

RESOLUTIONS

Purposes and Uses

A resolution is an expression of the opinion of the adopting body or a declaration of its intent. Resolutions may also express condolences, congratulations, invitations, thanks, etc. Usually, resolutions are considered to be a more formal form of a motion. The Ladies Auxiliary VFW uses resolutions to set policy and to amend the *National Bylaws* and Booklet of Instructions, as well as for other purposes. If you want to affect the policy of your Department or National Headquarters or to amend the *National Bylaws*, you will have to follow the requirements set forth under "Convention Committees" in the *National Bylaws*.

The purpose of your resolution will determine what you do with it. For example, your Post and Auxiliary want to announce a Buddy Poppy Drive. After your Post and your Auxiliary adopt the resolution, you may want to have it published in your newspaper. In addition, you might want to have your mayor sign a resolution regarding your Buddy Poppy Drive and have it published in your newspaper. In both cases you have accomplished the purpose of the resolution, so you don't need to forward it to anyone in the Ladies Auxiliary VFW for further action.

As another example, your Auxiliary wants to amend the *National Bylaws* to eliminate the minimum age for membership in the Ladies Auxiliary VFW. After an Auxiliary member writes the resolution and moves its adoption, your Auxiliary must vote to adopt or reject it. If your Auxiliary votes to adopt the resolution, it must then be sent to the Department Secretary or Department Resolutions Committee in accordance with their requirements, such as the time in which the resolution must be submitted, etc. If the resolution is adopted at your Department Convention, it must then be forwarded to the National Secretary, following the requirements of the *National Bylaws*.

--Department Resolutions Committee and *National Bylaws* and Resolutions Review Committee--

Under "Convention Committees" in Article VI of the *National Bylaws*, it provides that the Department President is to appoint a Resolutions Committee. The Department Resolutions Committee is to receive all resolutions to be considered by the Department Convention and present them with recommendations to the Department Convention.

Article VII of the *National Bylaws* provides for a *Bylaws* and Resolutions Review Committee of a chairman and a minimum of two (2) members to be appointed by the National President. This Committee is to receive all resolutions and present them to the National Convention.

Who may submit a resolution? Resolutions may be originated by:

1. Auxiliaries and any of its members
2. County Councils
3. Districts
4. Department Officers
5. Department Resolutions Committee
6. Department Convention
7. National Officers
8. *National Bylaws* and Resolutions Review Committee
9. National Convention

Preparing a Resolution-Generally

To ensure your resolution is considered, it should be properly prepared. Resolutions may be given verbally or submitted in writing. When writing, be concise and specific. If you want your resolution to affect policy of National Headquarters or to amend the *National Bylaws*, you must submit it in writing.

While any two parliamentarians or any two attorneys will not completely agree as to the proper form of a resolution, there are certain matters that are usually true. Generally, a resolution has two separate sections:

1. a statement of the problem (WHEREAS clauses), and
2. the proposed solution (RESOLVED clauses)

The RESOLVED clauses (also known as the Preamble) should include everything you want done, not the why (the reasons are in the WHEREAS clauses). A resolution does not have to have any WHEREAS clauses to be adopted.

WHEREAS clauses

1. Each WHEREAS clause is a separate paragraph, beginning with the word "WHEREAS" followed by a comma.
2. The word "WHEREAS" is sometimes in all capital letters, sometimes in upper and lower case in bold. There is no set requirement.
3. The next word in the clause begins with a capital letter.
4. Each paragraph is ended with a semicolon-periods are not used. At the end of the next to last WHEREAS clause, insert the word "and" after the semicolon.
5. At the end of the last WHEREAS clause, insert the words "be it" or "be it therefore" after the semicolon, or between the last WHEREAS clause and the first RESOLVED clause, insert the words "THEREFORE, BE IT" on a separate line.

Examples:

1. WHEREAS, The children of the east end of the city of Euphoria and their parents depend on the playground on Main Street to be a safe place;
2. WHEREAS, The Department of Wonderful seeks to amend paragraph 3 of Section 503 of the National Bylaws by deleting the words "not" and the words "a vote or" in the second sentence, and by inserting the word "still" between the words "she" and "is";

RESOLVED clauses

1. Each RESOLVED clause is a separate paragraph.
2. The word "RESOLVED" is sometimes in all capital letters, sometimes in upper and lower case in bold. There is no set requirement.
3. The word "That" is the next word in the clause.
4. If you have more than one RESOLVED clause, a semicolon or a period is used at the end of all but the last clause. A period is always used at the end of the last RESOLVED clause. Sometimes the clauses are numbered.

