



# How to write a Resolution

The American Legion  
Department of Iowa

# What is a resolution?

A resolution is a formal expression of the official opinion or will of a post, district, department, or national.

This course will provide guidance primarily on the *form* resolutions should take, rather than their content.

Keep in mind that any proposal transmitted beyond your post and within the organization of the Legion must be “*germane*”—that is, closely related to the purpose for which The American Legion exists.

From the standpoint of the policies and practices of The American Legion as a whole, resolutions are all-important.

The Department of Iowa cannot act on a given problem in the absence of a controlling resolution; and, conversely, it must act on a matter when mandated to do so by a resolution which has been properly adopted by the Department Convention or Department Executive Committee.



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 process.

A resolution's intent should be clearly defined.




A resolution should contain supporting documentation.



A resolution should be free of errors of fact and law.

## Resolution Basics

A resolution should have material relevance to the purposes and programs of The American Legion.



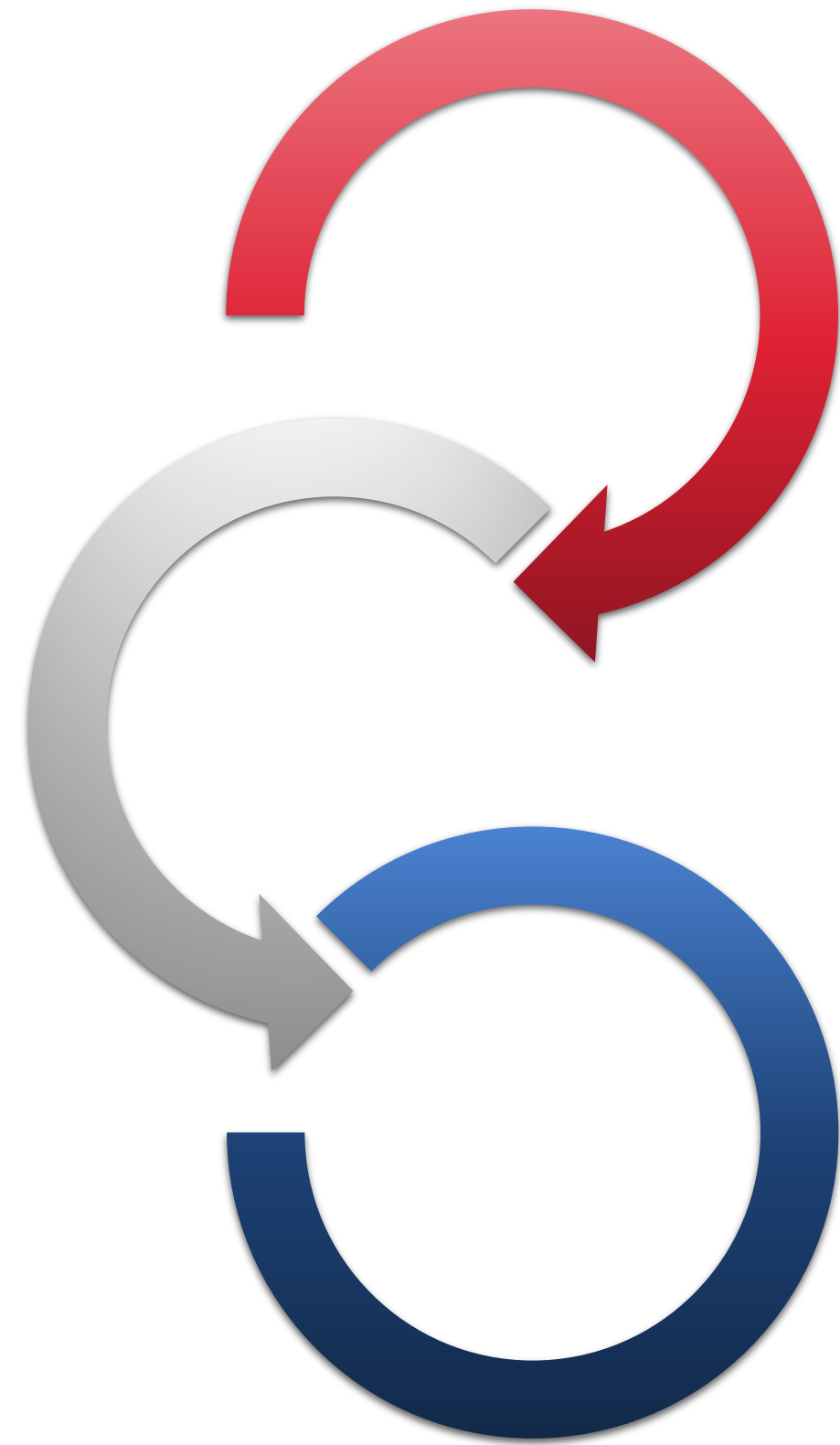
A resolution should only deal with one subject.



