

# Sons of the American Legion Detachment of California

## Uniform Code of Procedures for the Organization of Detachment Conventions

(Approved by 63rd Annual Convention, June 19-21, 2000, Riverside, California)

(Approved by SAL Detachment Executive Committee, June 19, 2000.)

(Revised by SAL Detachment Executive Committee, March 16, 2008.)

### Call of Detachment Conventions

Not less than thirty days prior to the date of assembly of the Detachment Convention as fixed by the Detachment Executive Committee of The Sons of The American Legion in conjunction with the Department Headquarters of The American Legion shall issue an official call for the Detachment Convention. The Official Call for the Detachment Convention shall be served upon all Squadrons of The Sons of The American Legion Detachment of California reporting membership through the Department Adjutant of The American Legion Department of California addressed to the official address of such Squadrons as of record at the Detachment Headquarters in accordance with Article VII, Section 4, of the Detachment of California Constitution.

The Detachment Adjutant shall be authorized to issue copies of the Official Call to all other Detachment Officers, members of the Detachment Executive Committee and other proper functionaries of the Detachment Organization, officers, and functionaries of all Squadrons, and to other proper persons and organizations having an interest or responsibility in conjunction with the Detachment Convention, addressed to such persons or organizations at an address of record at Detachment Headquarters.

The call will be published in the California Connection.

The official call for the Detachment Convention shall contain within its context or in Proper annexes, or supplements affixed to the call, the following information and instructions:

- A. The time and place of the assembly of the Detachment Convention.
- B. The purpose of the Detachment Convention, including a statement of the business to be transacted.
- C. An official announcement of the time and place for the election of Detachment Officers.
- D. The composition of the Detachment Convention in terms of authorized delegates and other persons entitled to official status as members of the Detachment Convention as provided in the Detachment Constitution and By-Laws. Such statement shall also include instructions for the issuance of official credentials, the time and place for filling the same and other pertinent and proper procedural detail.
- E. The composition of the Detachment Convention in terms of authorized Convention Committees and specifications of their assigned tasks and shall include the official number of members of such committees, the manner of appointment of same, the time and place in the Convention City of the initial meetings and manner of organization of such committees, and the procedure for the official validation of membership on such committees.
- F. Such other official and pertinent information and instruction as shall properly apply to the orderly and effective organization and operation of the Detachment Convention.

### Convention Program

Except a may be provided otherwise herein or as directed by the Detachment Executive Committee of the Detachment, the establishment and arrangement of the Program of Proceedings of the Detachment Convention shall be the duty and prerogative of the Detachment Commander. He is empowered to invite proper guests to the Convention on behalf of the Sons of The American Legion extend the privilege of addressing the Convention to appropriate speakers, establish the

Order of Business of the Convention and to order and arrange incidental ceremonies consistent with and properly a part of the Convention.

In establishing the Order of Business the Detachment Commander shall restrict the schedule of guest speakers for the final session of the Convention. The election of Detachment Officers and the Ceremony of Installation shall be arranged and scheduled as a special order of business for the of the final session.

The Detachment Commander shall be authorized and empowered to assign specific tasks to Detachment Officers or to appoint such members of The Sons of The American Legion to perform tasks as may to him appear necessary in the conduct of the Detachment Convention.

The Detachment Commander shall publish in the Official Convention Program in Order of Business and events established by him including a time schedule for the same and shall cause such Order of Business to prevail except as properly altered by him for cause or set aside by the will of the Convention upon proper motion in accordance with the standing or special rules of the Convention as hereinafter provided.

### Officials of the Convention

The Presiding Officer of the Detachment Convention shall be the Detachment Commander of the Sons of The American Legion Detachment of California. He shall have the power and authority to yield the Chair from time to time to a Detachment Vice Commander of the Sons of The American Legion for the conduct of official business of the Convention. He may yield the Chair to a Past Detachment Commander or Chairman of the Sons of the American Legion or to any other delegate of the Convention for ceremonial purposes. In either instance due note thereof shall be included in the Minutes of Proceedings.

The Detachment Adjutant shall be the secretary of the Detachment Convention. He may yield this office from time to time to any assistant during the Convention by and with the consent of the Detachment Commander or other Presiding Officer then in the Chair.

The Detachment Judge Advocate shall be parliamentarian of the Detachment Convention. The Detachment Commander may appoint one or more Assistant Parliamentarians. Such Parliamentarians shall be members of the Sons of The American Legion.

