

SONS OF THE AMERICAN LEGION DETACHMENT OF WISCONSIN

UNIFORM CODE OF PROCEDURE FOR CONVENTIONS

I. Call of Detachment Convention

1. Not less than thirty (30) days prior to the date of assembly of the Detachment Convention, as fixed by the Detachment By-Laws of the Sons of The American Legion, the Detachment Adjutant in conjunction with Department Headquarters shall issue the official call for the Detachment Convention. The official call shall be served upon all Squadrons of the Sons of The American Legion reporting membership and shall be addressed to the official address of such Squadrons as of record at Detachment Headquarters.

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 any other proper functionaries of the Detachment as well as persons and organizations showing an interest or responsibility in connection with the Detachment Convention, addressed to such persons or organizations at the address of record at Detachment Headquarters.

2. The official call to the Detachment Convention shall contain within its context or in proper annexes, or supplements the following conformation and instructions:
 - a) The time and place of assembly of the Detachment Convention.
 - b) The purpose of the Detachment Convention, including a statement of the business to be transacted.
 - c) Official announcements 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, time and place for filing the same and other pertinent and procedural details.
 - e) The composition of the Detachment Convention in terms of authorized convention committees and specifications of their assigned tasks, 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/or instructions as shall properly apply to the orderly and effective organization and operation of the Detachment Convention.

II. Convention Program

1. Except as may be provided otherwise herein or as directed by the Detachment Executive Committee, the establishment and arrangement of the programs of proceedings of the

Detachment Convention, shall be the duty and privilege of the Detachment Commander. He is empowered to invite proper guests to the convention on behalf of the Sons of The American Legion. To extend the privilege of addressing the convention to appropriate speakers, establish the order of business and to order and arrange incidental ceremonies consistent with and properly a part of the convention.

2. In establishing the order of business, the Detachment Commander shall restrict the schedule of guest speakers to the opening session of the convention when possible. The election of officers shall be arranged and scheduled as a Special Order of Business during the convention.
3. The Detachment Commander shall be authorized and empowered to assign specific tasks to Detachment Officers or may appoint members of the Sons of The American Legion to perform tasks as may appear to him necessary in the conduct of the convention.
4. 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 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.

III. Officials of the Convention

1. The presiding officer of the convention shall be the Detachment Commander. 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, Chairman or any other delegate of the convention for ceremonial purposes. In either instance, due note thereof shall be included in the minutes of the convention.

In the event the Detachment Commander is not available to preside over the opening session of the Detachment Convention, the Detachment Executive Committee shall be convened immediately by open call in the place of assembly of the convention, by the Detachment Adjutant, to select a presiding officer for the duration of the absence of the commander.

2. The Detachment Adjutant shall be the secretary of the 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.
3. The Detachment Judge Advocate shall be Parliamentarian of the convention.
4. The Detachment Sergeant-at-Arms shall maintain order in the conventions. The Detachment Commander shall appoint 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 presiding officer then in the chair.
5. The Detachment Commander shall be empowered and authorized to delegate 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.

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 V of the Detachment Constitution. The rights of Squadrons to make and accredit substitutions for absentee delegates and alternates shall be recognized by the Detachment Adjutant, provided that such substitutions shall be officially certified by the Squadron Commander and Adjutant or authorized member of the Squadron, at the time of the certification required by the Detachment Constitution or any time prior to the adjournment of the first session of the convention.
2. The Detachment Adjutant, within the limits of the Constitution, is authorized to design and circulate such proper forms as may be required, to record and certify the accreditation of delegates and alternates. 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 or authorized member of the Squadron, at the time specified by the Detachment Constitution or the Detachment Adjutant. Disputes concerning the accreditation of delegates and alternates shall be referred to the Credentials, Resolutions & Rules Committee.

V. Convention Committees

1. The following committees shall be established:
 1. Americanism
 2. Constitutional Amendments
 3. Children and Youth
 4. Credentials, Resolutions and Rules
 5. Finance
 6. Legislative
 7. Membership
 8. National Security
 9. Veterans Affairs and Rehabilitation
2. Minimum of three members per committee with no more than one (1) member from any Squadron. Committees must always be appointed in odd numbers
3. The Detachment Commander or the Detachment Executive Committee may from time to time establish Special Convention Committees for specific purposes. Such Special Committees shall serve only during the convention for which they are appointed.
4. The Detachment Convention may cause the creation and appointment of Special Committees upon proper motions adopted.
5. The Detachment Commander in advance of the opening of the Detachment Convention in the convention city at a time and place to be designated may call standing Committees for organization.