Examples of resolutions are included later in this Manual.

Preparing a Resolution-*National Bylaws* Requirements

Procedure for presenting a resolution for consideration according to Section 606A:

- Resolutions submitted by an Auxiliary for consideration at a Department Convention must be signed in ink by the Auxiliary President and have the Auxiliary seal affixed.
- Resolutions submitted by the Department Resolutions Committee for consideration at a Department Convention must be signed by the members of the committee.
- Resolutions submitted by the Officers of the Department for consideration at a Department Convention must be signed by the Officers.

RESOLVED, That the Ladies Auxiliary to VFW Post 00000 hereby urges the City Council of the city of Euphoria to provide sufficient additional funds to restore and maintain the equipment in the playground on Main Street in our city of Euphoria.

RESOLVED, That the Department of Wonderful, Ladies Auxiliary to the Veterans of Foreign Wars, expresses its appreciation for all of the courtesies and efforts; and be it further

Committee Action on a Resolution

When either the Department Resolutions Committee or the National *Bylaws* and Resolutions Review Committee considers a resolution, a majority of the committee decides whether to recommend adoption or rejection to the Convention. If the committee finds problems with the resolution but believes it has merit, it may present its own resolution.

Writing a resolution is not difficult. It can be intimidating to try to write a resolution. Not only does the writer have to follow certain format requirements, she must also write a resolution that accomplishes its purpose. The Committee may offer to assist.

Adopting a Resolution

Resolutions may be adopted, amended, rejected, or recommitted to the same committee. If you want to amend a resolution, usually the RESOLVED clause(s) is amended first. The WHEREAS clauses and the RESOLVED clause(s) are adopted together as one (1) resolution.

Generally, a majority vote is needed to adopt a resolution. However, if the purpose of the resolution is to amend or alter the *National Bylaws*, a two-thirds (2/3) vote is required.

Courtesy resolutions are usually adopted by general consent because a negative vote should never be taken. Ask the body if it wants to adopt a courtesy resolution by saying something like, "If there are no objections, the courtesy resolution will be considered adopted." If a majority is objecting to adoption, then the resolution is not adopted. If a vote is taken, only the "ayes" portion is done. If a majority did not vote in favor of adoption, the resolution is not adopted.

At the Department or National Convention, the Resolutions Committee Chairman or the *Bylaws* and Resolutions Review Committee Chairman will be called upon by the President to give her committee report. The Chairman will report on the action of her committee as to each resolution, i.e., whether they voted to adopt or to not adopt a resolution.

If her Committee voted to adopt a resolution, the Chairman will read the resolution unless the members have copies of the resolution and then say something like, "By direction of the Resolutions/*Bylaws* and Resolutions Review Committee, I move adoption of Resolution No. 123." The President will then say something like, "The Resolutions/*Bylaws* and Resolutions Review Committee has moved adoption of Resolution No. 123. Is there any discussion?" If needed, the Chairman may explain the reasoning of the Committee. The President may need to prompt the body and may say, "Is there any further discussion?" After the discussion is concluded, the President will say something like, "Those in favor of adoption of the resolution will say "aye"; those opposed will say "no"." If the motion is adopted, the President will say,

"The "ayes" have it and the motion is adopted." If the resolution is not adopted (rejected), the President will say, "The "noes" have it and the resolution is not adopted."

If her Committee voted to not adopt (reject) a resolution, the Chairman will read the resolution unless the members have copies of the resolution and then say something like, "By direction of the Resolutions/*Bylaws* and Resolutions Review Committee, I move Resolution No. 123 not be adopted." The President will then say something like, "The Resolutions/*Bylaws* and Resolutions Review Committee has moved Resolution No. 123 not be adopted. Is there any discussion?" If needed, the Chairman may explain the reasoning of the Committee. The President may need to prompt the body and may say, "Is there any further discussion?" After the discussion is concluded, the President will say something like, "Those in favor of not adopting the resolution will say "aye"; those opposed will say "no"." If the motion is adopted, the President will say, "The "ayes" have it and the motion is not adopted." If the motion is not adopted (rejected), the President will say, "The "noes" have it and the resolution is adopted."

