

# The American Legion



## Resolutions and Reports

*Helpful Hints for Legionnaires*  
*In the Writing of*  
**RESOLUTIONS**

*Preface*

This guide has been developed to assist The American Legion staff and volunteers to be as consistent as possible in composing and writing resolutions. This booklet does not replace rules and regulations adopted at posts or departments; rather, it is designed to offer guidance as to established norms. Although relatively comprehensive, it is not all-inclusive and represents commonly accepted practices and terms.

The suggestions concerning the creation of a resolution at the local level should help to demystify an important activity within The American Legion. A Legionnaire should always be mindful of local regulations and variations. A detailed explanation of the resolution process at the national level is provided so that a resolution's author can better see the overall development from conception to fruition of a mandate at the national level of The American Legion.

The writing of reports consists of two main sections. The first section lays out a simple style of report suitable for submission to either a national convention or National Executive Committee meeting. The second section is a specialized style that is used for writing a report that is to be submitted as part of The American Legion's Report to Congress. These styles can be adopted fairly easily at the department and post level.

The bibliography lists recommended resources that may help in the following areas:

- Current awareness and historical background;
- Resolutions, Rules, Regulations and By-laws;
- Style, spelling, and grammar.

There is an appendix that illustrates some of the forms that are used to help regulate the official written business of The American Legion.

## **Resolutions**

### **Resolutions are 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 to what we have committed ourselves. 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 have no guidance in developing programs, allocating funds to help veterans, or targeting Congress concerning 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 commander's responsibilities is to make sure that each resolution truly reflects the sense of the action taken by the membership and that it is presented in the best possible form. As adopted by your membership, a resolution represents a formal expression of the official opinion of your post, district, county, department, or national organization. Many are written by dedicated Legionnaires, and when approved by the local membership, resolutions 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 a 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 then 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 the recommended action.

The following describes the writing and submission of a resolution at the post level.

### **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 a post officer. But along the way, you might need the help of other post members. 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 an American 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, and 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 of those to which your 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. American 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, i.e. is it germane?
  - 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? The American Legion, however, 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.
- Does The American Legion already have 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 post leadership 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 accompany an 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 American Legion’s constitution can be found later on in this guide.
- 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 as to the suitability of a particular medication over another, we should not advocate use of a specific medication. But you certainly could call upon VA 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 U.S. 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 a resolving clause or clauses might contain the following leading language, depending on 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. 1, The American Legion, Department of (name), in regular [or special] meeting assembled in (Place and Date), That (etc.).**

This clause should be uniform for each resolution. At 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 that 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” was removed and a period was used in place of the semicolon at the end.

“WHEREAS, The presentation of Department Firefighter of the Year Awards reflects great credit on firefighters, 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 Firefighter of the Year Award.”**

There is no formula for deciding how many “WHEREAS” clauses 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 1a, page 19 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.

Supporting documentation might consist of newspaper articles, printing from Web sites, letters from individuals, annual reports, videotapes, 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 include:

- using a word processor with a spell and grammar checker.
- having someone else read over the resolution, especially someone who doesn’t know too much about the subject.
- using 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 that 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 is 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 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 be sent to the next level (county or district) or sent directly to the department headquarters. Follow your department’s procedures! Because departments process their resolutions in different ways, let’s assume 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 include:

- financial (the national convention delegates can only set the dues and the National Executive Committee 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);
- changes to the Constitution and By-laws.

### ***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 of The American Legion. Amendments to the national by-laws are covered in Article VIII. These two articles track each other and are identical in operation terms.

Thus, 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 of time 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 it must vote upon the exact language. Hence, proposals for amendments to the national constitution and/or by-laws that 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, including support of like-minded organizations such as the Boy Scouts to the efficient implementation of major American Legion programs. But we go further in publicizing our positions. We state our position to the legislative body of the country, the U.S. 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 American 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 110<sup>th</sup> Congress, which ran from 2006 to 2007 and consisted of two sessions. A new Congress follows 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 American 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 immediately follows the national convention. This list can be found in the National Executive Committee Post-Convention Proceedings and reproduced in the October Proceedings. The list is recommended for action by the National Executive Committee 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 21.*

### ***The Meetings and Forms***

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

Because of the official nature of the process, department and national headquarters staff who assist the commissions and national convention committees are required to use a specific approved form upon which to place the resolution.

### ***National Executive Committee***

In the “Rules of the National Executive Committee of The American Legion,” Rule 3, “Duties and Powers,” the National Executive Committee 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 National Executive Committee 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 critical eye. Because of that, one of the National Executive Committee rules 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 of a resolution. However, unlike reports from other commissions and committees that are received and filed, the Finance Commission report is approved by the members of the National Executive Committee.

Rules of the National Executive Committee, Rule 9, “procedure” allows any member of the National Executive Committee 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 National Executive Committee resolution forms require the date of the National Executive Committee meetings, not the date of meeting of the commission or committee studying the resolutions, placed at the top. Staff are to add the date of the meeting (not the date of the commission or committee meeting).

