

**THE AMERICAN LEGION DEPARTMENT OF MICHIGAN  
VETERANS EMPLOYMENT & EDUCATION COMMITTEE  
RULES OF PROCEDURE**

**Authorization:**

This committee was authorized in its present form at Department Convention in July of 1978.

**Membership:**

Subject to the Department Commander's discretion, and with the approval of the Department Executive Committee, the Veterans Employment & Education Committee of the Department of Michigan will normally consist of three (3) regular members, with vote, and two (2) alternate members, without vote, unless they are serving in the absence of a regular member. One of the regular members will serve as Chairman of the Veterans Employment & Education Committee.

**Per the American Legion Department of Michigan Bylaws (June 2019)**

**Article V Section 1 (Sentence 3): Department Commander** The Commander shall appoint all standing committees, subject to the approval of the Executive Committee, except as otherwise provided.

**Article VI, Section 4:** 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.

Members that are on mandated committees (Permanent Time and Place), or serving in an Alternate or Assistant position on the Department Executive Committee, may also serve on an appointive Department committee but not in a Chairmanship, with the exception of the Permanent Time and Place Chairman, who may serve in that role.

No member shall receive per diem and travel pay more than once per call, regardless of the number of committees they serve on."

**Article VI, Section 5:** The term of office of all 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.

**Section 6:** No Legionnaire may be appointed to serve on more than one regular standing appointive Department Committee at any one time.

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

## VETERANS EMPLOYMENT & EDUCATION COMMITTEE – RULES OF PROCEDURE

At the first meeting of the new term, the Veterans Employment & Education 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.

### **Purpose:**

The purpose of the Veterans Employment & Education Committee is to initiate action concerning all matters affecting the economic well-being of veterans and/or the re-establishment of all war veterans returning to civilian life after a period of active service in the Armed Forces of the United States; to keep the Department Commander and the Department Executive Committee informed concerning all developments affecting the economic welfare of veterans.

To survey, study and recommend solutions on problems relating to employment, unemployment, underemployment, re-employment and workers compensation of all war veterans who seek or have attachment to the labor force, public or private.

The Veterans Employment & Education Committee shall also study all questions involved in the protection of preferential rights of veterans in Civil Service.

The Committee shall also study and secure a more rigid enforcement and broad extension of federal, state and municipal civil service, and adequate preference for veterans by legislation.

### **Meetings:**

**(Per the Department Bylaws) Article VIII, Section 2: Expenses** - No Department officer or member of any committee shall be paid or reimbursed from the funds of the Department for any travel or other expense incurred upon Department business, unless a travel order or other suitable order, duly Called by the Department Commander or duly signed by the Department Adjutant, shall accompany the order for payment thereof.

<b>Meeting Schedule:</b>	Member	Chairman
Fall Leadership Conference	One day	Three 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)*

## **VETERANS EMPLOYMENT & EDUCATION COMMITTEE – RULES OF PROCEDURE**

### **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.

## **VETERANS EMPLOYMENT & EDUCATION COMMITTEE – RULES OF PROCEDURE – CONT.:**

### **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.

### **Transacting 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. *(DEC 3.12.17, 6.24.18 Res 18-C-15)*

### **Program promotion:**

Complete information is included in the annual Program Guidepost insert to the October issue of the Michigan Legionnaire. Applications available upon request from Department.

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

## **VETERANS EMPLOYMENT & EDUCATION COMMITTEE – RULES OF PROCEDURE**

### **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 of the Veterans Employment & Education Committee to be presented at the Department Executive Committee meeting for approval in the fall of each year.

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

The Chairman, with the Veterans Employment & Education Committee, shall implement the "Hiring Veterans" and "Employ the Handicapped Week" programs. The information on these programs must be mailed by October 15<sup>th</sup> of each year. "Hire the Veteran" returning deadline is December 31<sup>st</sup> of each year. "Employ the Handicapped" forms are due May 1<sup>st</sup> of each year. Immediately after the deadline date the Chairman, with the committee, should meet to judge the returning forms.

On March 15<sup>th</sup>, the "Outstanding Veteran's Employment Representative" forms and the "Employ the Older Worker" forms are to go out. The deadline date for returning both of these forms is May 15<sup>th</sup> of each year. The Chairman and committee should meet shortly after the deadline date for judging.

The cover letter and forms are made up in Department Headquarters and mailed out per the committee's direction. The Adjutant's office should be contacted well in advance of the mailing date for these letters and forms.

A copy of all cover letters and forms are attached to this procedure.

### **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 Veterans Employment & Education Committee when a majority thereof shall be present, or shall have replied to mail polling. At no time shall lack of quorum prevent those present from proceeding with the program but, where there is not a quorum, no vote shall be taken.

## VETERANS EMPLOYMENT & EDUCATION COMMITTEE – RULES OF PROCEDURE

### **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 July 19, 1984, July 8, 2006, February 16, 2007, March 2017, June 24, 2018, Feb. 16, 2018