



## RESOLUTIONS - INSTRUCTIONS

A resolution is a written, formal motion. If written well, the resolution makes it easier for members to consider the proposal. Importance, length and complexity of the motion, and size and formality of the assembly are major considerations in using resolutions.

A resolution has two sections – the resolving clauses and the reasons. Resolving clauses tell the specifics of the proposal. The main reasons a motion should be adopted are included in the “Whereas” clauses. Neither section should include more clauses than are absolutely necessary. Simple, but specific, is best.

Once the main motion is determined, develop three to five statements to support its adoption. These are the “Whereas” clauses. These points should be the most important and least controversial arguments for the motion. Again, it is important to stay focused on the points that are strictly necessary. Leave other points for the discussion.

When the resolution is finally written, it begins with the “Whereas” clauses and ends with the resolved clauses. *Robert’s Rules of Order, Newly Revised* prescribes the proper format, capitalization and punctuation of a resolution.

American Legion Auxiliary Department of Wisconsin Bylaws, Article II, Section 1, requires that:

4. The Department President shall, not less than 30 days prior to the annual department convention, appoint a Resolutions Committee consisting of five members chosen from the delegates.
  - a. Resolutions presented by an individual member must be approved by the unit or district to which the member belongs. Resolutions must be received at Department by June 1. Copies of these resolutions shall be transmitted to units not less than 30 days before department convention.
  - b. Any resolution not approved by a unit or district, or when the district conference is held after June 1, must be approved by the appropriate department chair of the program to which the resolution pertains. The department chair will submit approved resolutions to the Resolutions Committee for consideration.
  - c. The Resolutions Committee will forward any approved resolutions with a financial impact to the Finance Committee for their approval.

Once the Resolutions Committee and other appropriate chairs/committees have acted on all resolutions, the Resolutions Chair will report recommendations to the convention delegates.