



# Resolution Process & Resolution Writing Workshop

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A practical leadership course on moving member ideas into clear, actionable DAV policy.

**FROM IDEA  
TO POLICY**

# What we will cover

A convention-ready path from idea development to final policy action.

- 1 Purpose & role** Why resolutions matter and what Department leaders do
- 2 Process** How resolutions move through Chapter, Department, and National levels
- 3 Anatomy** Title, whereas clauses, resolved clause, and logical structure
- 4 Evaluation** How committees assess, amend, consolidate, or recommend action
- 5 Workshop** Apply the checklist to sample resolutions and scenarios

# Why resolutions matter

Resolutions are how DAV converts member concerns into organizational action.

## Set Policy

Adopted resolutions become official DAV positions and guide advocacy.

## Guide Action

They focus Department and National effort on clearly defined priorities.

## Protect Member Voice

They preserve the principle that policy begins with members.

**Leadership point: Your role is to help members turn valid concerns into clear, evidence-based policy proposals.**



# What Department leaders protect

A strong process protects fairness, mission alignment, and credibility.

## Member Access

Make it possible for members to bring ideas forward.

## Orderly Review

Use committees and deadlines to prevent confusion.

## Policy Integrity

Avoid conflicts with existing policy or mission.

## Convention Authority

Respect delegate debate, amendment, and vote.



# Resolution flow

How a member idea moves through Chapter, Department, and National action.



**The flow is not just routing paperwork. Each step adds review, authority, and legitimacy.**



# What each step should accomplish

Each level asks a different question before the issue advances.

## Member Idea

Is there a real veteran need, problem, or opportunity?

## Chapter Approval

Does the Chapter support forwarding the idea?

## Department Committee

Is it clear, researched, and aligned with DAV policy?

## Department Convention

Should the Department adopt and advance it?

## National Review

Does it fit national policy and strategy?

## National Convention

Will delegates establish national DAV policy?



# Know what kind of resolution you are handling

Different resolution types need different review questions.

## Legislative

Federal or state law, VA policy, benefits, health care, access

## Programmatic

DAV programs, outreach, member services, transportation, claims support

## Internal Governance

Department operations, committees, procedures, accountability

## Constitution & Bylaws

Formal changes to governing documents; higher precision required



# The member is the starting point

Leaders should encourage ideas while helping members focus the proposal.

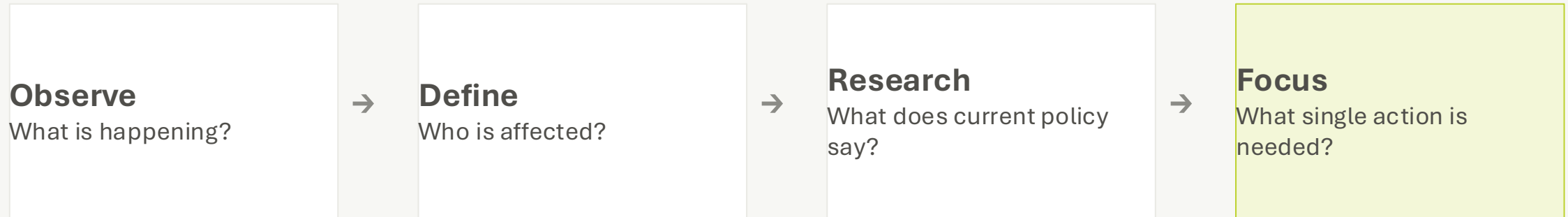
- Identify the issue or need affecting disabled veterans and families.
- Explain the harm, gap, or opportunity in plain language.
- Provide examples, facts, or service experience that support the concern.
- Work with Chapter leaders to refine the idea before submission.

## **Leader coaching prompt**

“What problem are we trying to solve, and what action do we want DAV to support?”

# From concern to resolution idea

A good resolution starts by defining the problem before drafting the solution.



