



# American GI Forum of the US

## Resolutions Processing Procedure

### Purpose

The purpose of this procedure is to ensure that resolutions are processed and presented in a timely and organized manner.

### Background

Robert's Rules of Order is a tool used by representative bodies of all kinds to bring order to meetings and allow the group to take care of business in an efficient and predictable manner. Robert's Rules of Order and other kinds of parliamentary procedures are a proven way of conducting meetings.

Robert's Rules of Order is a way to ensure that every member involved in the meeting has been heard, and that no information is forgotten. **By discussing every action point, conversation topics and ideas, no one or no information is left behind.**

### Definitions

#### What is a resolution in meeting minutes?

A meeting minutes resolution is **an action or plan of action reached during a meeting and recorded in the minutes**

In law, a resolution is **a written motion adopted by a deliberative body**. The substance of the resolution can be anything that can normally be proposed as a motion.

A resolution is simply another form of a motion, but it's more formal and usually used for more important or ceremonial issues. **Resolutions adopted by the board and later approved by the directors are considered a formal act of the corporation and not just a board action.**

### How to Propose a Resolution Under 'Robert's Rules of Order'

#### Step 1

Put your resolution in writing. Write the reasons for the resolution in a preamble. Start each clause of the preamble with "whereas" with a capital "W." Close each clause with a semicolon or comma followed by "and." Avoid the use of periods.

Close the last paragraph of the preamble with "therefore" or "therefore, be it." Begin the actual resolution with the words, "Resolved, That." Italicize "resolved." Follow it with a comma and the word "That" with a capital "T." Then write your resolution.

## **Step 2**

Rise and address the chairman as "Mr. Commander (Chair) or Madame Chairwoman (Madame Chair)." Wait until the chair recognizes you. Once you've obtained the floor, ask that assembly consider your resolution. A simple way to do this is "I move the adoption of the following resolution."

## **Step 3**

Read the reasons for the resolution if you feel the need. If not, simply read the entire resolution and hand it to the chair. The Chair will call for a vote on the matter.

## **Finality**

**The board president and all board directors should sign the resolution.** The board secretary should keep copies of all board resolutions with the corporate bylaws and other important documents.

Resolutions that are passed in a meeting should be accurately recorded in the minutes of the meeting. Minutes serve as evidence of meeting proceedings and must be kept at the Organization's registered office or Single Alternative Inspection Location (SAIL) for **at least 10 years**.

**All eligible directors must either sign copies of the written resolution, or otherwise agree to it in writing.** A sole director will usually make decisions by written resolution.

## **Flowchart**

Attached.

Adopted by the National Board on this day \_\_\_\_ of April 2022.

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Greg Nichols, National Secretary

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