

August 4<sup>th</sup>, 2014



UNIFORM CODE OF PROCEDURE  
FOR THE ORGANIZATION OF  
DETACHMENT CONVENTIONS OF  
THE SONS OF THE AMERICAN LEGION  
DETACHMENT OF COLORADO

ARTICLE I - Call of Detachment Convention

1. 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, pursuant to Article VI of the Detachment Constitution, the Detachment Adjutant of The Sons 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 reporting membership to the Detachment, addressed to the official address of such Squadrons on record at Detachment Headquarters.

The Detachment Adjutant shall issue copies of the Official Call to all other members of the SAL Executive Committee, Commanders and Adjutants of all Squadrons, whose addresses are on file with the Detachment Adjutant, and to other proper persons and organizations having an interest or responsibility in connection with the Detachment Convention, addressed to such persons or organizations at an address of record on file at Detachment Headquarters.

2. 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. 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 filing the same and other pertinent and proper procedural details.
  - e. The composition of the Detachment Convention in terms or authorized Convention Committees and specification 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 official validation of membership on such committees.
  - f. Such other official and pertinent information and instructions as shall properly apply to the orderly and effective organization and operation of the Detachment Convention.

ARTICLE II - Convention Program

1. Except as may be provided otherwise herein or as directed by the Detachment Executive Committee of the SAL, the establishment and arrangement of the Program of Proceeding 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 Contention.

2. 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 appear necessary to him in the conduct of the Detachment Convention.

3. The Detachment Commander shall publish in the Official Convention Program the 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 of special rules of the Convention as hereinafter provided.

#### ARTICLE III - Officials of the Convention

1. The Presiding Officer of the Detachment Convention shall be the Detachment Commander of The Sons of The American Legion. 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 conduct of official business of the Convention. He may yield the Chair to a Past Detachment Commander of The Sons of The American Legion or to any other delegate of the Detachment Convention for ceremonial purposes. In either instance due note thereof shall be included in the Minutes of proceedings.

2. In the event that the Detachment Commander is not available to preside over the opening of the Detachment Convention, the Detachment Sr. Vice Commander shall preside over the Convention. In the absence of both the Commander and Sr. Vice Commander, the Detachment Executive Committee shall be convened immediately by open call of the Detachment Adjutant to select a presiding officer for the duration of the absence of the Detachment Commander or Sr. Vice Commander.

3. 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 presiding officer.

4. With the approval of the presiding officer, the Detachment Adjutant may appoint an Assistant Adjutant(s) as may be appropriate.

5. The Detachment Judge Advocate shall be the Parliamentarian of the Detachment Convention. The presiding officer may appoint one or more Assistant Parliamentarians. Such Parliamentarians shall be members of The Sons of The American Legion.

6. The Presiding Officer shall appoint such Assistant Sergeant-at-Arms of the Detachment Convention presiding officer as may be necessary in conducting the proceeding and maintaining order in the Detachment Convention. Sergeant-at-Arms shall be solely responsible to the Presiding Officer in the Chair.

7. 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 proceeding and ceremonial as may be scheduled or directed by him.

#### ARTICLE IV - Preliminary Organization of The Detachment Convention

1. Delegates to a Detachment Convention shall be accredited in writing to the Detachment Adjutant in the number and manner prescribed by Article VI, Detachment Constitution. The rights of Squadrons to make and accredit substitution for absent 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 or the Post Commander and Post Adjutant in the absence of an organized Squadron at the time of the certification required by the Detachment Constitution.

2. The Detachment Adjutant 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 alternate delegates to be 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 or the Post Commander and Post Adjutant in the absence of an organized Squadron at the times specified by the Detachment Constitution or the Detachment Adjutant.

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

3. The amount of such annual Detachment Delegate fees shall be \$2.00 per proper registered delegate. These fees are to be transmitted to Detachment Headquarters with the delegate registration form. Advanced registration of ten (10) days is preferred, however Squadrons not preregistering delegates can register on-site. Delegates may be registered on site at any time prior to the convening of a voting session. On-site registration is limited to Squadron members present. Delegates not pre-registered ten (10) days prior to the Convention will be assessed an additional \$1.00 fee. A Squadron can substitute a member for a preregistered delegate. Time of registration does not affect proxy voting.

