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**THE AMERICAN LEGION DEPARTMENT OF MICHIGAN  
LEGISLATIVE COMMITTEE  
RULES OF PROCEDURE**

**Authorization:**

This committee was authorized in its present form at Department Convention, July 20, 1975, 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 Legislative Committee of the Department of Michigan will normally consist of five (5) members, one from each zone, with vote, and two (2) alternate members from any zone, without vote, unless they are serving in the absence of a regular member. One of the regular members will be appointed as the Chairman of the Legislative Committee by the Department Commander. The Department Public Relations Director shall be an ex-officio member of this committee, without a vote. The Department Public Relations Director will be the Legislative Liaison for all legislative matters unless otherwise agreed to in advance with the Chairman of the committee. The Department Public Relations Director shall also perform such other duties as assigned by the Commander and the Adjutant. At no time shall Legislative Committee meet at the same time as the Media & Communications Committee at Department Convention or Conferences. The Department Commander shall be an ex-officio member with vote and Department Adjutant shall be an ex-officio member without vote. *(Revised January 22, 2018)*

**Per the American Legion Department of Michigan Bylaws (June 2019)**

**Article V Section 1 (Sentence 3): Department Commander** The Commander shall appoint all standing committees, subject to the approval of the Executive Committee, except as otherwise provided.

**Article VI, Section 4:** 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.

Members that are on mandated committees (Permanent Time and Place), or serving in an Alternate or Assistant position on the Department Executive Committee, may also serve on an appointive Department committee but not in a Chairmanship, with the exception of the Permanent Time and Place Chairman, who may serve in that role.

No member shall receive per diem and travel pay more than once per call, regardless of the number of committees they serve on."

**Article VI, Section 5:** The term of office of all 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

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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.

**Section 6:** No Legionnaire may be appointed to serve on more than one regular standing appointive Department Committee at any one time.

"Alternate members will be appointed to serve a one-year term and will be designated as first and second alternate." *(DEC April 20, 1974)*

At the first meeting of the new term, the Legislative 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 Legislative Committee is to be responsible for representing The American Legion before the Senate and House of Representatives of the State of Michigan, and each committee thereof, on all legislative matters in which The American Legion is officially interested and to assist the Commander in formulating an appropriate Legislative program for the House and Senate.

### **Meetings:**

**(Per the Department Bylaws) Article VIII, Section 2: Expenses** - No Department officer or member of any committee shall be paid or reimbursed from the funds of the Department for any travel or other expense incurred upon Department business, unless a travel order or other suitable order, duly Called by the Department Commander or duly signed by the Department Adjutant, shall accompany the order for payment thereof.

### **Meeting Schedule:**

	Member	Chairman
Fall 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, via telephone conference, or internet conference capability (provided all members can hear each member during proceedings), with no mileage nor per diem authorized. Lunch may be provided by committee funds with prior approval of the Department Commander. *(Rev. 3.12.17)*

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### **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/Personnel 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.

### **Transacting Business:**

The committee may transact business by mail, telephone, e-mail, and other technologies including, but not limited to, Skype, Facetime, conference calls, and webinar/video chat, provided all members see/hear all votes made. 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. Other technical votes include a telephone conference or web conference provided each member can see and/or hear each other members' 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. *(Rev 3.12.17, 6.24.18 Res 18-C-15)*

### **Chairman:**

The Chairman shall prepare the Legislative program for the year with his committee members, to be submitted to the Department Executive Committee at the Fall Conference.

The Chairman shall review, with the Department Commander, the previous years' legislative accomplishments, legislation not accomplished and the goals for the current year.

The Legislative Chairman will attend all meetings of the Commanders Group with the Department Commander and Department Adjutant.

The planning and implementation of the Legislative Banquet is the responsibility of the Legislative Chairman.

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

The Chairman may be Chairman of the Legislative Council (National Appointment).

### **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 Legislative 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 18, 1985, September 19, 1986, July 8, 2006, September 19, 2009, March 12, 2017, September 24, 2017, January 22, 2018, June 24, 2018, Feb. 16, 2020*