

Appendix E-1
Instructions for Completing Resolutions Form

RESOLUTION #: (Headquarters will number)

COMMITTEE: (Choose one)

- Constitution/Bylaws
- Legislative

CONVENTION ACTION:

(This block will capture the Convention's decision: Approved, Disapproved, or Withdrawn.)

RE: (This is your subject line – keep it to one line, but capture the essence of your resolution)

WHEREAS: (Use these "Whereas" segments to outline the issue or concern that your resolution is addressing, i.e., background.)

WHEREAS:

WHEREAS:

RESOLVED: (Use this segment to spell out recommended action to resolve the problem. More than one "RESOLVED" entry can be used to cover multiple actions.)

Submitted by:

Department of _____

Department Commander or Adjutant

Signed:

Date

NOTE: Departments submit resolutions to the National Adjutant, MOPH Headquarters, by **June 15,** unless otherwise advised.