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 capital letter and end with a semicolon and “and” except for the final section.
  - WHEREAS, The LLOTB 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

[Signature] 5-14-14