

American Legion Auxiliary  
New Mexico Girls State  
**Memorial Instruction Sheet**



Principal Author: Your name – First and Last – official, no nicknames

Memorial No: Leave this blank Committee: Leave this blank

Status: This section will be filled out during session.

Passed by: ☐ Committee ☐ House ☐ Senate

Tabled by: ☐ Committee ☐ House ☐ Senate

Other: \_\_\_\_\_

Simple Title of Memorial: Short descriptive title that states subject of Memorial

1 **HOUSE OF ORIGIN MEMORIAL** (This will be assigned at ALANMGS)

2 **73<sup>rd</sup> SESSION – AMERICAN LEGION AUXILIARY NEW MEXICO GIRLS STATE – 2020**

3 INTRODUCED BY

4 **SIGNATURES OF AUTHORS** (You will sign at ALANMGS)

5

6

7

A MEMORIAL

8 **FULL TITLE:** This mandatory section should state the purpose of the memorial in broad  
9 terms.

10 **EXAMPLE:** HONORING CANCER PATIENTS, SURVIVORS AND THEIR FAMILIES;  
11 REMEMBERING THOSE PEOPLE WHO HAVE BEEN LOST TO CANCER; DECLARING  
12 MONDAY, JANUARY 21, 2019, "CREATE HOPE FOR A CANCER-FREE WORLD DAY"  
13 IN THE SENATE.

14

15 **WHEREAS PARAGRAPHS:** This is mandatory in memorials and state the reasoning for  
16 the memorial. You can create as many paragraphs as needed but need to

1 include at least one. Each WHEREAS paragraph is indented, and the paragraph ends with  
2 a semicolon followed by “and”. The last WHEREAS paragraph ends with a semicolon,  
3 followed by the resolving paragraph.

4 **EXAMPLE:**

5 WHEREAS, equal rights for women are not specifically included in the United State  
6 constitution; and

7 WHEREAS, the rights of women in the United States to receive equal pay for equal  
8 work, be protected against domestic violence and have fair work-leave policies and access  
9 to the reproductive health care services of their choice, among others, are daily being  
10 questioned and restricted;

11  
12 **RESOLVING CLAUSE:** This mandatory section closes the memorial stating what you  
13 would like to have happen because of all the reasons previously stated in the WHEREAS  
14 paragraphs. If there are no subsequent resolving paragraphs, you should end the clause  
15 with a period instead of the semicolon “and” option.

16 **EXAMPLE:**

17 NOW, THEREFORE, BE IT RESOLVED BY THE LEGISLATURE OF THE  
18 AMERICAN LEGION AUXILIARY NEW MEXICO GIRLS STATE that it call upon the New  
19 Mexico congressional delegation in Washington, D.C., to vote in favor of legislation that  
20 would remove the deadline for ratification of the equal rights amendment so that efforts can  
21 proceed to get ratification by the necessary additional three states so that, finally, the  
22 guarantee of equal rights for women and men in the United States will become the law of  
23 the land.

**SUBSEQUENT RESOLVING PARAGRAPHS:** In your memorial this is not a mandatory section but if included you can have as many subsequent resolving paragraphs as you'd like.

**EXAMPLE:**

NOW, THEREFORE, BE IT RESOLVED BY THE SENATE OF THE STATE OF NEW MEXICO that it honor cancer patients, survivors and their families; and

BE IT FURTHER RESOLVED that it remember those people who have been lost to cancer; and

BE IT FURTHER RESOLVED that it declare Monday, January 21, 2019, "Create Hope for a Cancer-Free World Day" in the senate; and

**TRANSMITTAL CLAUSE:** This final paragraph is mandatory and contains the instructions on who should receive the memorial or copies.

**EXAMPLE – Single Recipient:**

BE IT FURTHER RESOLVED that a copy of this memorial be transmitted to the secretary of human services.

**EXAMPLE – Multiple Recipients:**

BE IT FURTHER RESOLVED that copies of this memorial be transmitted to the legislative education study committee and the coalition of school administrators for appropriate distribution.