

**THE AMERICAN LEGION DEPARTMENT OF MICHIGAN  
POST DEVELOPMENT COMMITTEE  
RULES OF PROCEDURE**

**Authorization:**

This committee was authorized in its present form at the Department Executive Committee meeting July 15, 1999.

**Membership:**

Subject to the Department Commander's discretion, and with the approval of the Department Executive Committee, the Post Development Committee of the Department of Michigan will normally consist of six (6) 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 committee.

"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, Revised July 20, 1975)

"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." (Article V, Section 4 (b) The American Legion, Department of Michigan Constitution and By-Laws)

"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, Revised July 20, 1975)

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." (American Legion Department Executive Action, April 20, 1974, page 53)

At the first meeting of the new term, the Post Development Committee will elect one of its members to serve as Vice Chairman and one to serve as Secretary during that term

## **POST DEVELOPMENT COMMITTEE – RULES OF PROCEDURE – CONT.:**

### **Membership – continued:**

of office. The Vice Chairman shall assume all duties of the Chairman in that person's absence.

### **Purpose:**

Determine the areas in which new Posts are needed; usually wherever a high school exists with a nearby Post or where population can absorb an additional Post.

Make three (3) follow up visits to all new Posts that were formed the previous American Legion year. Each Zone member will be responsible for the visits to the new Posts in their Zone. First visit should take place prior to Fall Conference, second visit should take place prior to Winter Meeting and third visit should take place prior to Department Convention. This will allow the committee member time to report to the committee at said meetings on the condition of the new Posts in his or her Zone.

Receive requests from existing Posts for this committee to help them in revitalizing their Post. In no case will the Post Development Committee go into a Post to revitalize them without first being invited by the Post in question.

### **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." (Department Executive Committee Action, October 12, 1957, Page 35) All travel and expense vouchers must be approved by the Chairman of the Post Development Committee before payment is made.

### **Meeting Schedule:**

	Member	Chairman
Fall Leadership Conference	One day	Three days
Winter Meeting	One day	Two days
Department Convention	One day	Three days

### **Special Meetings:**

Necessary special meetings may be held at Department Headquarters with no mileage nor per diem authorized. Lunch may be provided by committee funds with prior approval of the Department Commander.

## **POST DEVELOPMENT COMMITTEE – RULES OF PROCEDURE – CONT.:**

### **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 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.

### **Mail/E-Mail Vote:**

The committee may transact business by mail or e-mail vote. 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. 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.

### **Chairman:**

The Chairman 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 Chairman may also solicit opinions from guests present at the meeting. The Chairman, at the direction of the committee and with concurrence of the Department Commander, may direct specific individuals to attend a particular meeting of the Post Development Committee.

The Chairman shall accumulate all information which may be considered pertinent to the committee's areas of responsibility and shall disseminate this information to all members of the committee on a timely basis. With committee approval the Chairman

## **POST DEVELOPMENT COMMITTEE – RULES OF PROCEDURE – CONT.:**

### **Chairman – continued:**

will also disseminate selected information to the Department Commander, the Department Executive Committee or other involved Department Committees, individuals and/or the Michigan Legionnaire/Auxiliare publication.

The Chairman may forward results of committee action to the Department Commander, the Department Executive Committee, another permanent Department committee or specific individual(s) as determined by the subject matter and the will of the Post Development Committee. All results of committee action will be recorded and filed in the minutes of each meeting (see minutes).

An Annual Report is to be written and submitted to the Editor by May 1<sup>st</sup> 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 Order Newly Revised."

### **Quorum:**

A quorum shall exist at any meeting of the Post Development 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.

**Approved:** Department Executive Committee September 25, 1999

**Amended:** Renamed Post Development Committee 2004, July 8, 2006, February 17, 2007, September 19, 2009.