Resolutions should be written with thought and care.

## How to Write a Resolution

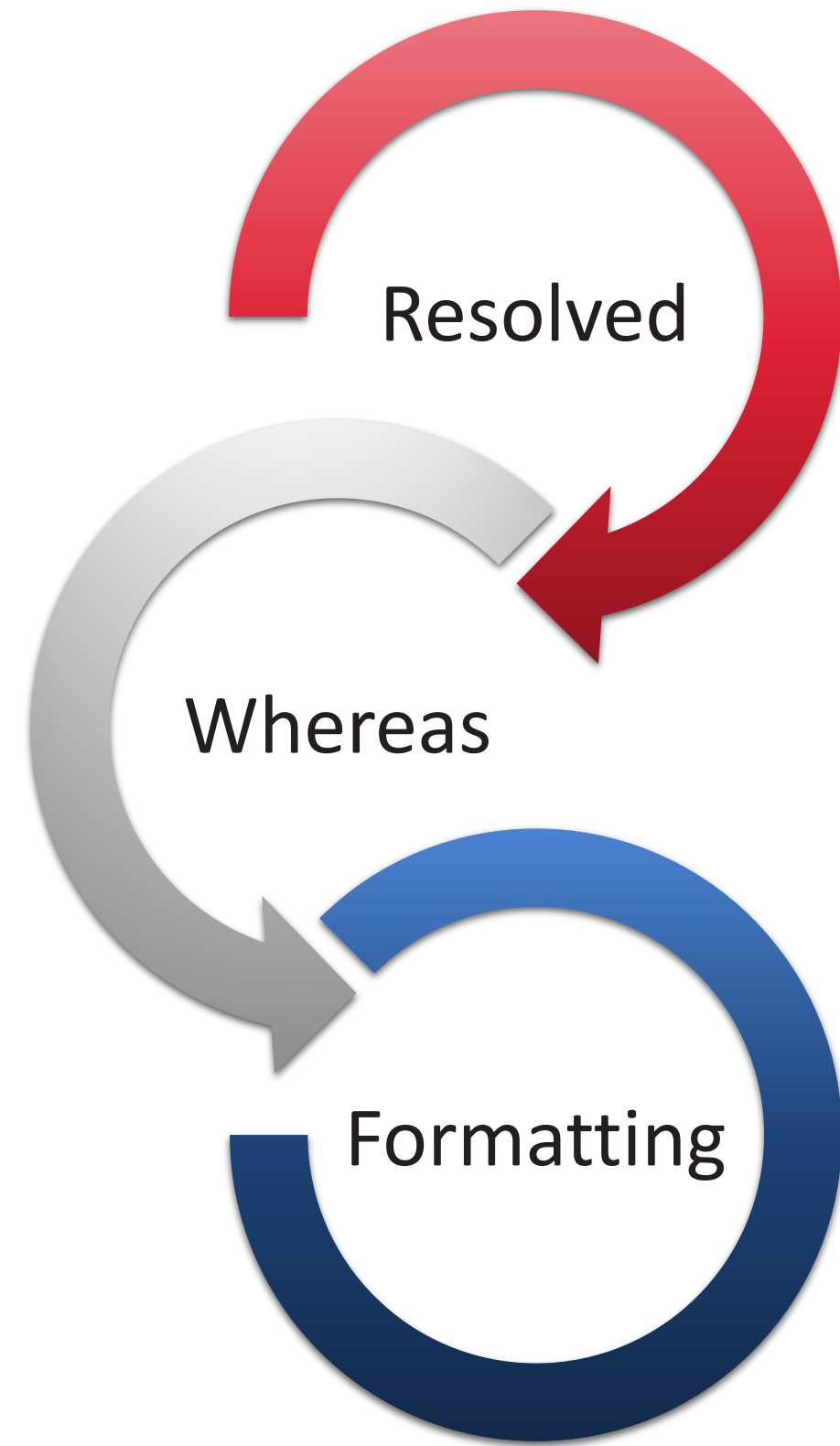
- Each clause of a resolution should read as a complete sentence with the “resolution” formatting removed.
- Start with the sentences and then add the formatting.





