

The American Legion Department of Michigan

Universal Convention Committee Meeting Guideline
from Department Adjutant

***Committee Purpose:** To receive, consider, amend, or consolidate all resolutions with an official yellow routing slip received from the Resolutions Assignment Committee. To originate a resolution if committee determines need. To consider all relative Standing Committee and Sub-Committee reports as printed in the Michigan Legionnaire.*

1.Opening: Standing Department Committee Chairman will serve as Temporary Convention Committee Chairman if he/she presents a Convention Credential card (DEC Resolution #1 of 4/17/77) to the Convention Delegates present at the beginning of the scheduled Convention Committee meeting. The Temporary Chairman will select a Temporary Secretary from Delegates present.

2.Temporary Secretary: Performs Roll Call of districts present by presentation of Convention Credential Cards.

3.First Order of Business: Elect, by majority rule, a Permanent Chairman and Secretary if quorum (minimum of ten districts represented by delegates with Convention Credential Cards) exists. In absence of a Quorum, Temporary Chairman can conduct the meeting and appoints a Secretary. Committee report must state that no quorum existed.

4.Permanent Secretary. Records convention committee proceedings.

5.Standing reports: Consider contents of Standing Department Committee or sub-committee reports as printed in the Michigan Legionnaire.

6.Resolutions: (assigned or committee originated)

(a) Return any improperly assigned resolution immediately to on-site Department Headquarters.

(b) Refer to the Convention Finance Committee any committee approved resolution involving expenditure of funds.

(c) Amended resolutions must contain no additions foreign to subject matter. These do not need to be referred back to Resolutions Assignment Committee for re-numbering.

(d) Consolidated resolutions do not need to be registered as such. They require a new heading listing all related resolution numbers. These do not need to be referred back to Resolutions Assignment Committee.

(a) A committee generated resolution must be registered and cleared with the Resolution Assignment Committee 'How to Write a Resolution' instruction and blank resolution form are provided.

(b) Complete and sign bottom section of the resolution form.

(c) All resolutions considered by a committee must be presented to the Resolution Chairman for reporting. No resolution will be allowed convention floor consideration without the official yellow slip of the Resolutions Assignment Committee.

6. Chairman's Convention Floor Report: (begin Saturday morning and may carry to Sunday 10:00 a.m.)

(d) Department Staff is available on-site for report processing. Chairman and Secretary to sign original and three copies (Chairman, Adjutant, Court Reporter) leaving original at Department Headquarters.

(e) Include meeting time and location, Committee Chairman and Secretary's names and Post numbers, number of delegates attending, consideration of standing reports in Michigan Legionnaire, registration number and subject of assigned resolutions.

(f) Read report as written. That report then becomes Court Reporter's verbatim and entered as official convention minutes.

(g) As a delegate to the convention, the Chairman may recommend delegates approve the report or make a motion the report be adopted.