
*Helpful Hints for Legionnaires
In the Writing of
Resolutions*



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Part 1: Resolutions

Resolutions vital to Legion's mission.

At the beginning of each year, many of us make New Year's resolutions. And then often we forget about them or put them in the back of our minds, hoping no one will remind us of what we committed ourselves to. For many of us, it's just a silly game.

Well, the resolution process is no game to The American Legion. In fact, it's serious business. Without the resolution process, our organization would not have guidance in developing programs, allocating funds to help veterans or targeting Congress with issues that affect you, me and the rest of this great country of ours.

Resolutions tell those in leadership roles what our members want. One of the Post Commander's responsibilities is to make sure that each resolution truly reflects the sense of the action taken by the Post and that it is presented in the best possible form. As adopted by your membership, they represent a formal expression of the official opinion of your Post. Many are written by dedicated Legionnaires and when approved by the local membership, the resolution could proceed to the next step—either the District or County or directly to the Department level—to be dealt with at a Department Executive Committee meeting or the Department Convention.

With formal authorization at the Department level, the resolution may be sent to National Headquarters, where it is registered for either the Resolutions Subcommittee for the National Executive Committee (NEC) or the Resolutions Assignment Committee of the National Convention. The resolution is forwarded by the National Adjutant to the appropriate national-level commission or committee for study. Finally, either the National Executive Committee or the National Convention delegates vote upon it.

What is a resolution?

A resolution is a description of a problem or situation that is then followed by a suggestion as to how to correct it. It might also be a statement or declaration as to the policy of a certain matter in which The American Legion believes. It consists of two parts: the preamble (description of the problem) and the resolving clause (how the local Post or even the national organization should solve the problem or support the issue). The entire resolution should be one long, continuous sentence with the preamble clause(s) first and the resolve clause(s) second.

Any Legionnaire should be able to write a resolution. You do not have to be an officer of the Post. But along the way, you might need the help of other members of the Post. During this process, your resolution might change somewhat. Input from the county or state level might add to the arguments or

improve style and grammar. And if the resolution makes it to the national level, a committee of specialists will study the matter and recommend whether or not the organization should support it with a resolution adopted at one of the national meetings. Upon adoption at the National level by the NEC or National Convention, the proposal becomes the position of The American Legion.

Does what you write really matter? Before the 1944 GI Bill of Rights was passed by Congress, there were calls by Posts, in resolution format, for educational and health benefits for World War II veterans. Before the Oratorical Contest or American Legion Baseball became national programs, someone had a dream that these worthy local events could become programs at the national level. Resolutions tell leadership what membership wants. Resolutions help leadership make decisions.

It may be too late for you to make a New Year's resolution. But it's never too late to write a Legion resolution. A resolution originating at your Post may become one of the legislative mandates that the president of the United States sees on his desk in the White House soon after the close of The American Legion's National Convention. If your Post seeks to be a leader in the policies and practices of The American Legion, it can do so only through the resolution method. You do have the power to influence what happens in The American Legion and in this great country of ours, but only if you resolve to do it.

Starting the process: putting pen to paper.

What are the facts? Are you just angry at a situation and later, once you have had a good night's sleep, the 'mountain' becomes a 'mole hill'? Are others upset, just like you are, wondering what to do to change the situation? Does the issue seem to be a problem affecting the whole community? Is the situation based on hearsay or have you read about others addressing the issue? There doesn't have to be controversy for a resolution to be written. Perhaps you would like to add another charity to the list that the Post contributes. Gather the facts, or as many as you can at the beginning, and start the process with the written word.

Before rushing to compose a resolution, a number of fundamental questions should be asked about the subject matter. Time spent at this stage can help avoid a major rewrite later on.

The importance of good writing technique and proper attention to grammar and spelling is essential. It may mean the difference between an easy passage of the resolution at your Post meeting or needing to stand up in front of your Post members to attempt to clear up misunderstandings as to what it is that you are presenting to them.

The Subject of the Resolution

The American Legion Preamble can be used as a general guide as to the boundary within which subject matter should be kept. Legion Posts should also

be wary of becoming a channel through which non-Legion organizations seek to achieve their own goals.

If you are considering transmitting the proposal beyond your Post, then you should ensure that the subject matter is really germane to the principles of our organization.

Does The American Legion consider such a position within the mandates as outlined in its Preamble?

- A resolution that calls for saving the environment of the spotted woodpecker might make some people happy, but what does this have to do with the main mission of The American Legion? Yet the Legion might support legislation that would open up the Arctic National Wildlife Refuge Coastal Plain for oil exploration since it impacts on “our national security and economic well-being as a nation.”