#### ARTICLE V- Convention Committees

1. The following Convention Committees shall be established as Standing Convention Committees:
  - a. Americanism
  - b. Constitutional Amendments
  - c. Credentials
  - d. Resolutions
  - e. Membership
  - f. Finance
  - g. Legislation and Rules

Minimum of three members per Committee; no more than one should be from any Squadron. Committees must always be appointed in odd numbers.

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

3. The Detachment Convention may cause the creation and appointment of Special Committee upon proper motions adopted.

4. Standing Committee 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.

5. The Detachment Commander shall be empowered and authorized to designate the members of all Standing and Special Committees. Members need not be a Delegate or Alternate Delegates to the Detachment Convention. The Detachment Commander may also appoint one or more advisors to each Committee, who shall be members of The American Legion.
6. The Detachment Adjutant shall notify all designees of their appointments to committees within a reasonable time frame stating the time and place of the Committee meeting.
7. 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.
8. The Committee Chairman shall file a report with the Detachment Adjutant stating the name and Squadron of the Chairman and Secretary, and a list of the Committee members and their squadron present.
9. Committees shall organize and conduct business under such rules of order as it shall establish. Committees upon their own motion, may seat ex-officio members with voice but with no vote, who are not otherwise designated by the Commander.
10. Committees should endeavor to complete their tasks and compose their final report in advance of their scheduled report to the Detachment Convention. Such reports shall be filed with the Detachment Adjutant after the Committee adoption. Responsibility for assuring the reports are made available shall rest with the Detachment Adjutant.
11. Each Committee shall submit a report presenting the Committee's recommendations disposition of including but limited to resolutions referred to the Committee. The work of Committees, shall not be confined solely to resolutions referred to them but may extend to action upon any proper subject within their scope.
12. 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.
13. A delegate, alternate delegate, advisor or other member 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.

#### ARTICLE VI – Duties of Standing Convention Committees

1. Americanism: To formulate and recommend matters of Sons of The American Legion policy to the Convention, as they apply to the Americanism programs of The American Legion
2. Constitutional Amendments: 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.
3. Credentials: To receive from the Detachment Adjutant a statement of the number of delegates to which the several Squadrons are entitled under the Constitution to verify and recommend approval of same, including adjustments of disputes thereon and to report to the Detachment Convention at its first session, and immediately preceding the voting session of the convention
4. Resolutions: To review all resolutions submitted by the various squadrons and Convention Committees and to present such resolutions to the Convention with a recommendation to accept or reject said resolutions

and the reasoning for the recommendation. The Convention Delegates are not bound by the recommendations of the Resolution Committee.

5. Membership: To formulate and recommend matters of policy to the Convention, including plans respecting promotion of the Sons of The American Legion membership.
6. Finance: To formulate and recommend matters of policy to the Convention concerning the financial affairs of The Sons of The American Legion.
7. Legislation and Rules:
  - a. 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 or the special business of the Convention. Such special rules shall apply only to the Convention for which they were adopted.
  - b. To formulate and recommend matters of The Sons of The American Legion policy to the Convention including plans and programs respecting State and Federal Legislation.

#### ARTICLE VII – Organization of Squadron Convention Delegations

1. Squadron delegations in the Detachment Convention shall be organized according to the following:
  - a. Each Squadron Delegation shall select from among its delegates a Delegation Chairman. Notice of such selection shall be submitted in writing to the Detachment Adjutant before the opening session of the Convention.
  - b. 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 principal authority in identifying the official delegates and alternates of the Delegation on questions of the right to the floor and shall otherwise be responsible for the proper representation of the Squadron Delegation in the Convention.
  - c. The Delegation Chairman shall receive all formal notices or other official 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.

#### ARTICLE VIII - Standing Rules of Convention

Robert's Rules of Order, Newly Revised (most Current Edition), shall be the authority on parliamentary procedure, with the following modifications:

1. A delegate desiring to make a motion or address the Convention shall rise, address the Chair as "Mr. Chairman" and state his name and the name of his Squadron before proceeding.
2. Debate shall be limited to five minutes for delegates and alternates.
3. 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.
4. Two delegates from any one delegation shall be permitted the floor on any one question. Where disagreement exists, the delegates will be allowed to speak on each side of the question. Upon a division of the question, however, this rule shall be applied separately for each division.

