a voting member of the Convention. A copy of all resolutions must be presented to the Department Secretary for processing.
14. The Resolutions Committee shall receive all resolutions, study them to see that they are in proper form and eliminate duplications. The Resolutions Committee shall refer them to the Department Chairman concerned with the subject matter, to the Constitution and Bylaws Chairman, and to the Finance Committee when the expenditure or appropriation of money is involved. Each Committee Chairman shall note in writing the recommendation and return to the Resolutions Committee.
15. Resolutions may be presented from the floor when there is no pending business before the Convention, after which they shall be referred to the proper committees without discussion, to be acted upon after the Committees have had the opportunity to conduct their review, per item #14.

**NOTE: OUR DEPARTMENT *CONSTITUTION, BYLAWS AND STANDING RULES* ARE ON OUR WEBSITE:  
[www.walegion-aux.org](http://www.walegion-aux.org).**

RESOLUTION

CHANGE TO DEPARTMENT  
 Constitution  
 Bylaws  
 Standing Rules  
 (Place an X in front of one document above)

Indicate: (Only one subject per resolution)  
 Subject of resolution: (example: Dues);  
 Article number and name: \_\_\_\_\_  
 Section number: \_\_\_\_\_  
 Page number: \_\_\_\_\_

WHEREAS

WHEREAS

WHEREAS

NOW THEREFORE BE IT RESOLVED THAT

AND BE IT FURTHER RESOLVED THAT

This resolution was passed by majority vote of the members of \_\_\_\_\_ Unit No. \_\_\_\_\_  
 of \_\_\_\_\_, Washington at the regular meeting on \_\_\_\_\_, 20\_\_\_\_.  
 Signed by the Unit President \_\_\_\_\_ and one officer \_\_\_\_\_.

Or  
 This resolution is presented by the Department \_\_\_\_\_ Committee (signed by the chair and two members).  
 \_\_\_\_\_, Chair; \_\_\_\_\_, Member; \_\_\_\_\_, Member.

Or  
 This resolution is presented by \_\_\_\_\_ and \_\_\_\_\_, both voting members of Convention (signed  
 by both). This is usually done on-site at Convention and is not the most efficient way to accomplish any desired change.  
 It may result in a lack of the full attention of delegates. Avoid this method if possible.

\*You do not have to use this form, but the information requested on this form must be supplied. Please type and send to Department by email:  
[secretary@walegion-aux.org](mailto:secretary@walegion-aux.org). Desired deadline: on or before **May 1st**.

Passed

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DEPARTMENT OF WASHINGTON AMERICAN LEGION AUXILIARY  
RESOLUTION

CHANGE TO DEPARTMENT
<u>Constitution</u>
<input checked="" type="checkbox"/> <u>Bylaws</u>
<u>Standing Rules</u>
(Place an X in front of one document above)

Subject of resolution: <u>Dues</u>
Article number and name: <u>Article VIII</u>
Section number: <u>Section 1 (a)</u>
Page number:

WHEREAS, at the 2011 National Convention held in Minneapolis, MN the National Per Capita was increased four dollars (\$4.00) per senior member, and

WHEREAS, the National Per Capita will now be nine dollars (\$9.00) rather than our current rate of five dollars (\$5.00), and

WHEREAS, this increase takes effect in 2012/2013, and

WHEREAS, we are required to pay the total National Per Capita to National upon receipt of all Senior dues, and

WHEREAS, our current bylaws state: Article VIII – Dues section 1(a) Currently reads: (a) The annual dues of members to be remitted to the Department shall be twenty dollars (\$20.00) for Senior Members, this is to include National dues, one yearly...And therefore be it

RESOLVED, Bylaws, Article VIII – Dues Section 1 (a) be amended to read: (a) The annual dues of members to be remitted to the Department shall be twenty four dollars (\$24.00) for Senior Members, this is to include National dues, one yearly...

Dated: 07-19-12.

The Finance Committee:

Lorna Deckert	<u>Lorna Deckert</u>
Midge Tallman	<u>Midge Tallman</u>
Susan Patterson	<u>Susan Patterson</u>