

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

Call of the Department Convention

In accordance with Article V, Section 1a of the Department of Michigan Bylaws, 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. He will have the power and authority to yield the Chair from time-to-time to one of the Department's five Vice 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 V, Section 1c of the Department of Michigan Bylaws, 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. He may invite guests to the Annual Convention and extend the privilege of addressing the Annual Convention to appropriate speakers. He 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 his 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' Good Guy Award.

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

The Department Commander shall use the Department Championship Color Guard from the previous Annual Convention to Post and Retrieve the Colors at the Opening and Closing ceremonies of the Annual Convention. As an alternative, the Department Commander may use the new Championship Color Guard to Retrieve the Colors. If neither Color Guard can perform these functions, the Department Commander may select a Color Guard of his choice.

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.

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 Vice Commanders to serve as Tellers for the election of Department Officers.

The election of officers will be in the following order: Department Commander, 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 Vice 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 Vice Commander who will also serve as the Zone Commander.

The Zone Caucus shall organize and select a Chairman and Secretary and shall make its own rules, abiding by Article VI, Section 3a of the Department Bylaws.

The Caucus Chairman and Secretary shall report the results of the election to the Department Adjutant. The Vice-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 V, Section 3c of the Department Bylaws. This requires an election at the Annual Convention or at a regular District Meeting between fifteen (15) and sixty (60) days prior to the Annual Convention.

Reports

Reports from Department Officers and Chairmen of Standing Department Committees are required by Article IX, 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.

Standing Rules of the Annual Convention

The Convention Rules of Procedures are provided in condensed form that is listed as the Convention Rules in the annual Convention booklet provided to all delegates.

1. Robert's Revised Rules of Order shall be the authority on parliamentary procedure, with the following modifications:
2. A delegate desiring to make a motion or address the Convention, that delegate shall first address the Chair as "Mr. Commander," state his/her name, District number and Post number before proceeding.
3. No delegate shall speak in debate more than once on the same question without the consent of the Convention. The debate shall be limited to two (2) minutes for each speaker on any subject, except by consent of the Convention.
4. The Department Commander may require that only two (2) delegates from any one District shall be permitted the floor on any single subject, except with the consent of the Convention. Where disagreement exists within a District delegation, one delegate shall be permitted to speak on each side of the question.
5. Delegates and persons recognized by the Department Commander shall be entitled to a respectful hearing and the Chairman shall have the authority to clear the floor or have the Sergeant-of-Arms escort from the auditorium any person or persons who may create any disturbance which interferes with the orderly procedure of the Convention.
6. Voting shall be by oral vote unless otherwise provided for in these rules. A roll call may be demanded by a delegate, provided such demand for a roll call vote be supported by a majority of the delegates present.

7. Any question on the appropriation of funds, dues or assessments shall be by roll call vote.
8. Amendment of the Department Constitution or Bylaws shall be by roll call vote and shall require a two-thirds vote of the authorized delegates. Only those proposed amendments properly transmitted to the Posts of the Department prior to the Annual Convention shall be considered.
9. On roll call votes, the District Delegation Chairman or Acting Delegation Chairman shall announce the vote of the delegation.
10. A challenge of an announced vote may only be made within a delegate's own District or Post.
11. When a poll of any District or Post is demanded by a delegate of that District or Post, the Department Adjutant shall take a roll call vote of that delegation without discussion. If no delegate is present to cast the vote of the Post when a District is being polled, the number of votes to which the Post is entitled shall be prorated between the total majority and minority votes of the District. Similarly, when an individual delegate of a Post is not present to cast a vote, when the poll of a Post is demanded, such vote shall be prorated, fractional, if necessary, with the majority and minority of the Post.
12. Any District, or Post, passing on any question shall have only two (2) further opportunities to vote before the polling is closed. Districts or Posts abstaining on any question will have no further opportunity to vote on that question.
13. The election of the following Department Officers shall be by roll call vote of the Districts: Commander, Finance Officer, Historian, Sergeant-at-Arms, National Executive Committeeman and Alternate National Executive Committeeman.
14. Nominations for Department Offices shall be conducted by a roll call of the Districts. Nominating speeches shall be limited to five (5) minutes each. Not more than one (1) seconding speech, limited to no more than two (2) minutes, shall be made for each candidate.
15. In the event that more than two (2) candidates are nominated for any office, the candidate shall have received a majority of the votes cast.
16. Any of these Convention Rules may be suspended for a particular purpose except Rule 8, which is specifically delineated by the Department's Constitution and Bylaws.

Installation of Department Officers and the Department Executive Committee

Immediately before the adjournment of the Annual Convention, the newly elected Department Officers and District Commanders shall be sworn into their offices. The Chairman of the previous Annual Convention shall be invited to perform the installation of the new officers.

Amendment to the Uniform Code of Procedure

This Uniform Code of Procedure may be amended by:

1. A majority vote of the total authorized representation at an Annual Convention on a resolution properly before it, or by:
2. The action of the Department Executive Committee.

In either case, the amendment shall have immediate effect.