The Detachment Commander shall appoint a Sergeant-at-Arms and such Assistant Sergeant-at-Arms of the Detachment Convention as to him may be necessary in conducting the proceedings and maintaining order in the Detachment Convention. Sergeant-at-Arms shall be solely responsible to the Detachment Commander or the Presiding Officer in the Chair.

The Detachment Commander shall be empowered and authorized to designate the Official Color Guard of the Convention, the Official Musical Organization, and such other functionaries as may be necessary to the proper conduct of proceedings and ceremonials as may be scheduled or directed by him.

### Preliminary Organization of the Detachment Convention

Delegates to a Detachment Convention shall be accredited in writing to the Detachment Adjutant in the number and manner prescribed by Article VII, Section 4, of the Detachment Constitution. The rights of Squadrons to make and accredit substitutions for absentee delegates or alternate delegates shall be recognized by the Detachment Adjutant, provided that such substitution shall be officially certified by the Squadron Commander and Squadron Adjutant.

The Detachment Adjutant, in conjunction with the Department SAL Commission, within the limits of the Detachment Constitution, is authorized to design and circulate such proper forms as may be required to record and certify the accreditation of delegates and alternate delegates. He is further authorized to establish such reasonable and proper administrative rules as may be necessary in assembling the official list of delegates and alternates accredited and entitled to be seated in the Detachment Convention. All such forms or other administrative requirements shall be certified officially by the Squadron Commander and Squadron Adjutant.

Disputes concerning the accreditation of delegates and alternate delegates shall be referred to the Credentials Committee.

### **Convention Committees**

I. The following Convention Committees shall be established as Standing Convention Committees:

#### **Committees**

Constitution and Bylaws

Credentials

Internal Affairs

Finance

Convention Rules

#### **Number of Members**

Minimum of three members per Committee including the Chairman, no more than one from any Squadron. Committees must always be appointed in odd numbers.

The Detachment Commander or the Detachment Executive Committee may from time to time establish Special Convention Committees for specific purposes. Such Special Convention Committees shall serve only during the Convention for which they are appointed

The Detachment Convention may cause the creation and appointment of Special Committees upon proper motions adopted

Standing Committees may be called for organization by the Detachment Commander in advance of the opening of the Detachment Convention in the Convention City at a time and place to be designated

The Detachment Commander shall be empowered and authorized to designate the members of all Standing and Special Committees. Members need not be Delegates or Alternate Delegates to the Detachment Convention. Such designations shall be made AT ANY time up to twenty-four (24) hours prior to the opening of THE DETACHMENT Convention. There may also be appointed by the Detachment Commander, one or more Advisors to each Committee, who shall be members of the American Legion. The Detachment Adjutant shall notify all designees of their appointment to Committees in writing, stating the time and place in the Convention City of the initial meetings of these Committees.

For each Committee, one Liaison representative from the Detachment Organization may be assigned as Temporary Chairman by the Detachment Commander to facilitate the organization of the Committee. Such Temporary Chairman shall at the appointed time and place, call the roll of authorized members, and proceed to the election, from among members of the Committee, of a Permanent Chairman and Secretary.

Presence of a majority of the members of the Committee shall constitute a quorum. Failing to establish an initial quorum the Committee shall adjourn to a later time for permanent organization.

The Temporary Chairman shall file, promptly, a report with the Detachment Adjutant stating the name and Squadron of the Permanent Chairman and Secretary with their Convention City addresses, and a list of the Committee members responding to the initial roll call.

Committees shall proceed to business promptly under such internal organization as the Committee shall decide and under such rules of order as it shall establish. Committees, upon their own motion, may seat as ex-official members with voice but no vote, members of related Standing Detachment Commissions and or Committees- who are not otherwise designated by the Detachment Commander.

Committees should endeavor to complete their tasks and compose their final report at least twenty-four hours in advance of their scheduled report to the

Detachment Convention, provided all final policy forming Committee reports to be presented to the Convention shall be approved by the Committees in meetings held after the National Convention is formally convened. Such final reports shall be filed with the office of the National Adjutant as promptly as possible after Committee adoption. Responsibility for assuring that reports are made available shall rest with the office of the Detachment Adjutant.

A Committee report shall be prepared in that form best presenting the Committee's recommendations. Particular attention shall be given to reporting the disposition of resolutions referred to the Committee. The work of Committees, however, shall not be confined solely to resolutions referred to them but may extend to action upon any proper subject within their scope and the Committees may make comment and observation in their report upon subjects of policy and operations.