Has The American Legion already a current position on the subject?

- Submitting a resolution on a subject that concerns something the Legion already has a position serves no purpose and means that the probable action of the national organization to the resolution would most likely be ‘received and recorded’. Essentially, ‘received and recorded’ indicates that no further action will be taken.

Can the subject matter be taken care of administratively without the need of a resolution?

- A resolution that asks for the leadership of the Post to hold a ‘bring and buy sale’ is most likely not required. Most Posts will have something in place that will process such recommendations in a quick manner, such as a “Suggestion Box”.

Does the resolution involve a local issue?

- Writing a resolution that recommends that a plaque be presented to a local VA official is fine for the Post to establish. But there really is no reason for that resolution to be sent to the County or Department Headquarters, asking that further action be taken. Such a Post resolution might have an accompanying “for your information” letter sent to the Department just to show the kind of activity in which the Post participates.

What legislation is involved?

- Avoid quoting references to the numbers or titles used in proposed legislation (i.e. bills) in your resolutions, whether the bills proposed are at the local, county, state, or national level. The text of these bills may change to such an extent that you end up appearing to support legislation that is not good for veterans or your particular cause. Always write directly about the subject, not a title or bill number.

Is it reasonable that the intent of the resolution can be realistically attained?

- Calling for the elimination of terrorism sounds great, but why draft such a resolution if it cannot be realistically accomplished, unless there are sound ideas and suggestions in the resolution as to how this can be done.

Does the resolution deal with a politically sensitive issue, such as the recommendation of a political appointment?

- Recommendations as to whom should be appointed to a government job takes us too close to a political action, and the Legion “shall be absolutely nonpolitical” as per Article II, Section 2 of the Constitution of The American Legion.

Is the resolution in proper format?

- If an amendment to The American Legion’s Constitution is not specific as to what the writer wants as an action, and if there is not a written description of what such change should be, the resolution most likely will be ruled out of order. Further guidance to writing a resolution to change the Legion’s Constitution will be found later on in this publication.

Should The American Legion be involved in the issue?

- Because we normally do not have research physicians on staff to make a recommendation to the Department of Veterans Affairs (DVA) as to the suitability of a particular medication over another, we should not be advocating use of a specific medication. But you certainly could call upon the DVA to use the most appropriate medication to treat the patients under their care, regardless of cost.

Simple or Complex?

- Each resolution should be about one subject. Don’t combine different objectives into one resolution, such as increased funding for the Army and better voting provisions for troops overseas. Submit two separate resolutions in the case of two different objectives.

The Written Word: The RESOLVE Clause

As in other organizations, such as the United Nations or the United States Congress, resolutions contain two major sections. They shall be prepared in appropriate form containing such information preamble in the form of ‘Whereas’ followed by statements of fact and shall *conclude* with a Resolving clause or clauses which shall specifically set forth what statement or declaration is to receive action of the Post Executive Committee. Such Resolving clause or clauses might contain the following leading language, depending on the Post rules, but to include the identification of resolving authority; the circumstance and place of the action; and the date of the action:

“RESOLVED, By Post No. ..., The American Legion, Department of ..., in regular (or special) meeting assembled in (Place and Date) ..., That ... (etc.).”

This clause should be uniform for each resolution. At the National Executive Committee meetings or National Conventions, the wording is similar:

“RESOLVED, By the National Executive Committee of The American Legion in regular (or special) meeting assembled in Indianapolis, Indiana, on (date or dates), That ... (etc.).”

The word “That” immediately following the resolving clause introduces the clause which is the object of the verb “RESOLVED.” It helps the reader to find the point at which the substance of the resolution begins and should be the strong and unmistakable statement of intent.

Each resolution should deal with one subject. But sometimes it is necessary to attach additional clauses to a resolution’s resolving section in order to cover matters that are closely related to the main intent. It is useful to provide additional details to spell out how and by whom the intent of the resolution is to be carried out or accomplished.

“RESOLVED, By Post No. (etc.) ..., That (etc.) ...; and, be it further

“RESOLVED, That (etc.) ...; and, be it further

“RESOLVED, That (etc.) ...; and, be it finally

“RESOLVED, That (etc.) ...

As you see, the identifying information is stated once, in the first paragraph of the resolving section of the resolution and is not repeated in the following paragraphs.

The resolve clause(s) should be able to stand on its own, even without the whereas clause(s) preceding it.

