



# RESOLUTION

THE AMERICAN LEGION, DEPARTMENT OF MARYLAND, INC.

Resolution No. \_\_\_\_\_

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**PLEASE DO NOT FILL IN ABOVE THIS LINE**

Subject \_\_\_\_\_

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**FOR OFFICIAL USE ONLY**

Submitted by: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

DEC Approval \_\_\_\_\_ Rejected \_\_\_\_\_ Approved with Amendments \_\_\_\_\_

Referred to Standing Commission or Committee: \_\_\_\_\_

Attested by Department Adjutant \_\_\_\_\_ Date: \_\_\_\_\_

# INSTRUCTIONS

The Department Adjutant shall maintain a register of all resolutions received, assigned and processed which shall identify each resolution by number, and the originating source.

Resolution forms may be obtained by contacting the Department Headquarters or by acquiring an electronic copy from the Department Web Site.

The following points should be carefully observed when submitting resolutions:

1. Resolutions may be submitted to the Department Adjutant either in typed paper form or by electronic means such as email. Resolutions submitted in written form must be signed by the submitter. Resolutions submitted by electronic means must be verifiable by the Department Adjutant prior to receipt by the Department Adjutant.
2. Each resolution must be prepared on separate official blanks furnished for this purpose by the Department Adjutant.
3. A resolution shall deal with only one subject. Do not attempt to deal with more than one subject in the resolution clauses.
4. All local resolving clauses are to be omitted, substituting therein a clause resolving Department action, the resolution as submitted should be worded as follows.

Resolved by The American legion in Department Executive Committee meeting at  
\_\_\_\_\_ Post \_\_\_\_\_ in \_\_\_\_\_, Maryland, mmm, dd yyyy.

5. If the resolving clause is not stated as above (Using the DEC meeting dates) the resolution may have to be rewritten to show the proper Resolving Clause which may delay the introduction of the resolution at the desired DEC meeting.
6. Each resolution is to be worded in full, including all Whereas Clauses as well as the Resolving Clause.

Resolutions shall be submitted to Department Headquarters 7 days prior to the DEC meeting. Each resolution **MUST** have supporting documents and authority attached to each resolution submitted to Department Headquarters. Those submitted after that date will be considered if the Department Commander considers the resolution to be of paramount importance to the Legion.