



**SONS OF THE AMERICAN LEGION
DETACHMENT OF LOUISIANA**

**UNIFORM CODE OF PROCEDURE
FOR THE ORGANIZATION OF
DETACHMENT CONVENTION**

Call for Detachment Convention

- I. Not less than forty (40) 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 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 in the Detachment of Louisiana reporting membership through the Department Adjutant to the official address of the Squadron that is on record.
- II. 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 functionaries of all Squadrons in the Detachment and to other proper persons and organizations having interest or responsibility in conjunction with the Detachment Convention – addressed to such person or organization at an address that is on record.
- III. 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. Detachment of Louisiana shall conduct an annual Detachment Convention, which shall take place at the same location and same time as the Louisiana Department of The American Legion Convention.
 - b. The purpose of the Detachment Convention including 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 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 detail.

e. The composition of the Detachment Convention in terms of authorized Convention Committee and specifications of their assigned tasks shall include the official number of members such committees, the manner of appointment of same, the time and place in the Convention city of the initial meetings and manner or organization of such committees and the procedure for 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.

g. Delegates from twenty percent (20%) of the Squadrons in the Detachment showing membership thirty (30) days prior to the Detachment Convention besides a presiding officer shall constitute a quorum.

h. There will be a registration fee for all Squadron delegates, alternates, and guests in attendance at the Detachment Convention equal to that amount set by the American Legion Department Convention Committee, equal to the amount charged for all Legionnaire's and Auxiliaries. Dual members previously registered under The American Legion will pay a fee equal to half the registration price.

Convention Program

- I. Except as may be provided otherwise herein or as directed by the Detachment Executive Committee of the Sons of The American Legion, 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 Detachment of Louisiana, 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.
- II. In establishing the order of business, the Detachment Commander shall be empowered to schedule guest speakers based upon their availability to address 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 final session.

- III. The Detachment Commander shall be authorized and empowered to assign specific tasks to Detachment Officers or to appoint such members of the Detachment of Louisiana, Sons of The American Legion, to perform task as may to him appear necessary in the conduct of the Detachment Convention.
- IV. 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 or special rules of the Convention as hereafter provided.

Officials of the Convention

- I. 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 for the conduct of official business of the Convention. He may yield the chair to a Past Detachment Commander 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. In the event that the Detachment Commander is not available to preside over the opening of the Detachment Convention, the Detachment Executive Committee shall be convened immediately by open call in place of assembly by the Detachment Adjutant to select a presiding officer for the duration of the absence of the Detachment Commander. A letter stating that the Detachment Commander cannot or will not be able to conduct the Detachment Convention and that one or both of the Vice Commanders will conduct the Detachment Convention.
- II. The Detachment Adjutant shall be the Secretary of the Detachment Convention. He may yield this office from time to time to any Assistant Adjutant during the Convention by and with the consent of the Detachment Commander or other Presiding Officer then in the chair.
- III. The Detachment Judge Advocate shall be the Parliamentarian of the Detachment Convention. The Detachment Commander may appoint one or more Assistant Parliamentarians. Such Parliamentarian shall be a member of the Detachment of Louisiana, Sons of The American Legion.
- IV. 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 proceeding and maintaining order in the Detachment Convention. The Sergeant at Arms shall be solely responsible to the Detachment Commander or the Presiding Officer in the chair.
- V. The Detachment Commander shall be empowered and authorized to designate the official Color Guard of the Convention, the Official Musician Organization, and such

other functionaries as may be necessary to the proper conduct of proceedings and ceremonies may be scheduled or directed by him.

Preliminary Organization of the Detachment Convention

- I. Delegates to a Detachment Convention shall be accredited in the number and manner prescribed by Article V, Section 3, of the Detachment Constitution, Detachment of Louisiana.
- II. The Detachment Adjutant within the limits of the Detachment Constitution is authorized to design and circulate such proper form 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 other form or other administrative requirement shall be certified officially by the Squadron Commander and / or Squadron Adjutant at the times specified by the Detachment Commander or the Detachment Adjutant. Disputes concerning the accreditation of delegates and alternates shall be referred to the Convention Commission.

Convention Committees

I. The following Convention Committees shall be established as Standing Convention Committees under the Detachment By Laws, Article VI, Section 1.

1. Americanism
 - a. Child Welfare
 - b. Children & Youth
2. Finance
3. Internal Affairs
 - a. Convention
 - b. Life Membership
 - c. Membership
4. Legislative
5. Public and Media Communication
6. Veterans Affairs and Rehabilitation
7. Veterans Employment and Education

Duties of Standing Convention Committee

I. Duties of the Standing Convention Committees shall be established as Standing Convention Committees under the Detachment By Laws, Article VI, Section 2

Number of Members

Unanimously approved at the 31st Detachment Convention, June 11, 2005; MWDEC 2014-01 Quorum change June 7, 2013; DC 2015-01 Revised Commission/Committee structure change at the 41st Detachment Convention, June 13, 2015; Approved at The American Legion's DEC, July 2015.

