

THE AMERICAN LEGION, DEPARTMENT of MISSOURI
STANDARD OPERATING PROCEDURE

Department Executive Committee (DEC) Sub-Committee

May 10, 2016

Purpose: To establish procedures and policies of the Department of Missouri DEC Sub-Committee.

Scope: This SOP applies to the DEC Sub-Committee. It provides guidance on duties, procedures, and responsibilities for members of the Sub-Committee.

Authority: Constitution and By-Laws of The American Legion, Department of Missouri, Inc. ARTICLE VIII, Section 3.

References: Not used.

Membership: The Department Commander shall appoint, subject to approval of the Department Executive Committee, a Sub-Committee of three of its members. The Department Commander shall appoint one of the three members as Chairman.

Responsibility: The Sub-Committee exercises the authority of the Department Executive Committee between meetings; provided that all acts of the Sub-Committee shall be subject to ratification of the Department Executive Committee at its next meeting.

Functions:

1. The Sub-Committee shall consider, study, and review matters to be submitted to the Department Executive Committee, prior to consideration of these matters at the meetings of the Department Executive Committee.
2. The Sub-Committee shall report to the Department Executive Committee its recommendations in regard to the matters submitted

Procedures:

1. The Sub-Committee shall meet at the Annual Convention, and at the Fall and Spring Conferences, prior to the first open meeting of the Department Executive Committee.
2. Any member in good standing may submit a matter to the Sub-Committee in writing.

3. The privilege of speaking before the subcommittee shall be granted or refused by the Sub-Committee at its discretion.
4. The Sub-Committee may utilize telephonic or electronic means to confer and vote on matters between scheduled Department Executive Committee meetings when the sub-committee chairman deems face to face meetings not practical or not warranted. Electronic means including but not limited to telephone calls, conference calls, electronic messaging, and e-mail may be used.

Duties:

Chairman:

The Chairman shall preside at each sub-committee meeting. The chairman shall notify sub-committee members of any sub-committee meeting not listed on published Convention or Conference schedules, and shall initiate any telephonic or electronic meetings. The Chairman shall prepare, or have prepared, minutes of each committee meeting, and shall report any sub-committee actions for ratification at the next scheduled Department Executive Committee meeting.

Members:

Members are expected to attend scheduled committee meetings, and such meetings as may be called by the Chairman.

Prepared by: John R. Buckwalter

Reviewed/Approved by: _____

Adopted: _____