**Avoid starting with the wording. Start with the problem.**

# Research before writing

Research prevents duplicate, unsupported, or impractical resolutions.

- Check existing DAV national resolutions and legislative priorities.
- Review Department constitution, bylaws, policies, and prior convention action.
- Verify relevant law, VA regulation, or program guidance.
- Find credible evidence: reports, data, testimony, or documented member impact.
- Ask Chapter Service Officers and National Service Officers for issue insight when benefits or claims are involved.

## Research test

Can we explain the problem accurately and show why DAV action is needed now?



# Good sources make good resolutions

Facts do not need to be long; they need to be reliable and relevant.

## DAV Policy

National resolutions, legislative program, adopted positions

## Government Sources

U.S. Code, CFR, VA policy, GAO, OIG, CRS, VA reports

## Experience

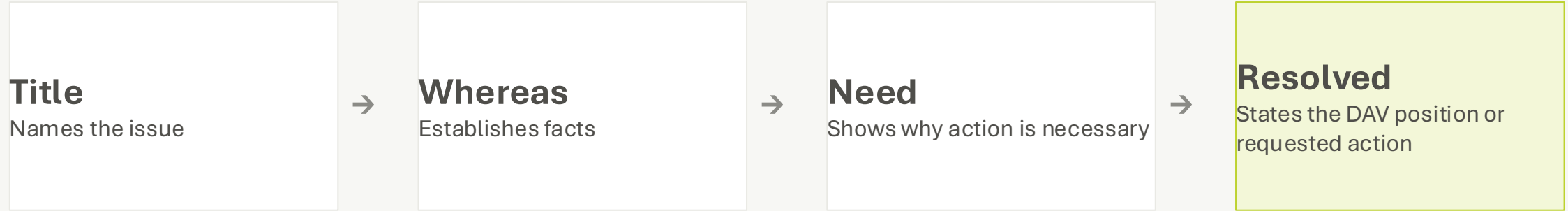
Member cases, Chapter trends, service officer feedback

## Stakeholders

Veterans, caregivers, survivors, VSOs, subject-matter experts

# Anatomy of a resolution

A resolution should build a clear line from issue to action.



**If the whereas clauses do not support the resolved clause, the resolution is weak.**

## Writing an effective title

The title should tell delegates exactly what the resolution is about.

- Use clear, plain language.
- Keep it short enough to understand at a glance.
- Make it specific to the policy issue.
- Avoid slogans, emotional phrasing, and vague labels.

### **Less effective**

Support Veterans

### **More effective**

Support Recognition of Minor Children Under Legal Guardianship as VA Dependents

# Whereas clauses: the factual foundation

Each whereas clause should add one necessary piece of support.

- State relevant facts, not arguments disguised as facts.
- Move in logical order from broad context to specific problem.
- Use only what is needed to support the resolved clause.
- Avoid unsupported claims, exaggeration, or unnecessary detail.

## Simple test

Could a delegate understand the problem and why action is needed without extra explanation?

# Weak vs. strong whereas clauses

Improvement usually comes from replacing emotion with facts and focus.

## Weak

WHEREAS, this unfair policy has hurt countless veterans for many years and must be changed immediately;

## Stronger

WHEREAS, current policy does not recognize certain minor children under court-ordered legal guardianship as dependents for specified VA benefits;

**Improvement: identifies the policy problem without exaggeration.**

# Resolved clauses: the action statement

The resolved clause is the policy result the resolution asks DAV to support.

- State one clear action or position.
- Tie directly to the problem established in the whereas clauses.
- Use language that is specific but not so narrow that it limits advocacy.
- Avoid combining several unrelated requests into one resolution.

## Simple test

After reading the resolved clause, can we clearly state what DAV is being asked to support?

## Weak vs. strong resolved clauses

A strong resolved clause is specific, actionable, and aligned with the facts.

### Weak

THEREFORE, BE IT RESOLVED, that DAV supports helping all veterans with everything they need.