- I. Each Commission/Committee shall have a minimum of three (3) members and no more than one (1) member from any Squadron. The Finance and Life Membership will have five (5) Commission/Committee members. Commission/Committee must always equal an odd number.
 - a. The Detachment Commander or the Detachment Executive Committee may from time establish Special Convention Committees for specific purpose. Such Special Convention Committees shall serve only during the Convention for which they are appointed.
 - b. The Detachment Convention may cause the creation and appointment of special committees upon proper motion adopted.
 - c. 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.
 - d. The Detachment Commander shall be empowered and authorized to designate the members of all standing and special Committee. Members need not be delegates or alternate delegates to the Detachment Convention.
- II. Presence of majority of the members of a Committee shall constitute a quorum. Failing to establish an initial quorum the committee shall adjourn to a later time.
- III. Committees shall proceed to business promptly under internal organization as the Committee shall decide and under such rules of order as it shall establish.
- IV. Committees should endeavor to complete their task and compose their final reports in advance of their scheduled report to the Detachment Convention. Such final reports shall be filed with the office of the Detachment 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.
- V. Committee on report shall be prepared in that form best presenting the Committee's recommendation. Particular attention shall be given to reporting disposition or referred to the Committee. The work of Committee, however, shall not be confined solely to resolution referred to them but may extend to act upon any proper subjects within their scope and the Committee may make comment and observation in their report upon subject of policy and operation
- VI. Report of Committee establishing pronouncement of Detachment policy or calling for legislative or other action shall be supported by specific resolutions.
- VII. Committee reports in narrative form are acceptable is supported by resolution 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 Committee and showing their disposition.

- VIII. A Delegate, Alternate Delegate, Advisor, or other members of The American Legion Family desiring to be heard on a subject before a Convention Committee shall make a verbal request to the Committee Chairman.

Organization of Detachment Convention

- I. Detachment 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 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 principle 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 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 Squadron Delegation Caucus.

Standing Rules of Convention

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

- I. A Delegate desiring to make a motion or address the Convention shall rise, address the chair as "Mr. Commander" and state his name and the name of the Squadron before proceeding.
- II. Debate shall be limited to (5) five minutes for delegates and alternates.

- III. 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.
- IV. Two delegates from any one delegation shall be permitted the floor on any one question. Where disagreement exists, one delegate 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.
- V. 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 that will curtail debate without affording the Committee Chairman an opportunity for rebuttal.
- VI. 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?"
- VII. When the poll of any Squadron Delegation is demanded by a delegate of such Squadron, the Convention Chairman shall poll the delegation without discussion of the question being voted upon.
- VIII. On the roll calls, the Delegation Chairman shall poll his delegation on the floor and announce its vote.
- IX. Past Detachment Commander's votes shall be cast with their respective delegations.
- X. Only accredited delegates or their alternates shall participate, directly or indirectly, in voice vote on any subject before the Convention.
- XI. 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.
- XII. There shall be no unit rule of voting.
- XIII. Voting shall be by acclamation, except when a roll call is demanded by the Chairman of at least three Squadrons.

- XIV. 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.
- XV. 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.
- XVI. Nominations for Detachment Officers shall be from the floor. Each Squadron may present as many candidates as it chooses, unless otherwise specified.
- XVII. Nominating speeches for Detachment Officers shall be limited to three (3) minutes each. Not more than two seconding speeches shall be made for any candidate, and said speeches shall be limited to two (2) 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.
- XVIII. If 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.
- XIX. 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, except in the election of Detachment Vice Commander and Detachment Color Bearer.

In a contested election for Detachment Vice Commanders or Detachment Color Bearer, 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.

- XX. The Convention will nominate and elect two Detachment Color Bearers, a Detachment Sergeant At Arms, a Detachment Chaplain, an Alternate National Executive Committeemen, a National Executive Committeeman, two Detachment Vice Commanders, and a Detachment Commander in this sequence as required in Article VI, Section 1 of the Detachment Constitution.
- XXI. 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.

XXII. Campaigning on the floor of Detachment Convention is restricted to Pamphlets and other items placed on chairs, with free standing or hand-held signs allowed at the election session. No signs affixed to walls are allowed at any time.

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

Detachments Convention Resolutions

- I. Resolutions should be submitted in proper form and shall be numbered for identification as provided by the Detachment Adjutant.
- II. Resolutions shall be approved by the Squadron, the Detachment Executive Committee of the Sons of The American Legion, or by any Standing or Special Committee of the Convention. Resolutions submitted in advance of the Convention by Squadrons, and the Detachment Executive Committee shall be filed with the Detachment Adjutant.
- III. Resolutions emanating from a Squadron shall be forwarded to the Detachment Adjutant to be in his hand prior to the opening of the Convention.
- IV. Resolutions originating with and approved by Convention Committee shall be received and processed through the Detachment Adjutant for record and assigned number.
- V. 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.
- VI. In the disposition of resolutions considered, Convention Committees shall present them in the following manner: approved, approved as amended, consolidated, referred, received and filed, received and recorded, and rejected. The term "received and recorded" shall be applied to resolutions that reiterate or reaffirm a present policy position of the Sons of The American Legion.
- VII. 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.

Amendment to the Uniform Code of Procedure

- I. The Detachment Executive Committee shall provide a uniform code of procedure for the orderly organization of the Detachment Convention with continuing power and said code shall be applicable at all Detachment Convention unless it is amended, suspended or repealed by a two-third (2/3) vote of the Detachment Executive Committee.

FORREST TRAVIRCA
DEPARTMENT JUDGE ADVOCATE 2015-2016

DANNY T. McARTHUR
DETACHMENT COMMANDER 2014-2015

JOHN C. LAWRENCE
DETACHMENT COMMANDER 2015-2016

CAMILLE A. LeJEUNE JR.
DETACHMENT ADJUTANT 2014-2015, 2015-2016

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