

AMERICAN LEGION AUXILIARY
RESOLUTION
PROGRAM ACTIONN PLAN
2021 – 2022

TO: DISTRICT PRESIDENT
UNIT PRESIDENT
DISTRICT CONSTITUTION & BYLAWS CHAIR
UNIT CONSTITUTION & BYLAWS CHAIR

RESOLUTION IS A: written description of problem or situation that need to be changed in the rules running your organization. This type of resolution needs to be adopted by your governing body before it can be changed.

There is also a **Courtesy Resolution** that give praise or thank you for a job well done.

Resolutions

WRITING A RESOLUTION: a written formal motion to make a change in the rules of your organization easier for the member to consider the proposal.

- Resolutions have two sections; the first section the Resolving clauses telling what the reason for the resolution. The second section is “Whereas” clauses with the main reasons 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 telling who is responsible and a timeline.
- “Whereas” clauses should be not less than three points or more than five points. If you do less than three most likely with not make your case. If you use more than five you may just confuse the issue.
- **IMPORTANT** stay focused on the points that are necessary.
- Resolution proper format can be found in **Robert’s Rules of Orders Newly Resvised** or go to our own American Legion Auxiliary Department Indiana website. You can print off the format you need to write your resolutions.
- **NEED MORE HELP?** You can always go to your District Constitution & Bylaws Chair.

Ruth Rairdon, Dept. Resolution Chair 2021 – 2022

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