

**UNIFORM CODE OF CONVENTION PROCEDURES
THE AMERICAN LEGION, DEPARTMENT OF MICHIGAN**

Call of the Department Convention

In accordance with Article XI, Section 2 of the Department Constitution, the Official Call to the Department's Annual Convention will be published electronically on the Department website at least sixty (60) days prior to said Convention and be published in paper form in a spring edition of the Michigan Legionnaire. No other notice will be given. The Official Call for the Department's Annual Convention will contain, at a minimum, the following information and instructions:

The time and place of the assembly of the Department Convention

The composition of the Department Convention in terms of the number of authorized delegates

The list of authorized Department Convention Committees

The time and place for election of Department Officers

Officials of the Convention

The Chairman of the Department Convention will be the Department Commander. They will have the power and authority to yield the Chair from time-to-time to the Department 1st or 2nd Vice Commander, or Zone Commanders, for the conduct of official business of the Convention.

The Secretary of the Department Convention will be the Department Adjutant.

The Parliamentarian of the Department Convention will be the Department Judge Advocate.

The Department Commander will appoint Assistant Sergeants-at-Arms of the Department Convention as may be necessary in conducting the proceedings and maintaining order in the Department Convention.

Delegates of the Convention

In accordance with Article XI, Section 4 of the Department of Michigan Constitution, representation will be by Delegates and Alternate Delegates duly elected and certified by Posts of the Department. Each Post having fifteen (15) or more current members at Department Headquarters thirty (30) days (Convention Delegate Cutoff) prior to the opening date of the **prior year's** Convention will be represented by one (1) Delegate who will be the newly elected Post Commander and one (1) additional Delegate for each fifty (50) members or major fraction thereof.

Additionally, the Past Department Commanders and the members of the Department Executive Committee, with the exception of the Department Adjutant, will be delegates. The votes of Past Department Commanders and the members of the Department Executive Committee will be counted with their respective Post and District.

The Department Adjutant will report to the Department's Posts and Districts the membership totals and the proposed Delegate and Alternate Delegate count as soon as practicable after the Convention Delegate Cutoff. This preliminary report shall be used by the Convention Corporation to designate seating and parade marching order. Additionally, the preliminary report will designate the order the Districts shall be called on any Convention roll call.

The Convention Credentials Committee meeting before the opening of the Annual Convention and using the Department Adjutant's certified report of membership as of the Convention Delegate Cutoff will determine the official number of Delegates and Alternate Delegates. The Convention Credentials Committee will report the official number of Delegates and Alternate Delegates to the opening session of the Annual Convention.

Delegates will be members of the Annual Convention and have both voice and vote at all sessions of the Annual Convention.

Alternate Delegates will have all the privileges of Delegates except the privilege of voting on the Convention floor if the Delegate is present. If the Delegate is absent, the Alternate Delegate may vote in place of the Delegate.

Convention Program

The program and proceedings of the Annual Convention will be the duty and prerogative of the Department Commander. They may invite guests to the Annual Convention and extend the privilege of addressing the Annual Convention to appropriate speakers. They will establish the Order of Business of the Convention and order and arrange incidental ceremonies properly part of the Convention. To expedite the business of the Annual Convention, the Department Commander will use their discretion in the allocation of time for these remarks and activities.

In establishing the Order of Business, the Department Commander will adhere to the tradition of the presentation of the Past Department Commanders' Distinguished Person Award

The newly elected officers of the Sons of The American Legion will normally be introduced to the delegates of the Annual Convention.

The Election of Department Officers

The report of the Permanent Time and Place Committee and the selection of the time and place of the next Department Convention will be made a special order of business immediately before the election of Department Officers.

A special order of business of the Annual Convention will be the election of Department Officers on Sunday at 12:00 noon, or at such time when all other business to come before the Annual Convention has been completed.

The Department Commander shall appoint the Zone Commanders to serve as Tellers for the election of Department Officers.

The election of officers will be in the following order: Department Commander, Department 1st Vice, Department 2nd Vice, Department Finance Officer, Department Historian and Department Sergeant-at-Arms and, when applicable, the National Executive Committeeman and Alternate National Executive Committeeman.

The newly elected Department Zone Commanders shall be confirmed by the delegates to the Annual Convention after the election of officers indicated by the preceding paragraph.