### Stronger

THEREFORE, BE IT RESOLVED, that DAV supports legislation to recognize minor children under court-ordered legal guardianship as dependents for applicable VA benefits.

**Improvement: defines the action, population, and policy target.**

# How the pieces work together

The clauses should read like a logical chain.

## Title

Support Recognition of Minor Children  
Under Legal Guardianship as VA  
Dependents

## Whereas Clauses

1. Define the affected children and families
2. Explain the VA benefits gap
3. Show why the gap creates hardship

## Resolved Clause

DAV supports legislation or policy change to recognize those children as dependents for applicable VA benefits.

# Formatting and submission standards

Clean formatting helps committees focus on substance.

- Chapter should number based on Chapter submission, Department will re-number according to what they receive and recommend to the Convention
- Use “WHEREAS” clauses for supporting facts.
- Use one clear “THEREFORE, BE IT RESOLVED” clause when possible.
- Avoid excessive capitalization except where required by format.
- Submit by deadline with any required supporting material.

## **Leader reminder**

Format does not save a weak resolution—but poor format can slow review.

# How committees evaluate resolutions

Committees should improve the resolution while preserving the intent.

## Mission

Does it align with DAV purpose?

## Need

Is there a clear problem or gap?

## Facts

Are statements accurate and supportable?

## Policy

Does current DAV policy already cover it?

## Feasibility

Is the requested action realistic?

## Clarity

Can delegates understand what is being requested?

# Evaluation matrix

A quick tool for committee discussion and convention preparation.

Criterion	Ask	Concern
Mission	Does it fit DAV?	Outside scope
Need	Is action needed?	No clear problem
Facts	Can we support it?	Unsupported claims
Policy	Already covered?	Duplicate
Feasibility	Can it be pursued?	Too broad
Clarity	Will delegates understand?	Confusing wording

# Possible committee recommendations

A recommendation should tell delegates what action the committee believes is appropriate.

## **Adopt**

Support as submitted.

## **Adopt as Amended**

Support with improved language.

## **Consolidate**

Combine similar resolutions.

## **Refer**

Send for additional study or action.

## **Not Adopt**

Do not recommend adoption.

# Amendment and consolidation

Committees often strengthen resolutions by improving language or combining similar ideas.

- Amend language to clarify, correct, or focus the requested action.
- Consolidate resolutions when multiple submissions address the same issue.
- Preserve the essential intent of the Chapter or member whenever possible.
- Explain changes clearly when reporting to delegates.

## Goal

Better policy language without losing member intent.

# Existing policy review

A strong committee asks whether DAV already has policy before recommending adoption.

## Search

Find relevant existing DAV resolutions and legislative priorities.



## Compare

Does current policy already cover the requested action?



## Decide

Adopt new, amend, consolidate, or explain why not needed.

# Common resolution errors

Most weak resolutions fail for predictable reasons.

## Too broad

Tries to solve every problem at once.

## No policy gap

Current DAV policy already covers the issue.

## Weak facts

Assertions are not supported or verifiable.

## Unclear action

Delegates cannot tell what DAV is being asked to support.

## Mixed issues

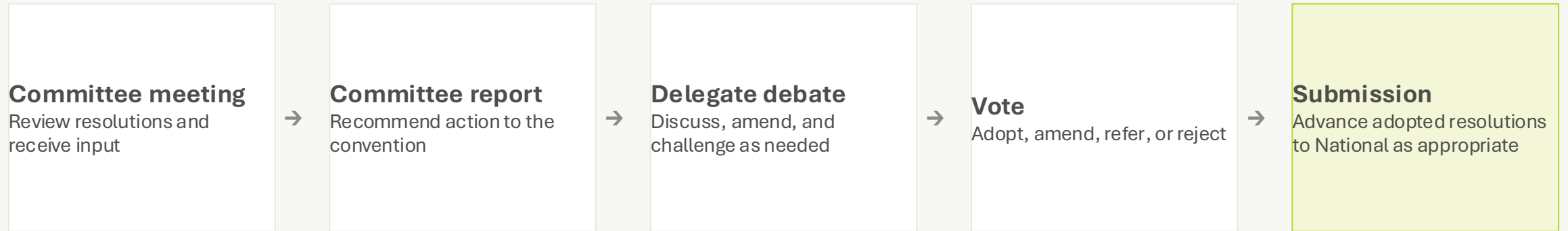
Combines unrelated topics into one resolution.