The Written Word: The WHEREAS Clause

Although the Preamble, consisting of Whereas clause, comes *first* in the resolution, it should be written after the Resolve Clause(s) have been completed. Once the intent of the resolution has been clearly stated, it is much easier to put together the statements needed for understanding why you wanted to write the resolution in the first place. That is, it should contain a statement of fact which is logically related to the intent of the resolution and explains and justifies the need for the resolution. Note that each clause would stand alone as a complete sentence if the “WHEREAS” were removed and a period were used in place of the semicolon at the end.

“WHEREAS, The presentation of Department Fire Fighter of the Year Awards reflects great credit on fire fighters, communities and states and on The American Legion; and

“WHEREAS, According to The American Legion’s Consolidated Post Report ... (etc.); now, therefore, be it

“RESOLVED, By Post No. ... (etc.), Department of ..., in regular meeting assembled in (Place and Date) ..., That The American Legion should consider establishing a National Fire Fighter of the Year Award.”

There is no formula for deciding how many “WHEREAS” should be in the resolution. In general, the fewer the better, provided the reason or reasons for the resolution are adequately stated. Do not go into such detail that the resolution becomes a long, drawn out document that redirects the reader from the real intent of the resolution that is found in the resolve clause.

Study the resolving section of the resolution first and get the exact purpose of the intent firmly in mind. Then start writing down statements of fact that

relate to this purpose. Organize the facts into a logical sequence and begin each one with a "WHEREAS". When the picture has been described, then follow with how The American Legion intends to correct or resolve the situation.

See Form 1, page 15 for an example of a well-written resolution.

Supporting Documentation

When reasonable and possible, supporting material that you submitted should accompany the resolution from your Post, to the Department, and then on to National Headquarters. Often the subject matter is such that it may not be required. But there should be an indication that supporting documentation had been furnished by either the Department or Post or other submitting authority.

That supporting documentation might consist of newspaper articles, printing from internet web sites, letters from individuals, annual reports, video tapes, and the like.

Format and Other Technical Details

Because of the weighty nature of resolutions, the significance of the topics and the influence that these have with the general public and our political establishment, precision to the writing is important. Suggestions to help:

- use a word processor that has a speller and grammar checker.
- have someone else read over the resolution, especially someone who doesn't know too much about the subject.
- use a font that is easy and large enough to read, either Times Roman or Arial, and no less than 12 point in size.
- **Bold** the resolve clause(s).

Your Post constitution and by-laws may give you the procedure to follow as to how your completed resolution should be submitted at your Post meeting. It may be that you are required to stand up at the next Post meeting and deliver a verbal rendition of the resolution. Or you may need to write the argument on a sheet of plain white paper. Perhaps the Post has a special form to use. Following the correct path will mean that no time will be lost resubmitting the resolution.

Some Posts use the following clause in their by-laws: "All resolutions of state or national scope presented to this Post by a member or reported to this Post by a committee shall merely embody the opinion of this Post on the subject and copy of same shall be forwarded to the Department headquarters for its approval before any publicity is given or action other than mere passage by the Post is taken."

Notice in this paragraph that a standing committee in addition to a member might present a resolution. Such a committee could have been approached by a member who, for whatever reason, is reluctant to put 'pen to paper'. The committee might actually have better resources or knowledge of the subject so that a more appropriate study could be undertaken.

When a standing committee meets during a formal order of business at a Post meeting, the chairman will present a report to the membership present. If

there are no objections raised, then the report will be accepted. If it contains resolutions or recommendations for future action, a motion should be made by the reporting member "to adopt the resolutions or recommendations which may be amended in exactly the same manner as any main motion."

So, too, a special committee may become involved in the business of the Post meeting. They are appointed for special purposes and are automatically discharged when the special duties for which they were created are completed and their final report made to the organization. After the motion to adopt the resolution is made, discussion and amendment can follow. Only after it is clear to everyone what the issue is and that there is satisfaction as to how the resolution is composed will a vote be taken.

Your Post adopts a resolution: now what?

Your Post adopted a resolution. Your Post officers think that the subject matter is important for state and national levels of The American Legion to consider for their agenda. Your Post *cannot* send it directly to National Headquarters to be considered for the National Convention or the National Executive Committee meetings. Your Department rules may require that it is sent to the next level up (County or District) or sent directly the Department Headquarters. Follow your Department's procedures! Because Departments process their resolutions in different ways, let's assume that your Department has adopted it at that level, either via the Department Executive Committee meeting or Department Convention. Let's also assume that the Department believes that the subject matter has relevance at the national level as well and forwards it to Indianapolis for consideration. Now what?

