

**THE AMERICAN LEGION DEPARTMENT OF MICHIGAN  
NATIONAL SECURITY AND FOREIGN RELATIONS COMMITTEE  
RULES OF PROCEDURE**

**Authorization:**

This committee was authorized in its present form at Department Convention, July 16, 1978, 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 National Security and Foreign Relations 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 Blood, Eye and Vital Organs Subcommittee **and one of the regular members will serve as the Chairman of the POW/MIA Subcommittee.**

"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.

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)

## **NATIONAL SECURITY AND FOREIGN RELATIONS COMMITTEE – RULES OF PROCEDURE – CONT.:**

### **Membership – continued:**

At the first meeting of the new term, the National Security and Foreign Relations 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 National Security and Foreign Relations Committee is to propagate an interest in and a furtherance of the principles of national security as advocated by The American Legion and to serve as a medium of disseminating and understanding of these principles through the Department and Posts of The American Legion and its affiliated associations.

### **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)

### **Meeting Schedule:**

	Member	Chairman
Fall Leadership Conference	One day	Three days
Winter Meeting	One day	Two days
Department Convention	None	One day

### **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.

### **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.

## **NATIONAL SECURITY AND FOREIGN RELATIONS 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.

### **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 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 will also disseminate selected information to the Department Commander, the Department Executive Committee and/or the Michigan Legionnaire.

The Chairman, with the National Security and Foreign Relations Committee, shall plan the program for the year and present it to the Department Executive Committee at the Fall Leadership Conference.

The Chairman shall review and, through Department, send all information released by the National organization pertaining to the National Security and Foreign Relations Committee.

## **NATIONAL SECURITY AND FOREIGN RELATIONS COMMITTEE – RULES OF PROCEDURE – CONT.:**

### **Chairman – continued:**

The Chairman, with the committee, shall prepare resolutions pertaining to National Security and Foreign Relations for presentation to the Department Executive Committee and the delegates at the Annual Convention for approval.

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 National Security and Foreign Relations 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.

## **BLOOD, EYE AND VITAL ORGAN SUBCOMMITTEE**

### **Authorization:**

This committee was authorized in its present form at Department Convention, July 16, 1978, although the committee had been established at an earlier date.

### **Chairman:**

When the subject matter under consideration specifically deals with Blood, Eye and Vital Organs, the National Security and Foreign Relations Committee will sit as a committee under the direction of the Subcommittee Chairman for Blood, Eye and Vital Organs Committee.

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

## **POW/MIA SUBCOMMITTEE**

### **Authorization:**

This committee was authorized in its present form at Department Fall Conference, 1999, although the committee had been established as a special committee at an earlier date.

### **Chairman:**

When the subject matter under consideration specifically deals with POW/MIA, the National Security and Foreign Relations Committee will sit as a committee under the direction of the Subcommittee Chairman for POW/MIA Committee.

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

### **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, July 29, 1978.

**Amended:** DEC July 19, 1984, July 8, 2006, September 19, 2009