



LEECH LAKE BAND OF OJIBWE
RESOLUTION FORMATTING GUIDELINES

To: All Leech Lake Divisions and Employees

Re: Resolution Guidelines

Date: May 15th, 2014

Please keep the following information in mind when drafting resolutions for presentation before the Reservation Business Committee:

- All resolutions **MUST** be submitted to the Legal Department with a Legal Review sheet and “approved” **BEFORE** the RBC meeting
 - The RBC cannot pass any resolution without a Legal Review sheet approval

The guidelines below must be followed before submitting a resolution to the Legal Department:

- All resolutions must be drafted by a division director or have division director approval
- All resolutions must be submitted in Microsoft Word (not PDF) along with an electronic version emailed
- All resolutions must be in size 12, Times New Roman font, margins of resolution must be set at 1 inch
- Header and title of resolution must be in CAPS and **bolded**
- Body text of resolution must be “Justified”
 - *Select* body text – *press* “Ctrl” button + “J” key to justify text OR
 - *Select* body text – *click* “Justify” under Paragraph tab at top of Microsoft Word screen
- Every section sentence must begin with a capitol letter and end with a semicolon and “and” except for the final section.
 - **WHEREAS,** The LLOTP retains the authority to enter into mutual agreements with other Leech Lake Programs and Divisions for services and/or funding assistance; **and**

See attached sample resolution for proper formatting. Feel free to “copy + paste” the attached sample for drafting your resolutions.

Peter G. Paquette III

A handwritten signature in blue ink, consisting of a stylized 'P' and 'G' followed by a horizontal line. Below the signature, the date "5-14-14" is written in blue ink.