

**THE AMERICAN LEGION DEPARTMENT OF MICHIGAN  
MICHIGAN LEADERSHIP COLLEGE COMMITTEE  
RULES OF PROCEDURE**

**Authorization:**

This committee was authorized in its present form at Department Convention, July 22, 1979, although the committee had been established at an earlier date as a special committee.

**Membership:**

Subject to the Department Commander's discretion, and with the approval of the Department Executive Committee, the Michigan Leadership College Committee of the Department of Michigan will normally consist of three (3) regular members, with vote, and three (3) advisors, without vote. One of the regular members will serve as Chairman of the Michigan Leadership College Committee.

"The term of office of all regular members of Department committees shall be staggered so that the term of one-half of the committee shall expire at the close of the Annual Department Convention each year. Appointments, except when a shorter term shall be necessary to comply with this provision, shall be for a term of two (2) years each." (Article Five (V) Section Four (a) The American Legion, Department of Michigan, Constitution and By-Laws, Rev July 20, 1975)

"All committee members shall be appointed and may be removed for cause by the Department Commander with the approval of the Department Executive Committee. The Department Commander shall name the Chairman of each committee to serve until the next Department Convention.

No Legionnaire may be appointed to serve on more than one regular standing appointive Department committee at any one time." (Article Five (V) Section Four (b) The American Legion, Department of Michigan, Constitution and By-Laws, Rev July 20, 1975)

The Department Commander shall appoint all regular and alternate American Legion members of the committee that originate in the Commander's term. The Commander shall fill all vacancies in the committee that occur during his term.

"Alternate members will be appointed to serve a one year term and will be designated as first and second alternate." (*Department Executive Action, April 20, 1974*)

At the first meeting of the new term, the Michigan Leadership College Committee will elect one of its members to serve as Vice Chairman and one to serve as Secretary during that term of office. The Vice Chairman shall assume all duties of the Chairman in that person's absence.

**MICHIGAN LEADERSHIP COLLEGE COMMITTEE – RULES OF PROCEDURE – CONT.:**

**Purpose:**

The purpose of the Michigan Leadership College Committee is to coordinate and supervise the training program for the future leaders of The American Legion and all other interested persons.

**Meetings:**

"All meetings requesting travel expenses from Department funds, or any funds subject to Department control, or raised for any Department program shall be upon the call of the Department Commander to qualify for receipt of said funds in manner and form as provided by the Department Executive Committee and within the limitations as set up by the Finance Committee." *(DEC Action, 10.12.1957)*

<b>Meeting Schedule:</b>	Member	Chairman
Fall Leadership Conference	One day	Three days
Winter Meeting	One day	Two days
Department Convention	None	One day

**Special Meetings:**

Necessary special meetings may be held at Department Headquarters, via telephone conference, or internet conference capability (provided all members can hear each member during proceedings), with no mileage nor per diem authorized. Lunch may be provided by committee funds with prior approval of the Department Commander. *(Rev 3.12.17)*

**Per diem and/or mileage:**

Per diem and/or mileage, if any, and only upon the authority of the Department Commander, shall be in accordance with current published Department policy, as recommended by the Department Finance Committee and approved by the Department Executive Committee.

**Minutes:**

Written minutes of each meeting shall be recorded by the Secretary and shall constitute the Chairman's report to the Department Executive Committee or the delegates to the Department Convention and will be included in the next official proceeding of the meeting, conference or convention, thereby being made a permanent record for retention at the Department office. Minutes of any special meetings, adoption of motions or resolutions approved at any time occurring between Department meetings, conferences or convention shall be incorporated into the next official proceedings. Recommendations and/or resolutions must be presented in proper form to the Department Executive Committee or delegates at the Department Convention.

## **MICHIGAN LEADERSHIP COLLEGE COMMITTEE – RULES OF PROCEDURE – CONT.:**

### **Vote:**

The committee may transact business by mail, e-mail, or other technical votes provided all members see/hear all votes made. If an e-mail vote is implemented, each response must be forwarded to all members of the Committee. If standard mail, the voting shall be considered closed at the end of seven (7) business days provided a majority of members of the committee have returned to the Chairman their votes by that time, or it shall be considered closed at anytime prior thereto and when all the members have returned their votes. Other technical votes include a telephone conference or web conference provided each member can see and/or hear each other members votes. In the event one-third (1/3) members of the committee objects in writing, the matter shall not be decided and will be considered as the first order of business at the next regular meeting or special meeting and the Chairman shall notify the committee of the action taken. *(Rev 3.12.17)*

### **Program Promotion:**

Materials and deadline dates, where applicable, will be incorporated into Post mailings or printed in the Michigan Legionnaire.

### **Chairman:**

The Chairman shall preside at all meetings and, in the event of his absence, the Vice Chairman shall preside.

The Chairman and committee shall plan and implement the program to be presented at the Leadership School.

The Chairman shall have the class schedule in to the Department by Fall Conference.

The Chairman is responsible for submitting a timely report for the end of year publication and is responsible to make sure there are enough certificates, pins and materials for the College.

An Annual Report is to be written and submitted to the Editor by May 1<sup>st</sup> of each year.

### **Procedure:**

Parliamentary procedure used to conduct meetings of this committee shall be governed by the Department of Michigan, The American Legion Constitution and By-Laws. All questions not covered by the Department of Michigan Constitution and By-Laws will be governed by "Roberts Rules of Order Newly Revised."

## **MICHIGAN LEADERSHIP COLLEGE COMMITTEE – RULES OF PROCEDURE – CONT.:**

### **Quorum:**

A quorum shall exist at any meeting of the Michigan Leadership College Committee when a majority thereof shall be present, or shall have replied to mail polling. At no time shall lack of a quorum prevent those present from proceeding with the program but, where there is not a quorum, no vote shall be taken.

### **Amendments:**

These procedures may be amended in content but not in format by a majority of the members of the committee; submitted to the Internal Affairs Committee for review and recommendation; and approved by the Department Executive Committee.

***Amended and Approved:*** DEC July 19, 1984; March 26, 1994; September 24, 2004, July 8, 2006, February 16, 2007, September 19, 2009, March 12, 2017.