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 National Executive Committee meeting.

*See Form 3, page 22.*

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 No. 1, and now the most recently received resolutions have numbers exceeding 2,500.

*See Form 4, page 23*

## **Addendum A**

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 final resolution that is recommended for approval by a commission are not noted on the Addendum A form. However, the new resolution should refer to the original resolution(s) number(s) 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 5, page 24.*

Resolutions from the departments that have been submitted for the National Executive Committee 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 considered by the National Executive Committee, the commission or committee to which the resolution was assigned 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.

*See Form 6a and Form 6b, pages 25 and 26* for an example of a blank resolution submitted by a department to national headquarters. Note the important instructions on Form 6b.

Timeliness is an issue for all resolutions sent to national headquarters for action. Staff in the library process resolutions as directed by the national adjutant. For resolutions earmarked for the National Executive Committee, committees and commissions endeavor to study and make recommendations to the National Executive Committee 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 2,500s.

All resolutions studied and recommended for approval from the commissions for the National Executive Committee are channeled to the Subcommittee on Resolutions that meets at least two days prior to any regular meeting of the National Executive Committee, always in May and October. This subcommittee of seven individuals examines each resolution and discusses, sometimes 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 National Executive Committee on the Wednesday or Thursday of the National Executive Committee 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 prove 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 National Executive Committee will be given a new number, the first such resolution starting with No. 1, for each meeting. The register for that National Executive Committee meeting will have listed only those resolutions considered on the floor and recommended by the subcommittee for approval.

*See Form 7, page 27.*

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 National Executive Committee 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 National Executive Committee, 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. If approved by majority vote, the resolution becomes a mandate of The American Legion. If not approved, then the resolution may be sent back to committee for further study. Of it could be rejected, received and recorded, or amended on the floor and then approved.

Once the National Executive Committee meeting adjourns, the register, the text of the resolutions, and the reports 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 Procedure” “Resolutions to be considered by the convention,” page 28, No. 1.) The form used is either hard copy paper or an electronic file.

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 department convention committee chairman before being received by the national adjutant for registration.

The resolutions will be studied by the national convention committees as to their merit and a recommendation of a decision will be placed in the committee report.

Staff who assist the convention committee will include the text within the national convention report that their chairman reads on the stage of the national convention. If changes are made to a 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 only one (the best written or first received) 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 a National Executive Committee 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 national convention committee to compose and submit resolutions for delegate action. Many of these will be resolutions for reiteration.

*See Form 1a and 1b, pages 19 and 20.* Note the important instructions on Form 1b.

### **Rescinding of resolutions**

Eventually, most resolutions run their course. This could be for a number of reasons.

- 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 are no longer available.
- Some changes in circumstance have occurred to make the resolution no longer applicable.

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 8, page 28.*

### **References and other guides**

Anyone who is to write a resolution hoping to have it approved at either the national convention or the National Executive Committee 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 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](http://www.legion.org), also contains the approved resolutions from the most recent national convention.

## Resolution Checklist

- Times New Roman or Arial
- Font size 12 or greater
- Check spelling
- Check grammar
- Non-expert to read resolution
- No reference to specific congressional bill support
- Date of meeting in heading
- Wording in resolve clause is correct
- The entire resolution is only *one sentence*
- Germaneness
- One subject per resolution
- Commander’s signature on *each page* of the resolution
- Resolve clause in **bold**
- Period (.) at end of resolution
- Origin of post or other authority noted before text of resolution begins
- Concisely title resolution
- Documentation attached when appropriate

## **American Legion Report Formats**

### **PROCEDURE FOR NATIONAL REPORTS**

The following applies to the preparation of the reports to the National Convention and the National Executive Committee meetings as well as the annual report to Congress at the national level and, as such, may be considered a useful tool for individuals who compose reports within other levels of The American Legion to adopt some of these formats. Some reports will contain resolutions so the previous section should also help in this area as well.

#### **National Convention and National Executive Committee Meeting Reports**

Reports that are to be submitted to the National Convention and the National Executive Committee are to be kept as simple as possible. Margins should be one inch on all sides of a standard 8 ½ inch by 11 inch blank white paper. The first part of the report will be the heading, indicating the committee or commission name, the chairman's name, followed by his department designation, and then the word 'chairman', assuming that he is, in fact, the chairman. He or she might be Vice Chairman.

The text should use special formatting sparingly. Avoid underlining, italics, or bold. Keep special sections to a minimum. Font should be Times New Roman or Arial and size should be 12. Page number should be centered at bottom.

The signature block of the chairman should end with a line for his or her signature.

#### **Government Printing Office Reports to Congress**

Reports that are to be submitted and are to be part of the overall American Legion Report to Congress have a more stylish appearance. The following is based on the National Adjutant's instructions that is sent annually to national officers and division directors.

##### **Preparation of Manuscripts**

Paper: Original on 8 1/2 x 11" white, watermarked bond. First and second copies may be copied.

Margins: Top - 1 1/2", left - 1 1/2", right - 3/4" to 1".

Spacing: All manuscripts should be double-spaced.

