

## PROGRAM ACTION PLAN

### RESOLUTION

2019-2020

TO: DISTRICT AND UNIT  
PREESIDENTS  
CONSTITUTION & BYLAWS  
PARLIAMENTARIAN

- ❖ **WHAT IS A RESOLUTION:** Resolution is a written description of a problem or situation that needs to be corrected. Resolutions set the way of running your organization when adopted by your governing body.
- ❖ **WRITING A RESOLUTION:**
  - A written formal motion, if written well this makes it easier for the members to consider the proposal.
  - Resolutions have two sections; the first section is Resolving clauses telling what the reason for the resolution is for. The second section is “Whereas” clauses were the main reason a motion should be adopted.
  - Resolution clauses should focus on the most important reason for the change. This should be done in one or two sentences, with the third sentence who is responsible and a timeline.
  - “Whereas” clauses should be not less than three points or more than five points. If to short you may not have made your case or if to long confuse the issue.
  - **IMPORTANT** stay focused on the points that are strictly necessary.
  - Resolution proper format can be found in Robert’s Rules of Order Newly Revised or go to [www.legion.org/resolutions](http://www.legion.org/resolutions) PDF format.
  - **NEED HELP?** You can always go to you District or Unit Constitution & Bylaws Chairman or Parliamentarian.

I would like to try something a little different this year, due to the fact there are no reports or awards for this program. I would like to do a personal award this year for Junior member and Senior member. The rules are very simple, so please read the following and join the fun.

**Resolution Chairman's Personal Awards:**

- I. **SENIOR DISTRICT MEMBERS 1<sup>st</sup> & 2<sup>nd</sup> place**  
The best written resolution in proper format. This can something you would like to be changed or adopted for your district or department. You can do a Courtesy Resolution when Department President makes her visit.

Due anytime before June 5, 2020

Mail to: Ruth Rairdon Resolution Chairman

P.O. Box 863

Shelbyville, IN 46176

Email to: [nalley29@localnet.com](mailto:nalley29@localnet.com) please send in Word.

- II. **SENIOR UNIT MEMBERS 1<sup>st</sup> & 2<sup>nd</sup> place**  
The best written resolution in proper format. This should be something you would like to change at your unit, district or department level.

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- III. **JUNIOR MEMBERS 1<sup>st</sup> & 2<sup>nd</sup> place**  
The best written Courtesy Resolution written at the Department Junior meeting on Fun Day for the hosting auxiliary.

Due: Day of Fun Day meeting to Resolution Chairman

Date of Award: Department Junior Conference.

Ruth Rairdon

Dept. Resolution Chairman 2019-20

Phone # 317-401-0350