Reports of Committees establishing pronouncement of Sons of The American Legion policy or calling for legislative or other action shall be supported by specific resolutions.

Committee reports in narrative form are acceptable if supported by resolutions on specific points of policy and are completely documented as to the source of material used in preparation with particular reference to resolutions assigned to the Committees and showing their disposition.

A delegate, alternate delegate, advisor or other member of the Sons of The American Legion or the American Legion desiring to be heard on a subject before a Convention Committee shall apply to the Committee Chairman or Secretary,

### **Duties of Standing Convention Committees.**

#### **Constitution and Bylaws**

To study and make recommendations to the Detachment Convention concerning all matters pertaining to proposed changes in the Constitution and By-Laws of the Sons of The American Legion.

#### **Credentials**

To receive from the Detachment Adjutant a statement of the number of delegates to which the several Detachments are entitled under the Constitution to verify and recommend approval of the same, including adjudication of disputes thereon and to report on the Detachment Convention at its sessions, and immediately preceding the election of officers.

#### **Internal Affairs**

To formulate and recommend matters of policy concerning the Internal Affairs of the Sons of The American Legion and to consider resolutions not otherwise assigned to other Standing Committees.

#### **Convention Rules**

To consider and devise special rules of order for the Detachment Convention not provided for in the Standing Rules of order as may be required or directed by the Convention for the purpose of processing issues of the special businesses of the Convention. Such special rules shall apply only to the Convention for which they were adopted.

### **Organization of Squadron Convention Delegates**

**Squadron delegations in the Detachment Convention shall be organized according to the following:**

Each Squadron Delegation shall select from among its delegates a Delegation Chairman and shall designate a Delegation Secretary. Notice of such selection shall be submitted in writing to the Detachment Adjutant before the opening session of the convention.

The Delegation Chairman shall preside over the Squadron Delegation caucuses, when convened in the Detachment Convention. He shall be recognized by the Presiding Officer as the floor leader of the delegation and shall be responsible under the Convention rules for polling and announcing the vote of the delegation. He shall be the principle authority in identifying the official delegates and alternates of the delegation on questions of the right of the floor and shall otherwise be responsible for the proper representation of the Squadron delegation in the Convention.

The Delegation Secretary shall receive all formal notices or other communications in the name of the Squadron Delegation. He shall perform such other duty in consonance with his office as may be required of him under the Rules of the Convention or as prescribed by the Delegation Caucus.

### Detachment Convention Resolutions

1. Resolutions should be submitted upon a proper form and shall be numbered for identifications as provided by the Detachment Adjutant.
2. Resolutions *MAY* be approved by the Squadron, SAL District, The Detachment Executive Committee, or any Standing or Special Committee of the Convention. Resolutions submitted in advance of the Convention by Squadrons, SAL Districts, and the DEC shall be filed with the Detachment Adjutant.
3. Resolutions emanating from a Squadron shall be forwarded to the Detachment Adjutant *PRIOR TO THE CLOSE OF THE DETACHMENT CONVENTION*.
4. Resolutions originating with and approved by Convention Committee shall be received and processed through the Detachment Adjutant for record and assigned number.
5. The Detachment Adjutant shall maintain a Convention Register of all resolutions received, assigned, and processed which shall identify each resolution by number, indicate the Committee to which the resolution was referred and the original source.
6. In the disposition of resolutions considered, Convention Committees shall present them in the following manner: approved, approved as amended, consolidated, referred, received and recorded, and rejected. The TERM "received and recorded" shall be applied to resolutions which reiterate or reaffirm a present policy position of the Sons of The American Legion Detachment of California.
7. All resolutions assigned to, or originating with Convention Committees, shall be identified in the Committee reports to the Convention with a statement of Committee disposition.

### STANDING RULES OF CONVENTION

*(Note: These standing rules are offered as a suggestion of possible rules for Detachment Conventions. Each Convention is different and these rules should be reviewed and adjusted as needed prior to being presented to the Delegates for approval.)*