Convention Committees

The following Standing Convention Committees will meet at a designated time and place to conduct such business as may properly come before them:

- Americanism (includes Baseball, Education & Scholarship, Boys State, Law & Order, and Student Trooper programs)
- Children and Youth
- Constitution and Bylaws
- Credentials
- Finance
- Legislative
- Media & Communications
- Membership
- National Security and Foreign Relations (includes Blood, Eye and Vital Organ program)
- Post Development
- Reconnect
- Rules
- Veterans Affairs & Rehabilitation
- Veterans Employment & Education
- V.A.V.S./V. H.V.S.

Each of the Department's Districts will select one representative, who must be a Delegate to the Annual Convention, for each Convention Committee.

The District Commander will file a report with the Department Adjutant identifying the name and Post membership of District representatives to the Standing Convention Committees. The report will arrive in Department Headquarters not later than the Monday prior to the Annual Convention.

Districts have the right of substitution of Standing Convention Committee members provided they are identified to the Temporary Chairman or, later, with the Permanent Secretary.

Each Standing Convention Committee will be temporarily chaired by the Chairman of the corresponding Standing Department Committee or an individual selected by the Department Commander. The Temporary Chairman will, at the appointed place and time, call the Standing Convention Committee to order, call the roll of the authorized members and conduct an election of a Permanent Chairman and Permanent Secretary.

Representation from a majority of the Department's Districts represents a quorum. The Permanent Chairmen may elect to proceed without a quorum present if, in their judgment, their committee's work can still be accomplished. The minutes of the meeting must clearly state that a quorum was not present.

The Standing Convention Committee Permanent Chairman and Secretary will prepare a narrative report that presents the Committee's recommendations to the Delegates of the Annual Convention. Particular attention will be given to reporting the disposition of resolutions starting with, or referred to, the Standing Convention Committee. A copy of each resolution shall be attached to the Standing Convention Committee report. Each Standing Convention Committee report will be read to the Annual Convention Delegates for their approval.

Zone Caucus

The Districts forming a Department Zone shall meet in a Zone Caucus to elect a Department Zone Commander.

The Zone Caucus shall organize and select a Chairman and Secretary and shall make its own rules, abiding by Article X, Section 4 of the Department Constitution.

The Caucus Chairman and Secretary shall report the results of the election to the Department Adjutant. The Zone Commanders (elect) shall be reported to the Delegates of the Annual Convention for confirmation. The action of the Annual Convention Delegates shall be final.

District Caucus

Each District shall select its outgoing District Commander to serve as a Delegation Chairman. The Delegation Chairman shall preside over any District caucus held during the course of the Annual Convention. The Delegation Chairman shall appoint an Acting Delegation Chairman during periods of temporary absence.

The Delegation Chairman, or Acting Delegation Chairman, shall be recognized by the Department Commander as the floor leader of the District Delegation and shall be responsible for polling and announcing the vote of the Delegation. The Delegation Chairman shall be the principal authority in identifying the official delegates and alternates of the Delegates.

When the Convention is in session, from the opening session on Friday to the closing session on Sunday, a District can only caucus one time. A District may caucus as frequently as necessary to conduct District business as determined by the District's delegates when the Convention is in recess.

Election of District Commanders

Districts of the Department elect their District Commanders and Alternate District Commanders in accordance with Article IX, Section 8 of the Constitution. This requires an election at the Annual Convention or at a regular District Meeting between fifteen (10) and sixty (120) days prior to the Annual Convention.

Reports

Reports from Department Officers and Chairmen of Standing Department Committees are required by Article VIII, Section 1 of the Department Bylaws. These reports shall be published in the Department newspaper, the Michigan Legionnaire. Any supplemental reports prepared by a Department Officer or Chairman shall be read and entered in their entirety in the minutes of the Annual Convention and shall be filed with the Department Adjutant for publication in the Department annual History.

Any reports or actions germane to the business of any Convention Committee shall be transmitted by the respective Department Officer or Chairman to such Committee for its guidance and action.

Resolutions

All resolutions must be presented in written form to the Department Adjutant not later than the adjournment of the Annual Convention's Friday session. Resolutions may be accepted after that time at the discretion of the Department Commander and/or by the majority vote of the Delegates to the Annual Convention.

The Department Adjutant will, in turn, refer all properly received resolutions to the Standing Permanent Time & Place and Resolutions Assignment Committee. Without debate, the resolution shall be referred to the appropriate Convention Committee.

No resolution will be allowed consideration by the Delegates of the Annual Convention unless the original resolution, which is part of the Convention Committee Chairman's report, bears the official slip of the Resolutions Assignment Committee.

The Resolutions Assignment Committee may report properly referred and considered resolutions at the time of another Convention Committee's report to the Delegates of the Annual Convention or as a consolidated report of its own after all other Convention Committee reports. In either case, each resolution shall be separately considered and acted upon.