Indentation: Indent ½-inch for all paragraphs.

**Reports of national officers (national vice commanders, national chaplain, and the national historian)** should not exceed two to three pages in length.

Heads: The names of commissions will be typed in capitals, underlined and centered. The word "National" should not be used in the title of any commission, except the National Security Commission. The name of the chairman of the commission and the director of the division, in that order, together with the department of membership of each, should be centered under the name of the commission. Example follows:

## AMERICANISM COMMISSION

John Doe, New Hampshire, Chairman

John Smith, Maryland, Director

The Americanism Commission of The American Legion (etc.)

- - - - -

The names of committees should be centered and typed in capitals, but **not** underlined. The word “National” should not be used in the title of any committee except the National Cemetery Committee. The name of the committee chairman should be centered under the name of the committee (as shown above for commission chairmen), and in cases where there is a related director or other supervisory personnel of the staff, that name will follow. Examples:

### EMBLEM COMMITTEE

Robert Brown, Vice Chairman

Jeff White, Indiana, General Manager

Subheads: At the conclusion of each three to six paragraphs, a subhead should be inserted, telling in no more than five words the subject matter of the next group of paragraphs. Subheads should be centered and underlined, with the first letter of the first word and of all major words capitalized. Example:

### Employer of the Year Awards

Each year since 1969, the Legion’s (etc.)

- - - - -

Sub-subheads: In some cases, it may be appropriate to have sub-subheads. If any captions are to be used below the level of subheads as outlined in the preceding paragraph, the caption should be underlined and typed as the beginning of the first line of a paragraph. Only the first word and proper names in such sub-subhead should be capitalized. A colon will be placed at the end of the caption. Example:

Teenage suicide prevention:According to statistics, (etc.)

- - - - -

*Breaks between major sections:* To indicate the conclusion of a committee report, center five hyphens with one space between each following the last line of a committee report and before the heading for the next committee report. Example:

.... many requests have been received during this reporting period.

- - - - -

## HOMELAND AND SECURITY AND CIVIL PREPAREDNESS COMMITTEE

Mary Evans, Connecticut, Chairman

The American Legion continues to advocate equal staffing (etc.)

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**Page numbers.** Do not number the pages. Staple the set of your assembled report each in the upper left-hand corner.

**Order of committee reports.** In those cases where more than one committee is attached to a commission, it is suggested the committee reports be arranged in alphabetical order, following the report of the commission itself. For example, the report of the National Security Commission would be followed by the report, first, of the Aerospace Committee, then the Defense Civil Preparedness Committee, and so on. As previously pointed out, a line containing five hyphens (-----) should be placed between the commission report and the first committee report, and also between all committee reports included under the commission. If a committee report ends in the middle of a page, begin the next committee report under that commission on the same page.

**Bold-face type.** If you desire copy of unusual importance to be emphasized by use of bold-face type, these words should be underlined. However, it is suggested that underlining be used sparingly.

**Capitalization and punctuation.** Except for heads, as specified above, the use of all capitals is discouraged as a method of word emphasis. The rules of capitalization and punctuation set forth in the U.S. Government Style Manual may serve as a guide. Also, see last year's volume of reports and follow the general style of that edition. Special attention is called to the need for uniformity in the abbreviation, capitalization and use of periods in bill numbers. For the purpose of this report, the following are prescribed as standard for congressional bills, etc.

HR 67 (House Bill) we use periods in all these, i.e., H.R. 67

S 1254 (Senate Bill)

HJ Res. 98 (House Joint Resolution)

SJ Res. 56 (Senate Joint Resolution)

H Rept. 217 (House Report)

S Rept. 416 (Senate Report)

H Res. 5 (House Resolution)

S Res. 10 (Senate Resolution)

PL 102-3 (Public Law)

American Legion resolutions may be identified as follows:

Res. 159-1991 (indicating resolution number 159 was adopted by the 1991 National Convention) in the magazine we indicate it like this: Res. 159 (1991)

Res. 32 - NEC, Oct. 1991 (indicating resolution number 32 as found in the digest of proceedings of the meeting of the National Executive Committee in October 1991)

**Special situations.** For tables and other special situations not covered in the above, refer to last year's volume of reports and have the typed manuscript prepared as nearly as possible to conform.

**Mailing.** One hard copy of the completed report and a copy via e-mail are to reach the National Adjutant by the deadline shown in the attached letter. Please mail flat, using cardboard reinforcement, so manuscript will arrive in good condition. The actual copies of the manuscripts prepared by the divisions will become part of the permanent record of the Headquarters, and the original will be transmitted to Congress with a minimum of further editing.

**Separate printings of division reports.** In the past, a number of divisions have had separate printings made of their commission reports. Assuming the need for such printing may be justified and funds are available in the division budget for this purpose, this practice of separate printings of division reports may be continued. If a division plans a separate printing, an additional copy of the report will have to be typed for this purpose.

