

THE AMERICAN LEGION DEPARTMENT OF ILLINOIS

For God and Country

*P.O. Box 2910, Bloomington, Illinois 61702-2910
2720 E. Lincoln Street, Bloomington, Illinois 61704-6010*

DATE: MARCH—2018
TO: ALL POST ADJUTANTS
FROM: MARTIN F. CONATSER, DEPARTMENT ADJUTANT
SUBJECT: **DEPARTMENT CONVENTION RESOLUTION FORMS**

1. We are enclosing two (2) 2018 Department Convention Resolution Forms.
2. The original copy of the Resolutions should be reviewed for errors and returned to Department Headquarters as error free as possible. Only original Resolution forms (with "Official Form" in blue in upper right hand corner) obtained from Department Headquarters will be accepted.
3. All regulations on the reverse side of the Resolution Form should be observed in full. The correct Resolving Clause (using the convention business session dates) follows-

RESOLVED, By The American Legion in Department Convention assembled in Springfield, Illinois, July 11-15, 2018, that - If the Resolving Clause is not stated as above, it necessitates the returning of the Resolution to the originator for re-write.

4. Each Resolution form and any subsequent pages must be signed with the originators name typed below the signature.
5. Leave BLANK that section appearing above the words (Please do not fill in above this line).
6. If the Resolution has more than one page, use additional official forms for extra pages, numbering each page and stapling together as one set. **Each page should be signed.**
7. Resolutions are to be sent to the attention of the Department Adjutant as soon as possible following their passage by your post. If they are being sent first through your District/Division, they must reach them by their respective convention dates.
8. In accordance with the Department Constitution and By-Laws, all Resolutions **MUST BE** registered with the Department Adjutant by 9:00 A.M. 21 days prior to the Department Convention. Therefore, the date for all Resolutions to be in Department Headquarters is **Friday, June 22, 2018.**
9. Resolutions that do not reach us by 9:00 A.M. on **Friday, June 22, 2018** will be returned to the originator without any further action.
10. If you need more Resolution Forms, request them from our office.

Enclosures

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.