## How to Write a Resolution

- **Write the resolved clauses first. When reading the resolved clauses, the intent of the resolution should be clear.**
- The preamble, or WHEREAS clauses are the supporting arguments for the resolved clauses. Each clause of the preamble should contain a statement of fact which explains and justifies the resolution.
- Once the sentences are written, add the “resolution” formatting around them.



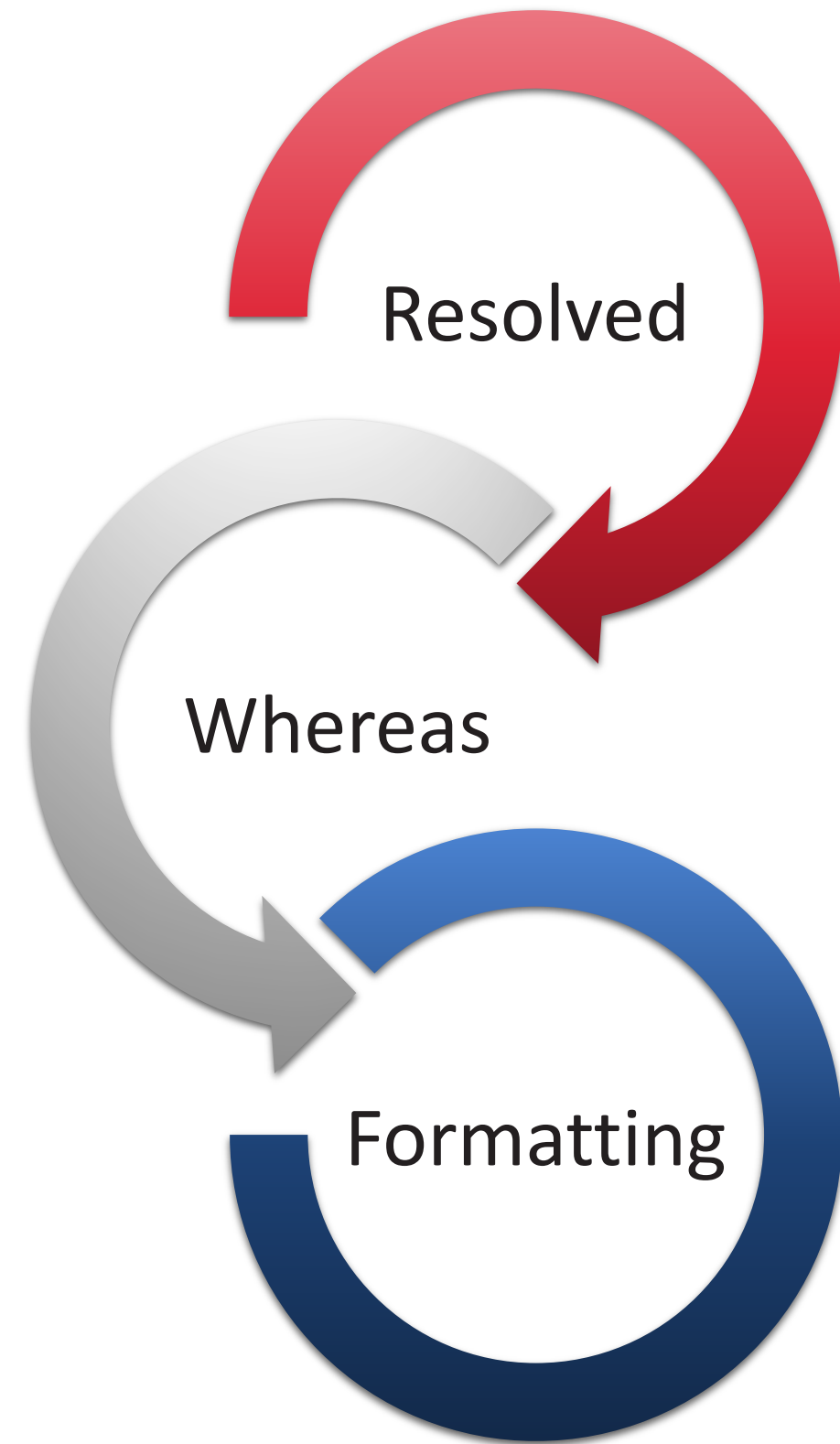
The American Legion supports legislation that provides tax incentives to employers who hire veterans.