**Duplicating of division reports.** Attention is called to the fact that there will be a delay of perhaps six months before the **complete report** is printed by the U.S. Printing Office. Divisions that do not print their reports separately but feel a need for copies of their report during this interim period, may consider the advisability of duplicating all of their reports, or sections of them, as may be needed.

**Further information.** If there are questions relating to the mechanics of the annual report not covered in the above, contact the Library at National Headquarters in Indianapolis.

**Note.** With the exception of spacing and page numbering, this document has been prepared in substantially the same style as that required for typed manuscripts.

## Bibliographical Resources

### Current Awareness and Historical Background

#### *Books*

- *American Legion Extension Institute*. Indianapolis: The American Legion, latest edition. (Available from Emblem Sales.)
- American Legion National Headquarters. *This Is The American Legion*, 2nd ed. Indianapolis: American Legion, 1990.
- Baker, Roscoe. *The American Legion and American Foreign Policy*. Westport, Connecticut: Greenwood Press, 1974 (orig. pub. New York: Bookman Associates, 1954).
- Eisert, Peter. *The National Convention Badges, Membership Badges, & Award Medals of The American Legion*. Chicora, Pennsylvania: Mechling Bookbindery, 2004.
- James, Marquis. *A History of The American Legion*. New York: William Green, 1923.
- Jones, Richard Seelye. *A History of The American Legion*. Indianapolis: Bobbs-Merrill, 1946.
- Lasky, Victor, editor. *The American Legion Reader: Fiction, Articles, Humor, Cartoons from The American Legion Magazine*. New York: Hawthorn Books, Inc., 1953.
- McClelland, John, Jr. *Wobbly War: The Centralia Story*. Tacoma, Washington: Washington State Historical Society, 1987.
- Moley, Raymond. *The American Legion Story*. New York: Duel, Sloan, & Pearce, 1966.
- National Americanism Commission. *50 Years of Winning Orations in The American Legion National High School Oratorical Contest*. 1987. (National Finals Contests and First Place Winners, 1938-1987.)
- Pencak, William. *For God & Country: The American Legion, 1919-1941*. Boston: Northeastern University Press, 1989.
- *Post Officer's Guide and Manual of Ceremonies*, latest edition.
- Rumer, Thomas. *The American Legion: An Official History 1919-1989*. New York: M. Evans, 1990.
- Wheat, George Seay. *The Story of The American Legion: The Birth of the Legion*. New York: G.P. Putnam's Sons, 1919.

NOTE: Unfortunately, most of the above publications are out of print. However, you may find copies in fine used book stores or at your public library.

#### *Periodicals*

- *The American Legion Magazine*, 1919 to the current issue. Subjects covered in this publication can be found in the index which is available via the staff of The American Legion Library at National Headquarters in Indianapolis.
- *The American Legion Dispatch: A National Headquarters Publication*, 1991 to the current issue. An important publication aimed at the leadership of the organization and mailed to all posts monthly. Only a partial index exists.

### Resolutions, Rules, Regulations and By-laws

- National Constitution and By-laws, latest edition, also found in the *Post Officers Guide*.
- Rules of The National Executive Committee of The American Legion, latest edition.

- Uniform Code of Procedure for the Organization of National Conventions of The American Legion, latest edition.
- Adopted resolutions and reports associated with the National Executive Committee or the National Convention can be found in the digests of proceedings issued after each national convention and National Executive Committee meeting. The American Legion’s Web site, [www.legion.org](http://www.legion.org), also contains the approved resolutions from the most recent meetings.

### **Style, Spelling and Grammar**

- Chapman, Robert L., editor. *The Original Roget’s International Thesaurus*, 5<sup>th</sup> ed. New York: HarperPerennial, 1992.
- Goldstein, Norm, editor. *The Associated Press Stylebook and Libel Manual*. New York: The Associated Press, latest edition.  
“The orders were: Make clear and simple rules, permit few exceptions to the rules, and rely heavily on the chosen dictionary as the arbiter of conflicts.”
- The New York Public Library Writer’s Guide to Style and Usage*, 1<sup>st</sup> ed. New York: HarperCollins, 1987.
- Sabin, William A. *The Gregg Reference Manual*. New York: Glencoe McGraw-Hill, latest edition.  
“*The Gregg Reference Manual* is intended for anyone who writes, edits, or prepares material for distribution or publication.”
- Strunk, Jr., William and E.B. White. *The Elements of Style*. 4<sup>th</sup> ed. Boston: Allyn and Bacon, 2000.  
“It concentrates on fundamentals: the rules of usage and principles of composition most commonly violated.” A little book that could be, and should be, read cover-to-cover.
- Webster’s Ninth New Collegiate Dictionary*. Springfield, Massachusetts, 1987.

**Form 1a**

RESOLUTION  
**National Headquarters, The American Legion  
Eighty-Ninth Annual National Convention, Reno, Nevada  
August 28, 29, 30, 2007**

RESOLUTION NO.