1. Robert's Rules of Order, Revised, shall be the authority on parliamentary procedure, when not spelled out in the Detachment Constitution and By Laws, with the following modifications:
2. A Delegate desiring to make a motion or address the Convention shall rise, address the chair as "Commander" or "Chairman" which ever is appropriate and state his name and the name of his Squadron before proceeding.
3. Debate shall be limited to five minutes for delegates and alternates.
4. Debate on any one subject presented to the Convention shall be limited to one-half (1/2) hour except under such special rule as the Convention shall adopt prior to debate.
5. Two delegates from any one delegation shall be permitted to the floor on any one question. Where disagreement exists, one delegate will be allowed to speak on each side of the question, however this rule shall be applied separately for each division.
6. The floor shall be permitted but once to any individual delegate or alternate delegate on any one question, except by a two-thirds vote of the Convention. Chairmen of Convention Committees may speak as frequently as may be necessary in connection with the reports of their Committees. The Presiding Officer shall not entertain any motion which will curtail debate without affording the Committee Chairman an opportunity for rebuttal.
7. Decisions on rules of debate or parliamentary order by the Presiding Officer may be subject to appeal by any two delegates under a Point of Order. Such appeal shall take precedence over any other pending questions and shall be decided forthwith. An appeal from the decision of the Chair shall be put to the Convention on the question: "Shall the Chair be sustained?"
8. When the poll of any Squadron Delegation is demanded by a delegate of such Squadron, the Convention Secretary shall poll the delegation without discussion of the question being voted upon.
9. On the roll calls, the Delegation Chairman shall poll his delegation on the floor and announce its vote.
10. In the event a delegation secretary is not an accredited delegate or alternate, he shall be seated with his delegation.

11. Past Detachment Commander's or District Commander's votes shall be cast with their respective delegations.
12. Only accredited delegate or their alternate shall participate, directly or indirectly, in live voice vote on any subject before the Convention.
13. *Squadron delegations may arrive at a vote in such a manner as they choose, but shall announce it in terms of full units and not in terms of a fractional part of a vote. A majority of delegates present from his squadron shall cast the vote of any delegate absent and not represented by an alternate.*
14. There shall be no unit rule of voting.
15. *Voting shall be by acclamation, except when a roll call is demanded by a member of any delegation.*
16. In the event a Squadron has not provided the method by which alternates shall be designated to serve in the place of absent delegates, the Chairman of the delegation shall make such designation.
17. Prior to the election of Detachment Officers, the Detachment Commander shall appoint, subject to the approval of the Convention, a Judge of Election and such number of tellers as he deems necessary, provided that the total number of tellers is an odd number. In a contested election each candidate going to the ballot shall be entitled to one teller of his choice.
18. *Nominations for Detachment Officers shall be from the floor during the appropriate open period as announced by the Chair. Any Delegate or Alternate Delegate can make a nomination.*
19. Nominating speeches for Detachment Officers shall be limited to five minutes each. Not more than two seconding speeches shall be made for any candidate, and said speeches shall be limited to three minutes. All nomination speeches are limited to only official delegates of the Sons of The American Legion Detachment Convention with appropriate Sons of The American Legion cap and Detachment Convention delegate badge.
20. There is only one candidate nominated for an office, election shall be by acclamation, except when a roll call is requested by the chairmen of at least three Squadrons.
21. *When two or more candidates are nominated for any office, balloting shall continue until one candidate receives a majority of the votes of the Convention.*
22. *In a contested election for Detachment Vice Commanders, balloting shall continue until majorities are established for two candidates under the following provisions: If, on any ballot taken, less than two candidates receive a majority of the votes to elect, then the candidate receiving a majority shall be declared elected and balloting will continue until a second candidate also receives a majority. Candidates from each area shall run only against other candidates from the area. The Convention will nominate and elect a Detachment Commander, and such other officers as permitted by the Detachment Constitution and Bylaws.*
23. Those recognized by the Detachment Commander shall be entitled to a respectful hearing, and the Chair shall have the authority to clear the gallery of the floor or have the Sergeant-at-Arms escort from the Convention anyone creating a disturbance or interfering with orderly procedure.
24. *Campaigning for an elected office shall be conducted with respect to the meeting facilities rules. At no time shall any property be damaged by campaign material or other such activity. Campaign material shall not be handed out or otherwise posted during any open session of the Convention. Clean up of all campaign is the responsibility of the person running for office and shall be cleaned up as soon as possible after the close of business following elections. All campaign material shall be appropriate for all ages and genders.*
25. The consent of two-thirds of the voting strength of the convention is necessary for suspension of the Standing Rules of the Convention.

### Amendments to Uniform Code of Procedures

This Uniform Code of Procedure may be amended:

1. By majority vote of the total authorized representation at a Detachment Convention on a resolution properly before it, or
2. By action of the Sons of The American Legion Detachment Executive Committee.