If a resolution is adopted, you should add a notation at the end of the resolution of the action taken. For example, if the resolution was adopted by your Auxiliary, add something like, "This resolution was adopted at the April 4, 2005 meeting of the Ladies Auxiliary to VFW Post 00000." and then have your Auxiliary President sign in ink and have your Auxiliary seal affixed.

Forwarding Resolutions

If a resolution must be forwarded to the next level, please follow the requirements set in Section 606A of the National Bylaws. If a resolution has not been adopted, please do not forward it. The next level cannot act on a resolution that has not been adopted. Also, you do not have to forward a resolution that does not require action by another body.

An Auxiliary approved resolution that will be forwarded to the Department Secretary or Department Resolutions Committee must be submitted in accordance with deadlines and other requirements of the Department and have:

1. a notation at the end of the resolution stating the resolution was adopted and when it was adopted;
2. the signature of the President in ink; and
3. the seal affixed.

When forwarding a resolution approved by a Department Convention to National Headquarters, it must:

1. be forwarded to National Headquarters within five (5) days following the Department Convention,
2. be accompanied with a letter that:
 - states when the resolution was approved,
 - is signed by the Department President who presided at the Department Convention, and
2. has the Department seal affixed.

(SAMPLE-RESOLUTION----to amend National Bylaws)

WHEREAS, We are living in a mobile society today and we often move to locations far from our Auxiliaries, because of work, to be close to family, and for various other reasons;

WHEREAS, Many members of the Ladies Auxiliary VFW enjoy being active in their Auxiliaries and when they have moved to locations far from their Auxiliaries, they may transfer to an Auxiliary located where they are living;

WHEREAS, Section 503 of the *National Bylaws* prohibits a Past District President who has transferred to an Auxiliary in another District or Department from voting or being recognized as a Past District President;

WHEREAS, The Department of Wonderful understands why a Past District President who has transferred to an Auxiliary in another District or Department is not entitled to vote as a Past District President, but does not see any useful purpose in not allowing her to be recognized as Past District President; and

WHEREAS, The Department of Wonderful seeks to amend paragraph 3 of Section 503 of the *National Bylaws* by deleting the words "not" and the words "a vote or" in the second sentence, and by inserting the word "still" between the words "she" and "is";

THEREFORE, BE IT

RESOLVED, That Section 503, paragraph 3, of the *National Bylaws* of the Ladies Auxiliary to the Veterans of Foreign Wars of the United States be amended to read as follows:

3. The District President, all elective and appointive Officers of the District and all Past Department Presidents who are members in good standing in Auxiliaries in that District. (However, if a Past District President transfers her membership to an Auxiliary in another District or Department, she is still entitled to recognition as a Past District President.)

Submitted by Ladies Auxiliary to VFW Post 00000, as adopted on May 8, 2005.

Signed: _____ Auxiliary President

Attest: _____ Auxiliary Secretary

(Note: The below is optional.)

Adopted at the Department of Wonderful Convention on June 12, 2005.

Signed: _____ Department President

Attest: _____ Department Secretary

(NOTE: If this resolution is adopted by the Department Convention, the resolution and a letter must be forwarded to National Headquarters within five (5) days following the Department Convention. The letter must state when the resolution was approved, it must be signed by the Department President who presided at the Department Convention, and it must have the Department seal affixed.)

SAMPLE--COURTESY RESOLUTION

WHEREAS, The Very Nice Hotel, the city of Euphoria, and the county of Happiness have provided many courtesies to this Convention and have made many efforts to ensure a comfortable and successful Convention; therefore, be it

RESOLVED, That the Department of Wonderful, Ladies Auxiliary to the Veterans of Foreign Wars, expresses its appreciation for all of the courtesies and efforts; and be it further

RESOLVED, That a copy of this resolution be sent to the manager of the Very Nice Hotel, the mayor of the city of Euphoria, the Happiness county executive, the

Submitted June 12, 2005, by the 2004-2005 Resolutions Committee at the Department of Wonderful Convention.

Signed: _____ Chairman

Member

Member

Adopted at the Department of Wonderful Convention on June 12, 2005.

(NOTE: This resolution could be forwarded to members of the City Council, the press and anyone else that may be able to help. It does not need to be forwarded to the Department Secretary or Resolutions Committee)