The American Legion advocates for the expansion of job training programs specifically for veterans.

The American Legion will collaborate with businesses and educational institutions to create more employment opportunities for veterans

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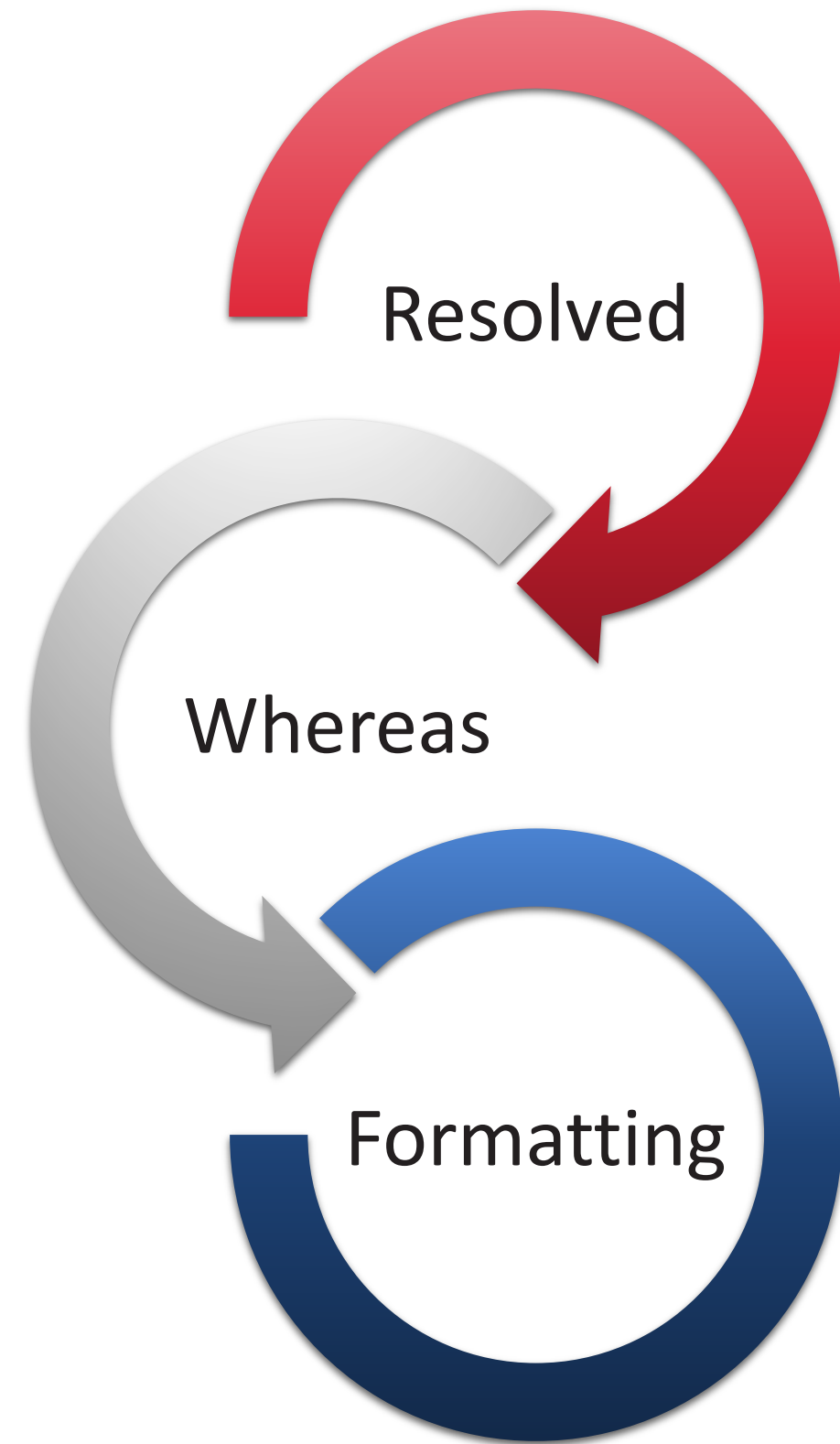


