



American Legion Auxiliary-Department of Wisconsin  
98<sup>th</sup> Annual American Legion Auxiliary Convention



## RESOLUTIONS - INSTRUCTIONS

A resolution is a main motion, offered as a resolution either because of its importance or because of its length or complexity. Resolutions for this reason should always be prepared in writing.

Resolutions usually are comprised of two parts, the preamble and the resolved clause(s). However, a preamble is not required for a resolution to be proper. The preamble explains the reasons for the motion, and each idea or reason therein begins with “Whereas.” The “Resolved” clause is the motion itself, and would be written as a motion.

The Bylaws of the Department of Wisconsin American Legion Auxiliary (Article II, Section 1) require that:

4. The Department President shall, not less than 30 days prior to the annual Department Convention, appoint a Resolutions Committee consisting of five members chosen from the delegates.
  - a. Resolutions presented by an individual member must be approved by the Unit or District of which she is a member. Resolutions must be received at Department by June 1. Copies of these resolutions shall be transmitted to Units not less than 30 days before Department convention.
  - b. Any resolution not approved by a Unit or District, or when the District conference is held after June 1, must be approved by the appropriate Department chairman of the program to which the resolution pertains. The Department chairman will submit resolutions that she approves to the Resolutions Committee for consideration.
  - c. The Resolutions Committee will forward any approved resolutions with a financial impact to the Finance Committee for their approval.

Once the Resolutions Committee and other appropriate chairmen/committees have acted on all resolutions, the Resolutions Chairman will report recommendations to the convention delegates.