

CODE OF PROCEDURE

RESOLUTION ASSIGNMENT COMMITTEE

Approved DEC: October 2020

1. There shall be five (5) members on this committee. There will be a Chair and four other members one of which shall be the Constitution and By-Laws Chair. The terms of members shall be one for four years, one for three years, one for two years, and two for one year. The Department Commander shall appoint the Chair and one person for a four-year term and one for one year.
2. The purpose of this committee shall be to review and assign resolutions to the proper commissions and committees throughout the year and at the annual Department Convention.
3. The committee shall meet as needed when there is business to be carried out. The review includes all resolutions headed to the DEC. The members will meet at the time and place to be announced by the Chair.
4. No monies shall be expensed from the committee budget without authority of the Chair.
5. All resolutions to be considered **must** be at the Department 45 days prior to DEC. Resolutions submitted to the Department less than 45 days prior to DEC will be returned without review to the District/Post responsible for the resolution. At the discretion of the Department Commander, the resolution may be submitted at the next DEC for consideration.
6. Edit of resolutions will be accomplished such as punctuation, spelling, and other known errors without changing the spirit of the resolution.
7. After the document is reviewed by the Committee, it will be sent to the appropriate Commission/Committee that the resolution will apply to for consideration and review.
7. After review from both committees the resolution will be returned to the Department no later than 17 days before the DEC for distribution to DEC members.