SUBJECT REFERRED TO COMMITTEE ON

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**Resolution No. 16: Defense POW/MIA Accounting Office (DPMO) Funding**

**Origin: Vermont**

**Submitted by: Convention Committee on Foreign Relations**

**(As amended)**

WHEREAS, Many American Service-members are reported as Missing in Action or otherwise unaccounted for from World War II, the Korean War, the Cold War and the War in Southeast Asia, the Persian Gulf Region and Afghanistan; and

WHEREAS, The families of the Prisoners of War, Missing Captured, and Missing in Action still suffer untold grief and uncertainty due to the lack of any accurate accounting in spite of the heroic efforts of U.S. search teams; and

WHEREAS, The Defense POW/MIA Accounting Office (DPMO) is the direct agency responsible for the administration and policy for military personnel accountability; and

WHEREAS, The American Legion believes U.S. Government POW/MIA and personnel accountability operations are still inadequate, and that the President’s budget and appropriations provided for by the Congress has not been sufficient to fund research and development for new or improved personnel accountability programs; now, therefore, be it

**RESOLVED, By The American Legion in National Convention assembled at Reno, Nevada, August 28, 29, 30, 2007, That the American Legion urges the President of the United States and the U.S. Congress to designate and provide adequate and appropriate funding for the Defense POW/MIA Accounting Office (DPMO) for their current and future mission to ensure the accountability for our Nations Servicemen and servicewomen; and, be it finally**

**RESOLVED, That the American Legion continues to exert the maximum effort for reasonable accountability for MIA’s from World War II, Korea, Southeast Asia, the Cold War and those missing and captured in our current conflicts around the world.**

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

Adjutant

Department

(Below is to be filled in when resolution is submitted from another authorized source. It may also be used to comply with the identification provision of Resolution 21, referred to in paragraph 3 on the last page of this form.)

Other authorized source:

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**BELOW THIS LINE FOR NATIONAL CONVENTION COMMITTEE USE ONLY**

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Approved      Rejected      Approved with Amendment

Referred to Standing Commission or Committee on

Consolidated with

Received and Recorded      Other Action

Signature of Chairman or Secretary

## Form 1b

### REGULATIONS

Based on the Uniform Code of Procedure for the Organization of National Conventions of The American Legion, adopted by the National Executive Committee at its October 1956 meeting, the following regulations have been established for the procedure of Convention Resolutions:

1. Each must emanate from a Department after favorable action by a Department Convention or from the National Executive Committee, or from any Convention Standing or Special Committee. Resolutions submitted in advance of the Convention by Departments and the National Executive Committee shall be filed with the National Adjutant, who shall refer them to the Resolutions Assignment Committee.
2. The National Adjutant shall maintain a Convention register of all resolutions received, assigned and processed which shall identify each resolution by number, indicating the committee to which the resolution was referred and the originating source.

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

- a. A resolution shall deal with only one subject. Do not attempt to deal with more than one subject in the RESOLVING clauses.
- b. All local RESOLVING clauses are to be omitted, substituting therein a clause resolving national action, i.e. the resolution as submitted should be worded for the National Convention as follows:

**RESOLVED, By The American Legion in National Convention assembled in Reno, Nevada,  
August 28, 29, 30, 2007, That —**

If the resolving clause is not stated as above (using convention business session dates) it necessitates having to re-write the resolution to show the proper resolving clause.

- c. Each resolution is to be worded in full, including all WHEREAS clauses as well as the RESOLVING clauses.
  - d. Each resolution is to be signed in black ink and the originating source clearly typewritten or indicated, unless it is submitted as a computer file. Then the originating source is to be placed in the footer of the form.
3. In accordance with Resolution No. 21, adopted by the National Executive Committee in regular meeting assembled on May 4-5, 1960, each resolution should be supported by the identification of the individual or group originating the resolution, and also by a written statement or brief containing the supporting arguments in favor of the action sought, and clearly establishing the material relevance of the subject to the purpose for which The American Legion was formed.
  4. In accordance with Resolution No. 50, adopted by the National Executive Committee in regular meeting assembled on May 5-6, 1965, resolutions adopted by Department Conventions and destined for consideration by the National Convention shall be forwarded to the National Adjutant, to be in his hands fourteen (14) days prior to the opening session of the National Convention. The only exception to this provision shall be in instances where Department Conventions are held at such time that it becomes physically impossible to comply with this provision, in which instances, the resolutions shall be forwarded to the National Adjutant immediately upon the adjournment of the Department Convention.

**Form 2**

**REPORT ADDENDUM  
NATIONAL LEGISLATIVE COMMISSION  
May 9-10, 2007**

In compliance with Rule 8-b of the National Executive Committee, the ten (10) resolutions listed below have legislative intent and are submitted for approval.

