

**THE AMERICAN LEGION DEPARTMENT OF MICHIGAN
BOYS STATE COMMITTEE
RULES OF PROCEDURE**

Authorization:

This committee was authorized in its present form at the Department Executive Committee meeting, August 8, 1970, 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 Department Commander shall appoint one representative from each of the five (5) Zones, and a Director, with vote, one (1) S.A.L. representative, and one (1) Alternate Committee member, **from each Zone**, who would serve without a vote, unless serving in the absence of a regular member. *(Rev February, 2016)*

"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)

"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)

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 April 20, 1974)*

At the first meeting of the new term, The American Legion Boys State Committee will elect one of its members to serve as Vice Director and one to serve as Secretary-Treasurer during the term of office. The Vice Director shall assume all duties of the Director in that person's absence.

BOYS STATE COMMITTEE – RULES OF PROCEDURE – CONT.:

Purpose:

The purpose of The American Legion Boys State Committee is to provide citizenship training for boys of high school age, under the age of 18, in every constituent District in The American Legion, Department of Michigan; to afford them an opportunity to live together as self-governing citizens; to inform them about the duties, privileges, right and responsibilities of American citizenship in order that they may understand and partici-pate in the functioning of their government; and to help grasp the meaning of some of the responsibilities which they must assume when they become adults.

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 October 12, 1957)*

Meeting Schedule:	Member	Director
Fall Leadership Conference	One day	Three days
Winter Meeting	One day	Two days
During Boys State	Mileage Only	Mileage Only
Department Convention	None	One day

(Rev February, 2016)

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 Director's report to the Department Executive Committee or the delegates to the Department Convention and will be included in the official proceeding of the meeting, conferences 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

BOYS STATE COMMITTEE – RULES OF PROCEDURE – CONT.:

Minutes – continued:

Department meetings, conferences or convention shall be incorporated in proper form to the Department Executive Committee or delegates at the Department Convention.

Minutes shall be kept of all meetings and a copy shall be forwarded to each Committee member, to the Department Commander and to the Department Headquarters of The American Legion as soon after each meeting as shall be convenient for the Secretary to do so.

Transaction of Business:

The committee may transact business by mail, telephone, e-mail, and other technologies including, but not limited to, Skype, Facetime, conference calls, and webinar/video chat, 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, 6.24.18 Res 18-C-15)*

Director:

The Director shall call and conduct all meetings of the Committee and shall strive to conduct them in an orderly manner to reflect the judgment of the majority of the Committee members.

The Director shall review all correspondence pertaining to The American Legion Boys State program.

At the time of the Fall Leadership Conference, the Director and Committee shall set the program year and review The American Legion Boys State brochure for changes. The Committee office secretary shall implement the changes and return the completed copy to the Director and Committee Secretary for final approval.

The Director shall proofread the annual yearbook and be responsible for its publication.

The Director, if called by the Department Commander, shall prepare and submit a report to the Department Executive Committee at the Spring Meeting and to the delegates at the Department Convention. These reports shall be minutes of all meetings held before and at the time of conferences, meetings, and conventions.

The Director and Committee shall promote The American Legion Boys State program in their respective zones, districts and posts.

BOYS STATE COMMITTEE – RULES OF PROCEDURE – CONT.:

Director – continued:

The Director, with the Committee, will hire an Educational Staff Board of Directors, who will be responsible for all educational personnel and programming in conjunction with the Director and the Committee. *(Rev February, 2016)*

All expenditures of Boys State funds shall be approved, in writing, by the Director, or his designate, and submitted to the Department Adjutant and Department Finance Officer for approval of vouchers and issuance of checks.

"The Adjutant shall deposit and be the chief administrative officer of the Department. He shall be the custodian of and shall cause to be kept all official Department records. He shall perform all administrative and clerical acts necessary to conduct the business of the Department. He shall receive all dues and monies from posts, keep a record thereof, and shall deposit the same in the name of 'The American Legion, Department of Michigan' in a bank or banks as ordered by the Finance/Personnel Committee with the approval of the Department Executive Committee. He shall perform any other duties as he may be directed to do by the Department Commander or Department Executive Committee." (Article VII, Section I(d) of The American Legion, Department of Michigan, By-Laws." *(Revised July 20, 1975; July 13, 1986)*

The Department shall deposit all funds in a bank or banks as follows: American Legion Boys State, The American Legion, Department of Michigan.

An Annual Report shall be written and submitted to the Editor by May 1st 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 Orders Newly Revised."

Quorum:

A quorum shall exist at any meeting of the 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 April 4, 1992, July 8, 2006, September 19, 2009, March, 2017*