

VFW

VETERANS OF FOREIGN WARS

DEPARTMENT OF NEVADA

**PREPARING A
PROPOSED
AMENDMENT OR
RESOLUTION
2020-02**

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Approved: Anthony "Tony" Yarbrough
State Commander



Attest: Richard Gardner
State Adjutant

Summary: A proposed amendment [requiring 2/3 vote], or resolution [requiring majority vote] shall be prepared per National guidelines (https://vfworg-cdn.azureedge.net/-/media/VFWSite/Files/MY_VFW/Training-and-Support/Member-and-Officer-Training/Amendments-and-Resolutions-Manual.pdf.)

“A Post or District submitting an amendment or resolution to its Department Convention must follow guidelines established by the Department, which may require submitting the resolution to the Department Adjutant prior to the convening of the convention.”

Procedures:

1. **POST** - It must be approved by the **Post members** as evidenced by an attached copy of the **Post minutes**, be signed by the **Post Commander**, then submit **4 copies**; three signed, and one unsigned to **District Commander** or designate.
2. **DISTRICT** - The **District** members must vote at the next District meeting for advancement as evidenced by a copy of the **District minutes**. If approved, be signed by the **District Commander**, then submit **4 copies**; three signed, and one unsigned to **Department Commander** or designate.
3. **DEPARTMENT** – If all is submitted correctly, and approved thus far, the **Department Commander** or designate would send it to the **Department Bylaws & Resolutions Chairman** who would present it to the **State Convention body for approval**.
4. **NATIONAL** - If approved, the **State Commander** signs it, and it goes to the **National Bylaws & Resolutions Chairman** who would present it to their committee for presentation to the specific National sub-committee for final approval prior to presenting it to the **National Convention** body for action.

NOTE: It will be the responsibility of the last approver to officially notify the originator of the status of the advancement or failure of the measure.

TRACKING FORM

FORM: While there is no specific form to be used, this is the *format* that will be required at the end of all submissions on the last page:

Proposed by (Member Name/Number) _____

Post#, Meeting/Date _____

Minutes copy attached showing approval by 2/3 Post Members voting for an amendment; or a majority voting for a resolution _____

Post Commander Approval Signature/Date _____

Date sent to District/By _____

Date received District/By _____

District#, Meeting/Date Approved by District Members _____

District Commander Approval/Signature/Date _____

Date sent to Department/By _____

Date received Department/By _____

Department Commander Approval Signature/Date _____

Date sent to National/By _____