AMERICANISM

Res. No.23. Strategy to Address Illegal Immigration

ECONOMICS

Res. No.13 Amend the Federal Student Financial Aid Means Test for Veterans

Res. No.14 Mandatory Funding for the Departments of Housing and Urban Development (HUD)-Veterans Affairs (VA) Supportive Housing (HUD-VASH) Homeless Program

Res. No.15 Support Improvements to Veterans Employment and Training Service (VETS) Training Standards

NATIONAL SECURITY

Res. No. 17 The Anthrax Vaccine Immunization Program

Res. No.19 Increasing the End Strengths of the Armed Forces

Res. No.20 Purple Heart for Traumatic Brain Injuries (TBIs)

VETERANS AFFAIRS AND REHABILITATION

Res. No.1 Authorize Lawsuit Against the Department of Veterans Affairs (VA) to Compel Action, if Necessary, on Pending Claims for VA Benefits

Res. No.26 Support Funding for Enclosed Committal Service Shelters Through the State Cemetery Grants Program

Res. No.27 Support Legislation to Remove the Bar on the Payment of Dependency and Indemnity Compensation Benefits to Surviving Spouses Who Remarry After Age 55

**Form 3**  
**The American Legion**  
**National Executive Committee**  
**Held on October 17-18, 2007**  
**Resolution**

**No.:**

**Title: Resolution No. 4: Support For Voter Registration and Voting Program**

**Origin: Americanism Commission**

Submitted by: Americanism Commission

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WHEREAS, The American Legion, since its inception, has promoted an active involvement by its members, posts and departments in the electoral process in the United States; and

WHEREAS, Numerous resolutions through the years have put The American Legion on record encouraging all eligible voters to vote on Election Day; and

WHEREAS, Resolution 136, 1952 National Convention, Get Out the Vote, established an American Legion voter education and participation program by the same name; and

WHEREAS, Our democratic republic is threatened by an apathetic and a disenfranchised populace who choose not to participate in our country's electoral process; and

WHEREAS, Members of The American Legion, who vote in numbers exceeding the national average, have a unique opportunity to participate in the electoral process and to encourage others to do so as well; and

WHEREAS, The Get Out the Vote program is non-partisan and has for its purpose the encouragement of all eligible voters to register and participate in all elections; now, therefore, be it

**RESOLVED, By the National Executive Committee of The American Legion in regular meeting in Indianapolis, Indiana, on October 17-18, 2007, That The American Legion reiterates its longstanding commitment of service to the United States of America by recognizing and promoting the truest form of Americanism and personal responsibility to our government, the act of voting on Election Day; and, be it finally**

**RESOLVED, That The American Legion, through its Get Out the Vote program, encourage its members, posts, districts and departments to fully involve themselves in the electoral process by serving as poll volunteers, poll workers, by voting and by encouraging and assisting others to register and vote.**

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*Resolutions Subcommittee Recommendation*

Approved

Rejected

Referred to:

Other Action

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*Committee/Commission, Chairman Name, and Signature*

Signature Chairman, Resolutions Subcommittee

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**Form 4**

**Register of Resolutions for the National Executive Committee Meeting October 17-18, 2007**

<b>No.</b>	<b>Title</b>	<b>Origin</b>	<b>Meeting Date</b>	<b>Date referred</b>	<b>Referred to:</b>
2572	OPPOSE UNITED STATES ARMY RESERVE SELLING LAND PLOT IN LOS ANGELES	CA	DEC	August 17, 2006	VA&R
2585	NATIONAL EAGLE CENTER	MN	DEC	April 26, 2007	INAF
2586	SUPPORT FOR A NATIONAL WORLD WAR I MEMORIAL	OR	DC	September 28, 2007	INAF
2587	RECOMMENDATION OF CITY OF HOUSTON, TEXAS AS HOST OF A FUTURE NATIONAL CONVETNION	TX	DC	October 02, 2007	CONV
2588	FINANCIAL SUPPORT FOR TEAM JOHNSON MOTORSPORTS	VA	DC	October 02, 2007	INAF
2589	BOYS STATE AND BOYS NATION DELEGATES FROM THE DEPARTMENT OF FRANCE	FR	DC	October 10, 2007	AMER
2590	AMERICAN LEGION RIDERS	MI	DEC	October 10, 2007	INAF

REPORT TO SUBCOMMITTEE ON RESOLUTIONS  
**NATIONAL EXECUTIVE COMMITTEE**  
**ON ALL RESOLUTIONS NOT BEING REPORTED FOR APPROVAL**  
 October 17-18, 2007

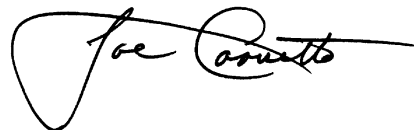
The NATIONAL AMERICANISM COMMISSION recommends the indicated action on the listed resolutions that are presently before this body for disposition.

