

CODE OF PROCEDURE RESOLUTION COMMITTEE

Approved D.E.C.: October 2023

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 except 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. The Chairman is authorized to conduct the business of the committee by virtual technologies (i.e., video, teleconferencing platforms).
4. No monies shall be expensed from committee budget without authority of the Chair.
5. Resolutions to be considered (except those presented at Convention) **must** be at the Department 45 calendar days prior to DEC.

Resolutions submitted to Department less than 45 calendar 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.

Major Resolutions affecting Department Constitution and By-laws must be submitted to Department at least 60 calendar days prior to Convention. Major Resolutions submitted to Department less than 60 days before Convention will be submitted to the Convention Resolution Assignment Committee for review and distribution.

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.
8. After review from both committees the resolution will be returned to the Department no later than 17 calendar days before the DEC for distribution to DEC members.

Note: Resolutions can be submitted to the Resolution Committee throughout the year however, Resolutions that require changes to Department of Oregon Constitution and By-laws can only be voted on at Convention.