National Level Resolutions

Generally, both the National Convention and the National Executive Committee have the same authority to consider the same subject matters and pass resolutions.

Exceptions are:

- financial (the National Convention delegates can only set the dues and the NEC can only allocate, or spend, the monies of the organization);
- setting of eligibility (only the National Convention delegates can recommend to Congress that the eligibility criteria is to change).

Amending the National Constitution and By-Laws of The American Legion

Amendments to The American Legion National Constitution and National By-Laws or corporate charter are proposed by resolution. However, a number of special rules apply to such resolutions.

The corporate charter, National Constitution and National By-Laws, are the organic documents of the organization. As such, these documents must not ever be in conflict. They must always be crystal clear. In addition, a number of procedural rules pertain to the amendment process.

Amendments to the National Constitution are made by following the provisions of Article XV of the National Constitution. Amendments to the National By-Laws are covered in Article VIII of the National By-Laws. These two articles track each other and are identical in operation terms.

All of the above means that any time a section is amended that relates to another section or article, both must be, at the very least, checked for consistency. For example, an amendment to Article IV, Section 1, on eligibility covering dates of service can only be passed when an amendment to Article XIII, Section 2 (dates of service for Auxiliary members) is included. Both amendments can only take place when the corporate charter is amended because the dates are also in the corporate charter. This requires an act of Congress and, therefore, time. Hence the requirement that the resolution specify that the amendment will not actually take place until the corporate charter is amended. In addition, any amendment to the dates must be absolutely clear. In other words, one period may not actually overlap with another. Thus, there can only be one reference to the "date of cessation of hostilities".

Another requirement of the amending process is the principal that the National Convention must vote upon the amendment. This means that the National Convention must vote upon the exact language. Hence, proposals for amendments to the National Constitution and/or By-Laws which provide that the amendment will be drafted after approval or provide only minute details are out of order. The amendment needs to provide the exact language of the complete section being amended as it will read after the amendment. In this way, the Convention will know what it is voting on and everyone will know what the Convention did.

Moreover, amendments must be germane to the purposes of The American Legion and should be based upon all relevant facts. The best review of the entire membership eligibility issue is the "Godwin Report". Even though it was produced in 1985 and thus is somewhat dated, the issues, concerns and facts reviewed therein are still applicable today. A copy of that report can be requested from the National Judge Advocate's office.

Although the National Executive Committee cannot make changes to the Constitution and By-Laws, it can adopt a resolution requesting that the delegates at the National Convention take action to make the change.

Legislative Intent

The American Legion is concerned about many issues. These range from support of like-minded organizations such as the Boy Scouts to the efficient implementation of major Legion programs. But we go further in letting our positions be known. We state our position to the legislative body of the country, the United States Congress. This body, composed of the House of Representatives and the Senate, gives direction to the welfare of veterans, national defense, and principles of Americanism, among other areas of concern to the Legion. Each resolution that calls upon Congress to do something specific

applies only to that two year Congress then in session. Each Congress lasts only two years. No resolution with legislative intent can go beyond that particular Congress. So either the resolution has to be resubmitted to the National Executive Committee or the National Convention and approved for the new Congress or abandoned. An example is the 109th Congress which runs from 2004 to 2005 and consists of two sessions. A new Congress will follow the November elections in even number years.

Some resolutions come out of the convention committees in even numbered years and are known as "reiterated resolutions." This means that the Legion mandates for an earlier Congress had not been achieved and should therefore still be considered 'hot' issues for the upcoming Congress.

Instead of reading through all the approved resolutions from the national convention trying to determine which resolutions have legislative intent, a much easier method is to read through a listing from the Legislative Commission of The American Legion. The list is submitted to the National Executive Committee which is held immediately following the end of the National Convention. This list can be found in the NEC Post-Convention Proceedings and reproduced in the October Proceedings. The list is recommended for action by the NEC and once approved at the Post-Convention meeting, the resolutions become the national policy of The American Legion legislative policy, pursuant to Rule 8B of the Rules of the National Executive Committee.

The National Executive Committee, too, can adopt resolutions with legislative intent and that list is contained in each proceedings of the National Executive Committee.

See Form 2, page 16.

The Meetings and forms

The following describes the two types of bodies that adopt resolutions at the national level which may help you to understand the entire resolution process a little better.

