

# National Son's of The American Legion 2016 – 2017 Sub-Committee on Resolutions



## **RESOLUTION'S**

All resolutions, whether they are presented to a National Convention or a meeting of the National Executive Committee, are to be submitted in triplicate, adhering to the following procedures:

N.E.C. Resolutions: Resolutions to be presented at a meeting of the National Executive Committee are to be submitted in accordance with the provisions set forth in the Uniform Code of Procedure of the National Executive Committee. It reads in part (Rule 10, parts A-D):

- A. Resolution which shall be offered as the direct action of the National Executive Committee shall be prepared in appropriate form containing an informative preamble in the form of "WHEREAS" followed by statements of fact and shall conclude with a resolving clause or declaration that it is to receive action of the National Executive Committee. Such resolving clause or clauses shall contain the following leading language: "RESOLVED, By the National Executive Committee of the Sons of The American Legion in regular (or special) meeting assembled in (City, State), on (date or dates) that, etc.--and, be it further "RESOLVED, That, etc."
- B. Resolutions of Squadrons, intermediate bodies, or other officially constituted subordinate organizations which shall have received favorable action by their respective Detachment Conventions or Executive Committee and which shall be acted upon by the National Executive Committee in the form of a final Resolving Clause shall contain the following leading language: "And it finally Resolved, By the National Executive Committee regular (or special) meeting assembled in (City, State) on (date or dates) that, etc. .."
- C. Resolutions of Detachment Conventions or Detachment Executive Committees shall be similarly acted upon by the National Executive Committee in the form of a final resolving clause (clauses) as contemplated in paragraph B above.
- D. All resolutions for consideration by the National Executive Committee not emanating from a Commission or Committee of the National Executive Committee must be forwarded to the National Adjutant at least fifteen (15) days prior to said meeting of the National Executive Committee.

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National Convention Resolutions: Resolutions submitted for the consideration of a National Convention are to be submitted in accordance with the provisions set forth in the “Uniform Code of Procedure for the Organizations of the National Convention of the Sons of The American Legion”. It reads in part (National Convention resolutions section, numbers 1 - 4):

1. Resolutions shall be submitted upon proper form and shall be numbered for identification as provided by the National Adjutant.
2. Resolutions shall be approved by a Detachment, the National Executive Committee of the Sons of The American Legion, and Outlying Squadrons not affiliated with a Detachment, or any Standing or Special Committee of the Convention. Resolutions submitted in advance of the Convention by Detachments, Outlying Squadrons, and the NEC shall be filed with the National Adjutant.
3. Resolutions emanating from a Detachment Convention shall be forwarded to the National Adjutant to be in his hands thirty (30) days prior to the opening of the Convention. The only exception to this rule is the case of a Detachment Convention held on a date that renders it physically impossible to comply with the restricted time limit. In such cases, resolutions should be forwarded immediately following said Conventions, and the National Adjutant shall be notified.
4. Resolutions originating with and approved by a Convention Committee shall be received and processed through the National Adjutant for record and number assignment.

Wording of resolutions submitted to the National Convention should include a resolving clause (or clauses) containing the following leading language: “And be it finally Resolved, by the (Convention Number) Annual National Convention, of the Sons of The American Legion, meeting in (City, State), these (dates) days of (month), (year), that, etc.

Constitutional Amendments may only be considered by the National Convention. Therefore, all resolutions pertaining to Constitutional changes must be submitted to the National Convention.

If resolution forms are needed, they may be copied, or obtained through the National Adjutant's Office.

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## Guide to Writing Resolutions in Proper Format

Resolutions are comprised of five main components:

**1. Heading:**

The heading serves as identification for the resolution and informs the reader of the topic to be discussed as well as where, or at which meeting, the resolution is to be submitted.

**2. Background:**

The background is not mandatory but is helpful in cases where there is a relevant history about the topic that the delegates would benefit from knowing.

**3. Preamble:**

The preamble builds the argument for why the action in the operative clauses should be taken. Clauses in this section are called perambulatory clauses or whereas clauses. For each perambulatory clause, the first phrase following 'whereas' should set the 'tone' for the statement which will follow. Tone has to do with the strength of your conviction about the topic.

Therefore, the stronger the phrasing, the stronger the conviction about an issue.

\*See Appendix B for a list of suggested perambulatory words.

**4. Action:**

The action section is the most important part of the resolution. In this section, the operative clauses, or resolved clauses, of a resolution tell the reader what action should be taken to solve the challenge set up in the preamble. The operative clauses should be the strongest part of your resolution; debate and any amendments will only be entertained on operative clauses. Language and tone will play a very important part in determining the strength of your operative clauses. Furthermore, the operative clauses are the only part of the resolution that will be recorded in the NFTY Resolutions Encyclopedia. \*See Appendix C for a list of suggested operative words.

**5. Salutation:**

This section informs the reader who wrote the piece of legislation and who supports it. There is a difference between the author and those who co-sign the document, for both practical and philosophical reasons. Thus, please adhere to the following guidelines:

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## - Author:

The entity who actually wrote the document or came up with the idea should sign under "Respectfully submitted." This entity can be one or several people or an official taskforce.

- **Co-signed:** A short list of people after the author.

The purpose of the co-signers is to act as a support group for the author during debate. A strong voice in debate is far more important than a name on a piece of paper.

\*\*As a general rule, pieces of legislation should be long enough to cover the subject, but short enough to maintain interest. If in doubt, aim for the shorter side, especially in the background and perambulatory clauses. One can make more arguments in debate. \*\*

Additional information:

[www.legion.org/sons/publications](http://www.legion.org/sons/publications)  
[www.legion.org/files/uniform.pdf](http://www.legion.org/files/uniform.pdf)

These web sites have a lot of good information.