**Uniform Code of Procedure for Convention.
Sons of The American Legion, Detachment of Wisconsin**

6. The Detachment Commander shall be empowered and authorized to designate members of all standing and special committees. Members need not be delegates or alternates to the convention. Such designations shall be made at any time prior to the opening of the convention.
7. There may be appointed by the Detachment Commander, one or more Advisors to each committee who shall be members of The American Legion.
8. The Detachment Adjutant shall notify all members of their appointment to committees, stating the time and place in the convention city of the initial meetings.
9. For each committee, one Liaison representative from Detachment personnel may be assigned as temporary chairman by the Detachment Commander. Such temporary chairman shall at the appointed time and place; call the roll of authorized members and proceed to the election from among the members of the committee, of a permanent chairman and secretary.
10. 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.
11. 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 address and a list of the committee members responding to the initial roll call.
12. 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-officio members with voice but no vote, members of related Standing Detachment Commissions who are not otherwise designated by the Detachment Commander.
13. Committees should endeavor to complete their tasks and compose their final report in advance of their scheduled report to the convention, providing all final policy forming committee reports to be presented to the convention, shall be approved by the committee in meetings held after the Detachment Convention is formally convened. 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.
14. A committee report shall be prepared in that form best presenting the committee recommendations. Particular attention shall be given to reporting the disposition of resolutions referred to it. The work of committees however, shall not be confined solely to resolutions referred to them, but 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 operation.
15. 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.
16. Committee reports in narrative form are acceptable if supported by resolutions or 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.

17. A delegate, or alternate delegate, advisor or other member of the Sons of The American Legion desiring to be heard on a subject before a convention committee, shall apply to the committee chairman or secretary.

VI. Duties of Convention Committees

1. Americanism

To formulate and recommend matters of the Sons of The American Legion policy to the convention, including plans and programs respecting an understanding and appreciation of the government of the United States, its Constitution and other Historical Political Pronouncements, as well as its duties and responsibilities of Citizenship, there under with reference to the United States Immigration and Assimilation of Aliens as United States Citizens. Education and Educational facilities, development of Patriotic activities and other matters such as Religious Emphasis consistent with the aims and purposes of the Sons of The American Legion, in the cultivation of loyalty to the United States as expressed in the Preamble to the Sons of The American Legion constitution.

2. Constitutional Amendment

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. Children and Youth

This committee shall receive all children and youth reports and shall act upon all resolutions pertaining thereto and to make recommendations thereon to the delegates in convention assembled.

4. Credentials, Resolutions and Rules

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 adjustment of disputes thereon and to report to the Detachment Convention at its first session and immediately preceding the election of officers.

Resolutions – To consider all resolutions legally referred to it and to formulate such convention resolutions extending thanks to local officials, organizations and others, as may be deemed warranted by said committee

Rules – To consider and advise special rules of order for 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 the special business of the convention. Such special rules shall apply only to the convention for which they were adopted.

5. Finance

To formulate and recommend matters of policy to the convention concerning the financial affairs of the Sons of The American Legion.

6. Legislative

To formulate and recommend matters policy to the convention concerning the legislative affairs of Sons of The American Legion.

7. Membership

To formulate and recommend matters of policy to the convention, including plans respecting promotion of the Sons of The American Legion membership.

8. National Security

This committee shall consider all resolutions assigned to it and make such recommendations concerning National Security as may be deemed necessary and appropriate under present circumstances.

9. Veterans Affairs and Rehabilitation

To act upon all resolutions involving Veterans Affairs and Rehabilitation and to make recommendations thereon, to the delegates in convention assembled. To formulate and recommend matters of Sons of The American Legion policy to the convention concerning Veterans Affairs and Rehabilitation.

VII. Organization of Squadron Convention Delegates

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

1. Each Squadron delegation shall select from among its delegates, a delegation chairman and shall designate a delegation secretary. Notice of such selections shall be submitted in writing to the Detachment Adjutant before the opening session of the Detachment Convention.
2. 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 Squadron delegation, on questions to the right of the floor and shall be otherwise responsible for the proper representation of the Squadron delegation in the convention.
3. The delegation secretary shall receive all formal notices or other official communications in the name of the Squadron delegation. He shall perform such other duties consistent with his office as may be required of him under the rules of the convention, or as prescribed by the delegation caucus.

VIII. Standing Rules of the Convention

Roberts Rules of Order, current revision shall be the authority on Parliamentary Procedure, with the following modifications:

1. Delegates desiring recognition shall address the chair as “Mr. Chairman “and state his name and Squadron number.
2. Motions, recommendations, requests or discussions, must come from the delegates only.
3. No delegate shall speak on a resolution or subject more than twice; debate shall be limited to five (5) minutes on the first appearance and two (2) minutes on the second appearance; debate on any one resolution or subject shall be limited to one-half (1/2) hour unless the consent of the Convention is secured for a longer period.
4. 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.
5. No non-debatable motion or any motion to cut off debate shall be entertained until in the judgment of the Chair, both sides of the question all have been adequately presented. If an opponent is the first to speak on any resolution, the Chair will recognize the Chairman of the Committee to have the last rebuttal on said subject.
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 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?”
7. 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.
8. Past Detachment Commander Votes shall be cast with their respective delegation.
9. Only accredited delegates or their alternates shall participate directly or indirectly by way of voice vote, on any subject before the convention.
10. On the roll calls, the Delegation Chairman shall poll his delegation on the floor and announce its vote.
11. Squadron delegations may arrive at a vote in such a manner as they choose, but shall announce it in terms of full votes and not in terms of a fractional part of a vote. Only those delegates, duly registered and present, shall participate in any vote.