RESOLUTION NUMBER	SOURCE	TITLE	RECOMMENDED ACTION
No. 113	2007 Nat'l Conv (PA)	POW/MIA Flag Display Added to Flag Code	Reject
No. 121	2007 Nat'l Conv (CA)	Rights of Citizenship be Granted Only to Children With Type 1 or Type 2 Birth Certificates	Reject
No. 165	2007 Nat'l Conv (TN)	Exempt the United States Flag from Local Regulations Concerning the Display of Advertising and/or Decorative Flags	Reject
Register No. 2589	France	Boys State and Boys Nation Delegates from the Department of France	Hold for further study
No. 76	2007 Nat'l Conv (MT)	Automatic Birthright to Children Born of Illegal Immigrants	Hold for further study
No. 118	2007 Nat'l Conv (CA)	Reverse Automatic Birthright to Children Born of Illegal Immigrants	Hold for further study

**Wording to Use in Column:**

(Signature) \_\_\_\_\_  
 Americanism Commission

- Recommended Action*
- Reject
- Hold for further study
- Disposed of Administratively
- Received and Recorded



**JOSEPH E. CAOUCETTE, JR., Chairman**

(Submit this form in Triplicate)

**Form 6a**

THE AMERICAN LEGION NATIONAL HEADQUARTERS  
INDIANAPOLIS, INDIANA

USE THIS FORM FOR RESOLUTIONS TO BE ACTED UPON BY THE NATIONAL EXECUTIVE  
COMMITTEE

Please fill out and email to: [rspanogle@legion.org](mailto:rspanogle@legion.org) with a Cc: [library@legion.org](mailto:library@legion.org)  
RESOLUTION

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The above resolution was approved at

Department Executive Committee held at		on
Department Convention held at		on
	Department Adjutant Name's typed to the right	

## Form 6b

### THE AMERICAN LEGION NATIONAL HEADQUARTERS INDIANAPOLIS, INDIANA

### USE THIS FORM FOR RESOLUTIONS TO BE ACTED UPON BY THE NATIONAL EXECUTIVE COMMITTEE

Please fill out and email to: [rspanogle@legion.org](mailto:rspanogle@legion.org) with a Cc: [library@legion.org](mailto:library@legion.org)  
RESOLUTION

## RESOLUTIONS

Based on the Rules of the National Executive Committee of The American Legion, adopted by the National Executive Committee at its November 1940 meeting, the following regulations have been established for the procedure of National Executive Committee Resolutions:

- 1) Resolutions of Posts, intermediate bodies or other officially constituted subordinate organization which shall have received favorable action by their respective Department Conventions or Department Executive Committee and which shall have an appropriate endorsement thereof in resolution form shall be acted upon by the National Executive Committee.
- 2) In submitting resolutions, the following points should be carefully observed:
  - a) Each resolution is to be prepared on separate official forms furnished for this purpose by the National Adjutant, The American Legion.
  - b) Each resolution is to be prepared either
    - i) in quadruplicate (return original and two copies to National Adjutant, The American Legion, P.O. Box 1055, Indianapolis, IN 46206 – keep one copy for Department records), or
    - ii) in computer file format, using the designated computer template, and sent via email to [rspanogle@legion.org](mailto:rspanogle@legion.org), The American Legion, with an email Cc: copy to the current Librarian, [library@legion.org](mailto:library@legion.org).
  - c) Each resolution shall deal with only one subject – do not attempt to deal with more than one subject in the resolve clauses.
  - d) Local resolving clauses may be used to specify the place and date the Department Convention or Department Executive Committee meeting was held (it is not necessary to fill in the National Executive Committee meeting and dates in resolving clause).

Each resolution is to be worded in full, including all Whereas clauses and the Resolve clauses.

