



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

**UNIFORM CODE OF PROCEDURE
FOR THE ORGANIZATION OF
MID-WINTER CONFERENCE**

Call for Mid-Winter Conference

I. Not less than forty (40) days prior to the date of assembly of the Mid-Winter Conference as fixed by the Detachment Executive Commission or Committee of the Sons of The American Legion in conjunction with the Department of The American Legion shall issue an official call for the Mid-Winter Conference. The official call for the Mid-Winter Conference 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.

The Detachment Adjutant shall be authorized to issue copies of the official call to all other Detachment Officers, members of the Detachment Executive Commission or Committee and other proper functionaries of the Detachment organization, officers, and functionaries of all Squadrons in the Detachment and to other proper persons and organizations having an interest or responsibility in conjunction with the Mid-Winter Conference – addressed to such person or organization at an address that is on record.

II. The official call for the Mid-Winter Conference 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 Mid-Winter Conference, which shall take place at the same location and same time as the Louisiana Department of The American Legion Mid-Winter Conference.

b. The purpose of the Mid-Winter Conference including statement of the business to be transacted.

c. The composition of the Mid-Winter Conference in terms of authorized delegates and other persons entitled to official status as members of the Mid-Winter Conference 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.

d. The composition of the Mid-Winter Conference in terms of authorized Conference Commission or Committee and specifications of their assigned tasks shall include the official number of members such Commissions or Committees, the manner of appointment of same, the time and place in the Conference city of the initial meetings and manner or organization of such Commissions or Committees and the procedure for official validation of membership on such Commissions or Committees.

e. Such other official and pertinent information and instruction as shall properly apply to the orderly and effective organization and operation of the Mid-Winter Conference.

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

g. There will be a registration fee for all Squadron delegates, alternates, and guests in attendance at the Mid-Winter Conference equal to that amount set by the American Legion Department Conference Commission or 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.

Conference Program

I. Except as may be provided otherwise herein or as directed by the Detachment Executive Commission or Committee of the Sons of The American Legion, the establishment and arrangement of the program, of proceeding of the Mid-Winter Conference shall be the duty and prerogative of the Detachment Commander. He is empowered to invite proper guests to the Conference on behalf of the Detachment of Louisiana, Sons of The American Legion, extend the privilege of addressing the Conference to appropriate speakers, establish the order of business of the Conference and to order and arrange incidental ceremonies consistent with and properly a part of the Conference.

II. In establishing the order of business, the Detachment Commander shall be empowered to schedule guest speakers based upon their availability to address the Conference.

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 Mid-Winter Conference.

IV. The Detachment Commander shall publish in the official Conference 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 Conference upon proper motion in accordance with the standing or special rules of the Conference as hereafter provided.

Officials of the Conference

I. The presiding officer of the Mid-Winter Conference 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 Conference. He may yield the chair to a Past Detachment Commander or to any other delegate of the Conference 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 Mid-Winter Conference, the Detachment Executive Commission or 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 Mid-Winter Conference and that one or both of the Vice Commanders will conduct the Mid-Winter Conference.

II. The Detachment Adjutant shall be the Secretary of the Mid-Winter Conference. He may yield this office from time to time to any Assistant Adjutant during the Conference 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 Mid-Winter Conference. 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 Mid-Winter Conference as to him may be necessary in conducting the proceeding and maintaining order in the Mid-Winter Conference. 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 Conference, the Official Musician Organization, and such other functionaries as may be necessary to the proper conduct of proceedings and ceremonials may be scheduled or directed by him.

Conference Commissions and Committees

I. The following Conference Committees shall be established as Standing Conference 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

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

Number of Members

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 to time establish Special Conference Commissions or Committees for specific purposes. Such Special Conference Commissions or Committees shall serve only during the Conference for which they are appointed.

b. The Mid-Winter Conference may cause the creation and appointment of special Commissions or Committees upon proper motion adopted.

c. Standing Commission/Committee members are the same as appointed by the Detachment Commander at the Summer Detachment Executive Commission or Committee meeting.

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. Commissions or Committees shall proceed to business promptly under internal organization as the Commissions or Committees shall decide and under such rules of order as it shall establish.

IV. Commissions or Committees should endeavor to complete their task and compose their final reports in advance of their scheduled report to the Detachment Convention. IX. Such final reports shall be filed with the office of the Detachment Adjutant as promptly as possible after

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

Commissions or Committee adoption. Responsibility for assuring that reports are made available shall rest with the office of the Detachment Adjutant.

V. Commission or Committee on report shall be prepared in that form best presenting the Commission or Committee's recommendation. Particular attention shall be given to reporting disposition or referred to the Commissions or Committees. The work of Commission or 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 commission or Committee may make comment and observation in their report upon subject of policy and operations.

Vi. Report of Commission or Committee establishing pronouncement of Detachment policy or calling for legislative or other action shall be supported by specific resolutions.

VIII. Commission or 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 Commission or Committee and showing their disposition

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

Standing Rules of Mid-Winter Conference

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 (2) delegates from any one (1) 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 (2/3) 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 (2) 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. Voting shall be by acclamation, except when a roll call is demanded by the Chairman of at least three Squadrons.

IX. 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.

X. The consent of two-thirds (2/3) of the voting strength of the Convention is necessary for suspension of the Standing Rules of the Convention.

Mid-Winter Conference 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 Procedures

I. The Detachment Executive Committee shall provide a uniform code of procedure for the orderly organization of the Mid-Winter Conference with continuing power and said code shall be applicable at all Mid-Winter Conferences unless it is amended, suspended or repealed by a two-thirds (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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