Many veterans face challenges in finding meaningful employment after their service in the military.

The American Legion is committed to helping veterans transition to civilian careers.

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# Formatting the Preamble

Start with the last WHEREAS clause and work up using the following guide:

- WHEREAS, (Sentence) ; and
- WHEREAS, (Sentence) ; now, therefore, be it

**WHEREAS,** Many veterans face challenges in finding meaningful employment after their service in the military; **and**

**WHEREAS,** The American Legion is committed to helping veterans transition to civilian careers; **now, therefore, be it**

### Formatting the Resolved Clauses

The first “RESOLVED” clause should contain the following information: (1) identification of the resolving authority; (2) the circumstances and place of the action. The first word after this information would be “That” with a capital “T.”

**“RESOLVED, By The American Legion, Post 999, Department of Iowa, in regular meeting, assembled in Anytown, Iowa, on February 15, 2025, That...”**



**RESOLVED, By The American Legion, Post 999, Department of Iowa, in regular meeting, assembled in Anytown, Iowa, on February 15, 2025, That The American Legion supports legislation that provides tax incentives to employers who hire veterans.**

The American Legion advocates for the expansion of job training programs specifically for veterans.

The American Legion will collaborate with businesses and educational institutions to create more employment opportunities for veterans

# Formatting the Resolved Clauses

### *Note:*

Keep in mind that when resolutions are read at National Convention, NEC meetings, Department Conventions, and DEC meetings, only the resolving clauses are read. In most cases, in the first resolved clause only the word “That” and what follows is read. Therefore, the resolving clauses must clearly state the intent of the resolution.

### Formatting the Resolved Clauses

If there is more than one RESOLVED clause, each should begin with the word “That”. The end of each Resolved clause is formatted as follows, working from the bottom up:

- RESOLVED, By...., That (sentence); and be it further
- RESOLVED, That (sentence); and be it finally
- RESOLVED, That (sentence).

**RESOLVED, By The American Legion, Post 999, Department of Iowa, in regular meeting, assembled in Anytown, Iowa, on February 15, 2025, That The American Legion supports legislation that provides tax incentives to employers who hire veterans; and be it further**

**RESOLVED, That The American Legion advocates for the expansion of job training programs specifically for veterans; and be it finally**

**RESOLVED, That The American Legion will collaborate with businesses and educational institutions to create more employment opportunities for veterans.**

## Resolution 1

**Subject:** **Enhancing Veterans' Employment Opportunities**

**Submitted by:** **American Legion Post 999, Department of Iowa**

WHEREAS, Many veterans face challenges in finding meaningful employment after their service in the military; and

WHEREAS, The American Legion is committed to helping veterans transition to civilian careers; now, therefore, be it

**RESOLVED,** By The American Legion, Post 999, in regular meeting, assembled in Anytown, Iowa, on February 15, 2025, That The American Legion supports legislation that provides tax incentives to employers who hire veterans; and be it further

**RESOLVED,** That The American Legion advocates for the expansion of job training programs specifically for veterans; and be it finally

**RESOLVED,** That The American Legion will collaborate with businesses and educational institutions to create more employment opportunities for veterans.

## Resolutions

Check grammar and spelling.



Have a non-expert read your resolution for clarity.



Include supporting documentation

## Resolutions

Resolutions must be voted upon by the body submitting them.



Resolutions should be signed by two officers.



If submitting to the Department, provide both the signed copy and an electronic copy.



**QUESTIONS?**