**Form 7**  
**National Executive Committee**  
**October 17-18, 2007**

**Register**

<b>TITLE</b>	<b>Commission</b>
1 EXPRESSION OF CONCERN IN THE DECLINE OF BOYS STATE PARTICIPATION	Americanism
2 OPPOSE PROPOSED FLAG CODE CHANGE – CONDUCT DURING HOISTING, LOWERING OR PASSING OF THE FLAG	Americanism
3 <i>NEED A LIFT?</i> AGREEMENT	Americanism
4 SUPPORT FOR VOTER REGISTRATION AND VOTING PROGRAM	Americanism
5 THE COLLEGE BOARD LICENSE AGREEMENT	Americanism
6 SUPPORT FOR RENOVATING USS ARIZONA MEMORIAL MUSEUM AND CENTER, HONOLULU, HAWAII	Internal Affairs
7 RESTATEMENT OF AMERICAN LEGION RETIREMENT PLAN FOR EMPLOYEES OF THE NATIONAL HEADQUARTERS AND SUBORDINATE GROUPS THEREOF	Finance
8 CONTRACT FOR PRINTING OF THE AMERICAN LEGION MAGAZINE	Finance
9 LIEBERT ENVIRONMENTAL SYSTEM	Finance
10 AUTHORIZING WITHDRAWAL FROM PAID-UP-FOR-LIFE MEMBERSHIP TRUST FOR ADMINISTRATIVE EXPENSES	Finance
11 HERMAN G. HARRINGTON MEMORIAL ROOM	Finance
12 UNIFORMED GROUPS PARTICIPATION AT THE NATIONAL CONVENTION OF THE AMERICAN LEGION	Finance
13 USE OF THE AMERICAN LEGION LIFE INSURANCE FUND ACCOUNT FOR SCHOLARSHIP AWARDS TO THE AMERICAN LEGION EAGLE SCOUT OF THE YEAR PROGRAM IN 2008	Finance
14 USE OF THE AMERICAN LEGION LIFE INSURANCE FUND ACCOUNT IN THE AMERICAN LEGION HIGH SCHOOL ORATORICAL SCHOLARSHIP PROGRAM – “A CONSTITUTIONAL SPEECH CONTEST” IN 2008	Finance
15 REVIEW OF ADMINISTRATION AND PROMOTION OF THE AMERICAN LEGION INSURANCE PROGRAM	Finance
16 USE OF THE AMERICAN LEGION LIFE INSURANCE FUND ACCOUNT FOR ASSISTANCE IN THE FURTHERANCE OF THE AMERICAN LEGION BOYS NATION PROGRAM – 2008	Finance
17 USE OF THE AMERICAN LEGION LIFE INSURANCE FUND ACCOUNT FOR ASSISTANCE IN THE FURTHERANCE OF THE AMERICAN LEGION BASEBALL PROGRAM – 2008	Finance
18 2008 UPGRADE OF COMPUTER SYSTEMS	Finance
19 2008 CONVERSION OF EMBLEM SALES COMPUTER SYSTEMS	Finance
20 2008 ENHANCEMENTS TO NHQ COMPUTER ENVIRONMENT	Finance
21 CONTRIBUTION FROM MAJOR LEAGUE BASEBALL	Finance
22 TOURNAMENT OF STARS EXPENSES	Finance
23 ACCEPT BIDS FOR 2010 AMERICAN LEGION BASEBALL WORLD SERIES	Finance
24 DONATION TO AMERICAN LEGION BASEBALL	Finance
25 CHARITABLE GIFT ANNUITY	Finance
26 AGREEMENT WITH THE NATIONAL VETERANS LEGAL SERVICES PROGRAM	Finance
27 AMERICAN LEGION RETIREMENT PLAN FOR EMPLOYEES OF THE NATIONAL HEADQUARTERS AND SUBORDINATE GROUPS THEREOF – FREEZE, SPLIT, OR AMEND	Finance
28 ROUNDING UP DEPARTMENT OF VETERANS AFFAIRS BENEFITS FOR 50 CENTS OR HIGHER	VA&R
29 IMPROVEMENTS TO IMPLEMENT A SEAMLESS TRANSITION	VA&R
30 THE AMERICAN LEGION POLICY ON TRAUMATIC BLAST INJURIES	VA&R
31 SERVICE-DISABLED VETERAN-OWNED BUSINESS STATUS	Economics
32 ELIMINATION OF THE DEPARTMENT OF VETERANS AFFAIRS HOME LOAN FUNDING FEE	Economics
33 SUPPORT FOR SPECIAL OLYMPICS	Child & Youth
34 2010 NATIONAL CONVENTION CONTRACT	Convention
35 AMERICAN LEGION RIDERS AS A NATIONAL PROGRAM	Finance

Form 8

The American Legion  
National Executive Committee  
Held on October 18-19, 2006  
Resolution

No.:  
**Resolution No. 43: Rescinding Of National Commission On Children & Youth Resolutions**  
**Origin: Americanism Commission**

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**Submitted by Commission on Children & Youth**

WHEREAS, The National Commission on Children & Youth reviews its resolutions on a regular basis in accordance with the suggested review practices recommended by the National Conventions and the 1961 Report of the Program Study Committee by the National Executive Committee; and

WHEREAS, The National Commission on Children & Youth has completed a study of all resolutions pertaining to children and youth which are still in effect; and

WHEREAS, This review took place during the National Commission on Children & Youth meeting held October 16-17, 2006, in Indianapolis, Indiana; and

WHEREAS, This study has found that ten resolutions should be rescinded because they have been accomplished and/or are obsolete; now, therefore, be it

**RESOLVED, By the National Executive Committee of The American Legion in regular meeting assembled in Indianapolis, Indiana, on October 18-19, 2006, That the following resolutions are rescinded for the reasons indicated below:**

**ACCOMPLISHED/OBSOLETE**

**Resolution No. 399 2004 National Convention Support for the Office of Juvenile Justice & Delinquency Prevention**

**SUPERCEDED**

- Resolution No. 46 (2000 Spring NEC) Adequate Foster Care**
- Resolution No. 390 (2004 National Convention) Catastrophic Illness Among Children**
- Resolution No. 41 2000 (Spring NEC) Day Care of Children**
- Resolution No. 55 2003 (Spring NEC) Child Abuse**
- Resolution No. 43 2000 (Spring NEC) Child Safety**
- Resolution No. 44 2000 (Spring NEC) Missing Children**
- Resolution No. 53 2003 (Spring NEC) Mental Retardation**
- Resolution No. 37 2000 (Spring NEC) Teenage Pregnancy**
- Resolution No. 400 2004 (National Convention) Violence & Vandalism in the Schools**

<u>Resolutions Subcommittee Recommendation</u>	<u>Committee/Commission, Chairman Name, and Signature</u>
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Approved

Rejected

Referred to:

Other Action

Signature Chairman, Resolutions Subcommittee

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