Because of the official nature of the process, Departments and National Headquarter's staff who assist the Commissions are required to use a specific approved form upon which to place the resolution.

The National Executive Committee resolution forms require the date of the NEC meetings, not the date of meeting of the Commission or Committee that study the resolutions, placed at the top.

The chairman of the Commission or Committee is required to sign each page of each resolution at the lower **right** hand section of the form, with the name of the Commission or Committee and the printed name of the Chairman at the bottom.

If the Resolution is to go to another Commission or Committee for consideration, then the appropriate signature block(s) are added by the originator of the resolution. The left-hand bottom section of the form is to be left blank for

use by the Chairman of the Resolutions Subcommittee. The same form is used for every NEC meeting.

The National Convention form is specific to that year's convention. Forms from previous conventions cannot be used. The date and place of the meeting is already on the form. It must be signed by either the Department Adjutant or the Convention Committee chairman before being received by the National Adjutant for registration.

National Executive Committee

In the Rules of the National Executive Committee of The American Legion, (Rules NEC) Rule 3, "Duties and Powers," the NEC is empowered to "... make decisions on all matters, executive or administrative: Provided, however, That the said action so taken shall not be contrary to, nor in derogation of, actions of the National Convention ...". Commissions and Committees make their reports to the NEC but these reports are normally received and filed. "... each specific recommendation as to future conduct or as to future policy shall be embodied in a separate resolution for the consideration and action of the National Executive Committee."

While all resolutions are important, those that impact the financial health or obligate the organization to a legal contract or agreement must be studied with a very critical eye. Because of that, one of the rules of the NEC is numbered 8A "Fiscal Policy." "All matters of business affecting the fiscal policy of The American Legion, or financial matters outside the scope of mandates of the National Convention, including the making, cancellation, abrogation or modification of any contract to which the National Organization is a party, shall be considered under a first and second reading, with not less than four hours intervening." Only the National Finance Commission in their report can recommend such action without a second reading. However, unlike reports from other commissions and committees that are received and filed, the Finance Commission report is approved by the members of the NEC.

Rules of the NEC, Rule 9, "Procedure" allows any member of the NEC to present a resolution in his or her own right in any of the following ways:

- under a proper order of business, in which case the subject matter thereof shall be germane.
- under miscellaneous business.
- upon unanimous consent of the Committee at any session of the National Executive Committee, at an appropriate interval in the order of business.
- under a suspension of the rules.

The same NEC resolution template, which has no date of meeting, will be used for all NEC meetings. There are no dates on it as to a particular NEC meeting. As mentioned above, staff are to add the date of the meeting (not the date of the commission or committee meeting!).

Whatever the authorized source for the submission of a resolution, the "... National Adjutant shall keep and maintain a register of all matters officially

received from a Department (i.e., from any Department Convention, Department Executive Committee) or sponsored by a National Executive Committeeman, referred to Commissions, and shall report these referrals to the National Executive Committee in written form at the regular meetings..." (Rule 9f3e). This register will be continuous from meeting to meeting and continue to list a subject once placed thereon until it is reported as disposed of. This Register of Resolutions was started in 1947 with Resolution Number 1 and now the most recently received resolutions have numbers over 2500.

See Form 3, page 17.

In order to track these Registered Resolutions, the numbers and titles are used in Commission and Committee reports and placed onto a form referred to as Addendum A. This is used to indicate action other than approved that the commission or committee recommends. If a resolution is held for further study, rejected, or disposed of administratively, then it is noted. Resolutions that are incorporated into a resolution that are recommended for approval by a Commission are not noted on the Addendum A form. However, the new resolution should refer to the original resolution number on it as the origin of the text. During the year, hundreds of resolutions are submitted by Departments to National Headquarters. Accurate tracking helps to follow the course of a resolution and its eventual fate.

See Form 4, page 18.

Resolutions from the Departments that have been submitted for the NEC meeting are in a finalized form, having the place and date of the Department meeting at which they were approved in the Resolve clause. As such, they are authorized mandates *only* within that particular Department. However, if they are to be eventually considered by the NEC Commission or Committee, the Commission or Committee will rewrite and amend, as necessary, the various Whereas and Resolve clauses, especially the first Resolve Clause that will change the Department references to National Executive Committee references. The resolution form that the National Commission uses is not the same as that submitted by the Department and can be submitted as hard copy or as an electronic file.