## Overwritten

Too much detail hides the actual point.

# Department Convention process

The convention is where delegates exercise authority over Department action.





# National review and convention action

Department-adopted resolutions become part of the national review process.

## National HQ

Receives and prepares submissions

## National Resolution Committee

Reviews, amends, consolidates, and recommends

## National Convention Committee Hearing

Delegates and advocates can provide input

## National Convention Floor

Final delegate action creates policy

# Preparing to support a resolution

Good testimony helps delegates understand the need without repeating the entire resolution.

- Prepare a short explanation of the problem.
- Be ready to identify the specific policy change requested.
- Anticipate questions about cost, feasibility, duplication, or scope.
- Use facts and member impact, not just emotion.
- Respect amendments that improve clarity or alignment.

## **One-minute test**

Can you explain the resolution in one minute without reading it word for word?

# Chapter-to-Department packet

A complete packet helps the Department Resolution Committee do its work.

- Final approved resolution text.
- Chapter approval documentation or certification.
- Point of contact for questions.
- Brief supporting explanation or background.
- Evidence or references used to support factual claims.
- Deadline and submission instructions followed.

## Quality standard

The committee should not have to guess the intent, authority, or factual basis.



# Resolution review checklist

Use this before sending a resolution forward.

✓ Problem is clearly defined

✓ Existing DAV policy has been checked

✓ Whereas clauses support the resolved clause

✓ Issue aligns with DAV mission

✓ Facts are accurate and supportable

✓ Title is concise and specific

✓ Resolved clause states clear action

✓ Resolution addresses one primary issue

# Case study 1: identify the problem

Read the sample and determine whether the problem is clear enough.

## Scenario

A Chapter submits a resolution stating that VA appointment travel is too expensive and asks DAV to support “better reimbursement for everyone.”

## Discussion questions

1. What is the precise problem?
2. Who is affected?
3. What facts are missing?
4. What would a focused resolved clause say?

## Case study 2: committee recommendation

Use the evaluation matrix to decide what recommendation should be made.

### Scenario

Two Chapters submit similar resolutions on the same issue.  
One has stronger facts; the other has better resolved language.

### Committee task

Would you adopt one, amend one, consolidate both, refer, or not adopt? Explain why.

# Small-group resolution review

Apply the process to a draft resolution.

- Step 1: Identify the issue and requested action.
- Step 2: Mark any unsupported or unnecessary whereas clauses.
- Step 3: Check whether the resolved clause is clear and achievable.
- Step 4: Decide whether to adopt, amend, consolidate, refer, or not adopt.
- Step 5: Report one recommendation and one improvement to the class.

## Time guide

10 minutes group work  
5 minutes reporting

# Building better resolutions

Strong resolutions are focused, researched, and actionable.

- Start early and avoid last-minute drafting.
- Use plain language and short clauses.
- Keep one primary issue per resolution.
- Coordinate with members, Chapter leaders, CSOs, NSOs, and subject-matter experts.
- Review existing policy before submission.
- Edit for clarity before convention debate.

## **Standard**

Clear enough to debate.  
Strong enough to guide  
policy.



# Key takeaways

Department leaders strengthen DAV policy by strengthening the resolution process.

## Start with member voice

Ideas originate from members and Chapters.

## Build with facts

Research gives credibility and focus.

## Write for action

The resolved clause must clearly state the policy.

## Respect the process

Committees and conventions provide legitimacy.



# Questions & Discussion

Resolution process • Drafting • Committee review • Convention action

**THANK  
YOU**