**Uniform Code of Procedure for Convention.
Sons of The American Legion, Detachment of Wisconsin**

12. There shall be no unit rule of voting.
13. 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.
14. Except for the elections, voting shall be by acclamation, except when a roll call is demanded by the chairman of at least three (3) Squadrons or when required by the Constitution and By-Laws.
15. The Detachment Convention delegates will nominate and elect a Detachment Commander, Detachment Vice Commanders, Detachment Chaplain, Detachment Sgt-at-Arms, National Executive Committeeman, Alternate National Executive Committeeman, National Convention Delegates and Alternate National Convention Delegates, in this sequence and as required in Article VI of the Detachment Constitution of the Sons of The American Legion.
16. Nominations for Detachment officers shall be held on Friday of the Convention and the election of Detachment officers shall be on Saturday. Nomination and election of National Convention delegates and Alternates shall be on Saturday from the floor.
17. Announced candidates for elective office shall submit a written resume of their credentials prior to Friday's session. Floor nominees shall give an oral report with a written report ready by Saturday's opening session. All resumes to be given to the judge of elections and posted until the close of elections. Candidates who do not submit their resume, will be removed from the ballot.
18. Self nominations for Detachment Officers can be from the floor.
19. Nominating speeches for Detachment Officers shall be limited to five (5) minutes. Seconding speeches shall be limited to three (3) minutes.
20. The election of Detachment Officers and National Convention Delegates and Alternates shall take place starting at 12:00 p.m. on Saturday of the convention. Elections shall be Special Order of Business, not to be interrupted by any other order of business. Presentations of guest speakers shall be at the discretion of the Detachment Commander.
21. 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. The judge of elections and the tellers shall be members of the Sons of The American Legion or The American Legion.

22. When more than two (2) candidates are nominated for anyone office, balloting shall continue until one candidate receives a majority of the votes, except in the election of offices with more than one (1) office holder.
23. In a contested election of the where there is more than one (1) office holder, voting shall continue until majorities are established under the following provisions:

If less than the number of candidates required to fill the offices receives a majority of votes to elect, then the candidates receiving a majority shall be declared elected and voting will continue until all candidates required to fill the offices have received a majority. In the event more than the required number of candidates required to fill the offices receives a majority of the votes, then the candidates with the most votes shall be declared elected.
24. Campaigning on the floor of the Detachment Convention is restricted to pamphlets and other items placed on chairs, with free standing or hand-held signs allowed at the Saturday session. No signs affixed to walls in the convention room are allowed at any time. Any materials handed directly to delegates must be done outside the convention room.
25. In any contested election the vote totals for each candidate shall be announced following each round of balloting. A motion to declare someone elected by acclamation will only be entertained for an uncontested office.
26. Delegates and alternates to the National Convention must be able to communicate their intentions and comprehend issues.
27. Any Detachment Officer not in accordance with the Detachment Dress Code will be fined \$1.00 for each violation.
28. Any Squadron with outstanding debts owed to the Detachment, will not have their Squadron delegations seated until all debts are paid.
29. Any Squadron that has not filed their Annual Squadron Report of Activities will not have their Squadron delegation seated until the report is filed.
30. All delegates will register with The American Legion Convention Corporation or they will not be allowed to cast their respective vote.
31. The consent of two-thirds (2/3) of the voting strength of the Detachment Convention, is necessary for the suspension of the Standing Rules of the Convention.

IX. Detachment Convention Resolutions

1. Resolutions shall be submitted upon proper form and shall be numbered for identification as provided by the Detachment Adjutant.
2. Resolutions shall be approved by a Squadron, County, District, Detachment Executive Committee of the Sons of The American Legion, Detachment of Wisconsin or any Standing,

**Uniform Code of Procedure for Convention.
Sons of The American Legion, Detachment of Wisconsin**

Convention or Special Committees of the Convention. Resolutions submitted in advance of the convention, by Squadrons, Counties, Districts or the Detachment Executive Committee shall be filed with the Detachment Adjutant.

3. General resolutions emanating from a Squadron, County or District within the Detachment of Wisconsin, shall be forwarded to the Detachment Adjutant forty-five (45) days prior to the opening session of the Detachment Convention and shall be sent to all Squadrons, Counties and Districts, thirty (30) day's prior to the convention for review. Resolutions amending the Detachment Constitution or By-Laws shall be processed in accordance with procedures set forth in each of those documents.
4. Resolutions originating with and approved by a 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, indicating the committee to which the resolution was referred and the originating 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 restate or reaffirm a present policy position of the Sons of The American Legion.
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.
8. The convention Credentials, Resolutions, and Rules committee is the only committee that cannot write a resolution.

X. Amendments to the Uniform Code of Procedure

The Uniform Code of Procedure maybe amended:

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

(Authorized by Article V, Section 10 of the Detachment Constitution)

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