

**THE AMERICAN LEGION DEPARTMENT OF MICHIGAN  
PERMANENT TIME AND PLACE COMMITTEE  
RULES OF PROCEDURE**

**Authorization:**

This committee was authorized in its present form at Department Convention, July 17, 1977, although the committee had been established at an earlier date.

**Membership:**

"The Permanent Time and Place and Resolutions Assignment Committee shall be composed of the five immediate living Past Department Commanders with expenses and the immediate outgoing Chairman of the committee, as alternate member, without expenses." (Resolution #13, Department Convention 1967, page 87).

There shall be ex-officio members, without vote, in addition to the five Past Department Commanders. The ex-officio members for purpose (1) under further stated function and scope shall be Department Commander, Department Adjutant, Department President, Department Secretary, Department First Vice President and the National Executive Committeewoman of the Department of Michigan, American Legion Auxiliary. Under function and scope of purpose (b & c) only the Department Commander and the Department Adjutant shall be ex-officio members.

**Officers:**

The officers of the Permanent Time and Place and Resolutions Assignment Committee shall be the most senior Past Department Commander, in term of office, serving as Chairman and the second most senior as Vice Chairman and the junior serving as Secretary.

**Purpose:**

The purpose of the Permanent Time and Place and Resolutions Assignment Committee is to make recommendations to the Department Executive Committee as to the location and dates for Spring Meeting and Fall Leadership Conference and to the Department Convention delegates as to the location and date for Department Convention.

The committee will assign all resolutions presented at the Department Convention to the appropriate Convention Committee(s) for recommendation and/or action.

The committee will serve in the capacity of Resolutions Committee at Spring Meeting and Fall Leadership Conference. To accomplish this function it is necessary for the committee to review all resolutions submitted prior to the meeting or conference and, where appropriate, refer to a Standing Department Committee for their recommendation before determining action to be recommended to the Department Executive Committee.

## **PERMANENT TIME AND PLACE COMMITTEE – RULES OF PROCEDURE – CONT.:**

### **Purpose – continued:**

It is also necessary for this committee to review all resolutions emanating from Standing Department Committees, Department officers and Department Executive Committee and, where appropriate, refer to a Standing Department Committee for their recommendation before determining action to be recommended to the DEC.

The committee will prepare and recommend to the Department Executive Committee all appropriate resolutions not otherwise covered and maintain a resolution roster.

### **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	Three days	Three days
Winter Meeting	Two days	Two days
Department Convention	Four days	Four 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.

### **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 meet-

## **PERMANENT TIME AND PLACE COMMITTEE – RULES OF PROCEDURE – CONT.:**

### **Minutes – continued:**

ing, 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.

### **Procedure:**

All recommendations for Spring Meeting, Fall Leadership Conference or Department Convention shall be made a minimum of two (2) years in advance. In order to accomplish this function it is necessary for the committee to review and keep up-to-date the printed requirements for Spring Meeting, Fall Leadership Conference and Department Convention.

It is also necessary for this committee to receive bids or invitations from American Legion Posts, Councils or Districts in accordance with printed requirements. The committee will hear presentation of bidders and investigate the ability of all bidders to meet necessary requirements.

The committee will determine that the proposed dates are not in conflict with any known National or Department American Legion or Auxiliary activity.

Committee will notify all Posts, Convention Corporation and Conference Corporation of the time and place of the meetings for bids.

After a meeting, conference or convention has been awarded and approved by the Department Executive Committee or the delegates to Department Convention, the function and scope of this committee, relative to that specific meeting, conference or convention, is completed. Detailed planning and scheduling will be coordinated between

## **PERMANENT TIME AND PLACE COMMITTEE – RULES OF PROCEDURE – CONT.:**

### **Procedure – continued:**

the appropriate local meeting, conference or convention committee or corporation and the Department Adjutant and the Department Secretary. However, the members of the Permanent Time and Place and Resolutions Committee should give as much assistance as requested.

After a meeting, conference or convention the committee should assemble all information relative to number of registrations, meeting facilities utilized and housing furnished and record pertinent information for future use of the Department of Michigan.

It shall also be the responsibility of the committee to investigate any problems that develop during any meeting, conference or convention relative to housing and meeting facilities and, where necessary, revise the printed requirements.

Review resolutions for appropriate form, number and assign all resolutions emanating from a convention, committee, district caucus or zone caucus and maintain a resolution register.

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

### **Parliamentary 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 Permanent Time and Place and Resolutions Assignment 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 July 29, 1978

**Amended:** Approved by DEC July 19, 1984; October 7, 2000, July 8, 2006, September 19, 2009.