

THIS FORM MUST BE TYPED

OFFICIAL FORM

RESOLUTION

**THE AMERICAN LEGION, DEPARTMENT HEADQUARTERS
ANNUAL DEPARTMENT CONVENTION
P.O. BOX 2910, BLOOMINGTON, ILLINOIS 61702-2910**

Resolution No. _____ Date _____

Subject _____

Referred to Committee on _____

PLEASE DO NOT FILL IN ABOVE THIS LINE

FOR CONVENTION COMMITTEE USE

Approved _____ Rejected _____

Approved with Amendments _____

Consolidated with _____

Referred to Standing Commission or Committee on _____

Received and Recorded _____

Other Action _____

signature _____

(Convention Committee Chairman or Secretary)

This is to certify that the above resolution was adopted by our Post but with indicated Department action substituted for the local resolving clause.

Submitted by (Post Name) _____

Post No. _____

Location of Post (City) _____

(Commander) _____

(Adjutant) _____

(Below is to be filled in when resolution is submitted from another authorized source.)

(Commission or Committee Chairman) _____

NOTE:

SEE INSTRUCTIONS ON REVERSE SIDE OF THIS FORM.

REGULATIONS

1. Your attention is called to the following regulations, Article V, Section 9.1, Section 9.2, of the Constitution and By-Laws.

Section 9.1 The Official Form of each resolution to be presented to the Department Convention must be registered with the Department Adjutant at least twenty-one days prior to the Department Convention, otherwise, they shall not be considered. The original copy shall be retained by the Department Adjutant for transmittal to the Internal Affairs Commission and by them referred to the appropriate convention committee only for recommendation. A photo copy shall be numbered by the Adjutant and returned to the proposer, which copy so numbered and registered shall be prima facie evidence of compliance with this section: provided, that nothing in this section shall be deemed to prevent any Convention Committee from originating and presenting any special resolution of an emergency nature or in the case where the subject matter shall not have been in existence at least 30 days prior to the first day of the Convention.

Section 9.2 All resolutions sent to the Department Convention shall be drawn in form so as to provide that the resolution was adopted by The American Legion, Department of Illinois, in convention assembled, and any resolution not drawn in such form shall be returned by the Department Adjutant to the proposer for correction.

2. The First resolved clause of your resolution MUST begin with these words:

“Resolved that The American Legion, Department of Illinois, convention assembled (MUST HAVE DATE! INSERT CONVENTION DATES) in (host city), Illinois, that.....(conclude with remainder of resolving clause).

3. The Official Form of this resolution must be received in the office of the Department Adjutant, The American Legion, P.O. Box 2910, Bloomington, Illinois, on or before 9:00 a.m., 21 days prior to the Department Convention for proper registration and assignment to Department Committees and inclusion in the Annual Report Book.

4. In submitting resolutions, the following points should be carefully observed:

- a. Each resolution should be prepared on The Official Form furnished for this purpose by the Department Adjutant. “Official Form” must appear in the upper right hand corner.
- b. Each resolution must be prepared on separate official blank forms. If the subject matter is continuous then another form should be used.
- c. Not only must each subject be on a separate form, but each sub-division shall be so separated.
- d. All local resolving clauses should be amended, or substitution thereof, the resolving clause in “2” above.
- e. Whereas clause should be brief and relevant to Legion principles and programs, as well as the Resolving Clause.
- f. The Official Form of each resolution is to be signed and the originating source clearly typewritten or indicated.
- g. Copies of statutes, regulations, bills or proclamations should be clipped or stapled to the original copy of the resolution.

It is requested that a reasonable effort be made to see that all resolutions are germane to the Legion program. Resolution No. 21 of the November 17-18, 1960, National Executive Committee meeting urgently requested all Departments in the Department Convention to reject resolutions not germane to our purpose.

Your cooperation will be appreciated in that this office must comply with the established constitutional regulations.

IMPORTANT: RESOLUTIONS MUST BE REGISTERED WITH DEPARTMENT ADJUTANT BY 9:00 A.M., 21 DAYS PRIOR TO THE DEPARTMENT CONVENTION.