5. The floor shall be permitted no more than twice to any individual delegate or alternate delegate on any one question, except by a two-thirds vote of the Convention. Chairman 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 further debate without affording the Committee Chairman an opportunity for rebuttal.
6. 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 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?"
7. When the poll of any Squadron Delegation is demanded by a delegation of such Squadron, the Convention Secretary shall poll the delegation without discussion of the question being voted upon.
8. On the roll calls, the Delegation Chairman shall poll his delegation on the floor and announce its vote.
9. In the event a delegation chairman is not an accredited delegate or alternate, he shall be seated with his delegation.
10. Past Detachment Commander's votes shall be cast with their respective delegation.
11. Only accredited delegates or their alternates shall participate, directly or indirectly, in live voice vote on subject before the Convention.
12. 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. The vote of any delegate absent and not represented by an alternate shall be cast by a majority of the delegates present from his Squadron.
13. There shall be no unit rule of voting.
14. Voting shall be by acclamation, except when a roll call is demanded by the Chairman of at least two Squadrons. Contested Elections of Detachment Officers shall be by roll call.
15. 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.
16. Prior to the election of Detachment Officers, the Detachment Commander shall appoint subject to the approval of the Convention, a Judge of Elections 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.
17. Nominations for Detachment Officers shall be from the floor by a duly registered delegate or alternate who has been recognized by the chair. Each Squadron may present as many candidates as it chooses.
18. 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 nominating speeches shall be made by Sons of The American Legion members of Squadrons in this Detachment.
19. When more than two candidates are nominated for any office, balloting shall continue until one candidate receives a majority of the votes of the Convention, except in the election of Detachment Jr. Vice-Commanders.

20. Any Delegate Chairman may call for a brief informal recess for a caucus prior to the voting on any matter brought before the Convention.

21. The Convention will nominate and elect a Detachment Commander, a Detachment Senior Vice Commander, two or more Detachment Jr. Vice-Commanders, a Detachment Chaplain, a Detachment Sergeant-at-Arms, a National Executive Committeeman, and an Alternate National Executive Committeeman, in this sequence and as required in Article V of the Detachment Constitution.

22. 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.

23. The consent of two-thirds of the voting strength of the Convention is necessary for suspension of the Standing Rules of the Convention.

#### ARTICLE IX - Detachment Convention Resolutions

1. All resolutions recommending changes to the Detachment Constitution or By-laws must be submitted to the Detachment Adjutant in proper format forty-five (45) days prior to the Convention. All other resolutions must be submitted to the Detachment Adjutant a minimum of 10 days prior to Convention, with the acceptance of resolutions nominating a candidate for a Detachment Office which may be submitted from the floor and resolutions originating from a Convention Committee

2. Resolutions may be submitted by a Squadron, the Detachment Executive Committee of The Sons of The American Legion, or any Standing or Special Committee of the Convention.

3. Resolutions originating with and approved by a Convention Committee shall be received and processed through the Detachment Adjutant of record and assigned number.

4. 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 origination source.

5. In the disposition of resolutions considered, Convention Committees shall present them in the following manner: consolidated, referred, received and recorded, rejected and recommended for adoption or not recommended. 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. All resolutions considered by a Convention or Standing Committee will be presented to the Resolutions Committee for review regardless of the action taken by the Committee. Resolutions rejected by any Committee will not be reconsidered. The Resolutions Committee will present all resolutions to the Convention during their report. All resolutions approved by Committees will be presented for a vote under new business.

6. All resolutions assigned to or originating with a Convention Committees shall be identified in the Committee reports to the Convention with a statement of Committee disposition.

#### ARTICLE X - Amendment to the Uniform Code of Procedure

1. This uniform Code of Procedure may be amended by action of the Detachment Executive Committee.

The Uniform Code of Procedures was adopted and approved at the Detachment Executive Committee meeting August 4<sup>th</sup>, 2012 signed by Adjutant Mark Kilstrom

All previous versions of the "Uniform Code of Procedure for the Organization of Detachment Conventions of The Sons of The American Legion, Detachment of Colorado" are now therefore declared null and void.