

**THE AMERICAN LEGION
DEPARTMENT OF NEW JERSEY**



**THE AMERICAN LEGION DEPARTMENT OF NEW JERSEY RESOLUTION
COMMITTEE**

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Approved by – Dept. DEC

Authorization:

This committee was authorized in its present form at Department Convention, June 11, 2021.

Membership:

"The Resolutions Assignment Committee shall be composed of the five immediate living Past Department Commanders and the immediate outgoing Chairman of the committee, as alternate member.

There shall be ex-officio members, without vote, in addition to the five Past Department Commanders. The ex-officio members for purpose under further stated function and scope shall be Department Commander, Department Adjutant, and the National Executive Committee Person of the Department of New Jersey.

Officers:

The officers of the Resolutions Assignment Committee shall be the most senior Past Department Commander, in term of office, serving as Chairman and the second most senior as Vice Chairman and the junior serving as Secretary.

Purpose:

The committee will review and assign all resolutions presented at the Department Convention to the appropriate Convention Committee(s) for recommendation and/or action.

The committee will serve in the capacity of Resolutions Committee. To accomplish this function it is necessary for the committee to review all resolutions submitted prior to the meeting or conference and, where appropriate, refer to a Standing Department Committee for their recommendation before determining action to be recommended to the Department Executive Committee.

It is also necessary for this committee to review all resolutions emanating from Standing Department Committees, Department officers and Department Executive Committee and, where appropriate, refer to a Standing Department Committee for their recommendation before determining action to be recommended to the DEC

The committee will prepare and recommend to the Department Executive Committee all appropriate resolutions not otherwise covered and maintain a resolution roster.

The committee will reconvene one hour prior to first Department Executive Committee meeting to review any resolutions that may have generated during that day's committee meetings.

Special Meetings:

Necessary special meetings may be held at Department Headquarters, via telephone conference, or internet conference capability (provided all members can hear each member during proceedings)

Minutes:

Written minutes of each meeting shall be recorded by the Secretary and shall constitute the Chairman's report to the Department Executive Committee or the delegates to the Department Convention and will be included in the next official proceeding of the meeting, conference or convention, thereby being made a permanent record for retention at the Department office. Minutes of any special meetings, adoption of motions or resolutions approved at any time occurring between Department meetings, conferences or convention shall be incorporated into the next official proceedings. Recommendations and/or resolutions must be presented in proper form to the Department Executive Committee or delegates at the Department Convention.

Transacting Business:

The committee may transact business by mail, telephone, e-mail, and other technologies including, but not limited to, Skype, Facetime, conference calls, and webinar/video chat, provided all members see/hear all votes made. If an e-mail vote is implemented, each response must be forwarded to all members of the Committee. If standard mail, the voting shall be considered closed at the end of seven business days provided a majority of members of the committee have returned to the Chairman their votes by that time, or it shall be considered closed at anytime prior thereto and when all the members

have returned their votes. Other technical votes include a telephone conference or web conference provided each member can see and/or hear each other members' votes. In the event one-third (1/3) members of the committee objects in writing, the matter shall not be decided and will be considered as the first order of business at the next regular meeting or special meeting and the Chairman shall notify the committee of the action taken.

Parliamentary procedure:

Parliamentary procedure used to conduct meetings of this committee shall be governed by the Department of New Jersey, The American Legion Constitution and By-Laws. All questions not covered by the Department of New Jersey Constitution and By-Laws will be governed by "Roberts Rules of Order Newly Revised."

Quorum:

A quorum shall exist at any meeting of the Resolutions Assignment Committee when a majority thereof shall be present, or shall have replied to mail polling. At no time shall lack of a quorum prevent those present from proceeding with the program but, where there is not a quorum, no vote shall be taken.

Amendments:

These procedures may be amended in content but not in format by a majority of the members of the committee; submitted to the Internal Affairs Committee for review and recommendation; and approved by the Department Executive Committee.