See Form 1, page 15

Timeliness is an issue for all resolutions sent to National HQ for action. Staff in the library process the resolutions as directed by the National Adjutant. For resolutions earmarked for the NEC, Committees and Commissions endeavor to study and make recommendations to the NEC as soon as possible. Staff assigned to these bodies begin their research, compiling any documentation for the members to help their deliberations. There is no deadline, as such, for these resolutions to be received by the National Adjutant. As noted before, all are registered with a running number now in the 2500s.

All resolutions studied and recommended for approval from the Commissions for the NEC are channeled to the Subcommittee on Resolutions that meets at least two days prior to any regular meeting of the NEC held in May

and October. This Subcommittee of seven individuals exams each resolution and discusses, often in closed session, the finer details of the subject matter and language. This important body can call upon any staff or member of a Commission or Committee for advice or explanation. Further, it has the authority to alter, amend, redraft, reject, or substitute for any resolution submitted.

Because of the study required, it is important that resolutions are submitted as soon as possible to the chairman of the Resolutions Subcommittee. All reports in addition to resolutions must be duplicated by the Reprographics Center, creating 175 sets for distribution at the meeting the next morning.

After discussion, a decision is made by members of the Subcommittee whether or not to send the resolution to the floor of the NEC on the Wednesday or Thursday of the NEC meeting. Staff and their chairman are available on Monday and Tuesday during the entire day to answer questions and provide background as needed. This is the time that supporting documentation can be very helpful!

Because of the Commission's change in the Resolve Clause establishing National action as opposed to Department action, each Resolution that the Subcommittee sends to the floor of the NEC will be given a new number, the first such resolution starting with Number 1, for each meeting. The Register for that NEC meeting will have listed only those Resolutions considered on the floor and recommended by the Subcommittee for approval.

Full text copies of each resolution that the Subcommittee sends to the floor, with a recommendation for approval, are placed on the desk of each Committee representative at the opening of the NEC session on Wednesday. These copies can be identified by a red border at the top of the form. The resolve clause of each resolution is read by the Chairman or another member of the Subcommittee on Resolutions after each report is given by the Chairman of the Commission or Committee. The National Commander, as chairman of the NEC, calls for any discussion and, if none, a vote is taken. Occasionally, the entire resolution, including the Whereas Clauses, will also be read if the subject matter warrants.

Once the NEC meeting adjourns, the Register and the text of the resolutions are available for the public, unless special circumstances, such as an Executive Session meeting, prohibits its release.

National Convention

Resolutions destined for the National Convention, most often approved at a Department Convention, must be "submitted upon a proper form and shall be numbered for identification as provided by the National Adjutant." (From Uniform Code of Procedures: "Resolutions to be considered by the Convention:" No. 1.) The form used is either hard copy paper or an electronic file.

Staff who assist the Convention Committee will include the text within the report that their chairman reads on the stage. If changes are made to the resolution received from a Department, that fact will be noted with the words "as

amended.” Resolutions with the same intent will be *consolidated* together, using one as the master approved resolution.

Resolutions not approved or consolidated will be listed by number and title at the end of the report and grouped according to the recommended action: received and recorded, referred to an NEC Commission, or rejected.

Of course, there may be subjects of concern by The American Legion that are not covered by Departmental resolutions. It is within the authority of the Convention Committee to compose and submit resolutions for delegate action. Many of these will be resolutions for reiteration.

Rescinding of Resolutions

Eventually, most resolutions run their course. Either their called-for action has been accomplished, the problem that brought about the writing of the resolution no longer exists, resources to bring about the objective, or some other change in circumstance has occurred. In any event, Legion mandates should be cleared of active resolutions. A resolution bringing about the rescinding will be submitted for National Executive Committee action.

It is important to remember that any resolution approved in the past may not be the current position of The American Legion because of such a rescinding resolution.

See Form 1, page 15.

References

Anyone who is to write a resolution should be familiar with the following sources:

The latest edition of *The Officer's Guide and Manual of Ceremonies*.

Rules of The National Executive Committee of The American Legion, especially Rule 10 “Form of Resolutions,” pages 17-18 and Rule 11 “Subcommittee on Resolutions,” page 18.

Uniform Code of Procedure for the Organization of National Conventions of The American Legion, revised October 8-9, 2003, especially “Convention Committees,” XII, XIII, XIV, pages 14-15 and “Resolutions To Be Considered By the Convention,” pages 28-29.

The American Legion Extension Institute, Lesson One.

Actual adopted resolutions can be read in the Digests of Proceedings that are issued after the National Convention and National Executive Committee meetings and can be used as excellent examples. The American Legion's web site www.legion.org also contain the approved resolutions from the last national convention.

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