

**THE AMERICAN LEGION DEPARTMENT OF MICHIGAN
MEDIA & COMMUNICATIONS COMMITTEE
RULES OF PROCEDURE**

Authorization:

This committee was authorized in its present form at Department Convention, July 20, 1975, although the committee had been established at an earlier date.

Membership:

Subject to the Department Commander's discretion, and with the approval of the Department Executive Committee, the Media & Communications Committee of the Department of Michigan will normally consist of four (4) regular members, with vote, and one (1) alternate member, without vote, unless they are serving in the absence of a regular member. The Department Public Relations Director shall be an ex-officio member of this committee, with vote. One of the regular members will serve as Chairman of the Media & Communications Committee. *(rev. 3.12.17)*

"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, Revised 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." (Article V, Section 4 (b) The American Legion, Department of Michigan Constitution and By-Laws)

"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, Revised 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." *(DEC Action, April 20, 1974)*

At the first meeting of the new term, the Media & Communications 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.

MEDIA & COMMUNICATIONS COMMITTEE – RULES OF PROCEDURE – CONT.:

Purpose:

The purpose of the Media & Communications Committee is to coordinate and supervise Department of Michigan, with the Department Public Relations Director, activities in publicizing and marketing the work and programs of The American Legion. To properly position The American Legion before the public strategically with the Department Public Relations Director. *(rev. 3.12.17)*

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, October 12, 1957)*

| Meeting Schedule: | Member | Chairman |
|----------------------------|---------|------------|
| Fall Leadership Conference | One day | Three days |
| Winter Meeting | One day | Two days |
| Department Convention | One day | Three days |

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

MEDIA & COMMUNICATIONS COMMITTEE – RULES OF PROCEDURE – CONT.:

Minutes – Continued:

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.

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 any time 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)*

Chairman:

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

The Chairman and committee shall plan and implement the program of the Media & Communications Committee to be presented at the Department Executive Committee meeting for approval in the fall of each year.

The Chairman shall preview all new audio-visual materials and write a short description of same to be published in the Michigan Legionnaire.

The Department of Michigan Public Relations Director shall prepare news releases on the Department Commander's travel and on other important events to be sent to the news media throughout the state.

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

The Public Relations Director shall provide a report to the committee at each regular meeting on the activities to enhance the image, branding, and marketing of The American Legion, Department of Michigan and Michigan Legionnaire newspaper.

MEDIA & COMMUNICATIONS COMMITTEE – RULES OF PROCEDURE – CONT.:

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."

Quorum:

A quorum shall exist at any meeting of the Media & Communications 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: *DEC Action March 12, 2017*

Note: Committee name changed from Public Relations Committee to Media & Communications Committee at the 2017 Department Annual Convention in Flint.