

**Sons of The American Legion
Detachment of Wisconsin**

EXECUTIVE COMMITTEE GUIDELINES

RULE 1

Self-Governing

The Detachment Executive Committee of the Sons of The American Legion as provided by the Detachment Constitution of the Sons of The American Legion, shall be a self-governing committee and transact business in accordance with the rules hereinafter set forth, subject only to the Constitution and By-Laws of the Sons of The American Legion, Detachment of Wisconsin and the National Constitution and By-Laws of the Sons of The American Legion and the Department Executive Committee of The American Legion, Department of Wisconsin. A quorum of **(7)** voting members of the Detachment of Wisconsin is needed for the adoption of official business.

RULE 2

Officers

- A.** The Detachment Commander shall be the chairman of the Detachment Executive Committee and the Detachment Adjutant shall serve as secretary. Any temporary vacancies in such offices of chairman and secretary shall be filled by action of the committee for the respective meeting in which the vacancy occurs.
- B.** Any Detachment Officer, Commission or Committee member, who misses **(2)** consecutive regular or special meetings, without being excused, shall be removed and replaced at the meeting in which the second meeting is missed.
- C.** The display of materials on the S.A.L. Detachment Officers Cap, shall be restricted to a limited number of pins in respect to the office that member was elected to.

RULE 3

Duties And Powers

The Detachment Executive Committee is specifically empowered to exercise certain powers and rights and may delegate to any subcommittee composed of members of the Detachment Executive Committee, authority to investigate and report back to the committee on any of the following powers and rights:

- A.** To make decisions on all matters executive or administrative provided however that the action taken should not be contrary to nor in abuse of, actions of the Detachment Convention or its Constitution and By-Laws, except any policy adopted by the Detachment, by Convention action, shall be a mandate during the year of its adoption and thereafter shall continue as Detachment Policy, unless changed by subsequent convention action or by the action of the Detachment Executive Committee.
- B.** To determine the number of members of the Detachment Commissions, Committees, Boards or Subcommittees of the Detachment Executive Committee created by the Detachment Commander or the Detachment Executive Committee, not in conflict with the Constitution and By-Laws of the Sons of The American Legion and to ratify the appointments made by the Detachment Commander. Such Detachment Commissions, Committees, Boards or Subcommittees shall receive full instructions from the Detachment Executive Committee, specifying their purpose, scope, function and authority and each Detachment Commission, Committee, Board or Subcommittee shall prepare a report for distribution by the Detachment Adjutant to the Detachment Executive Committee, outlining any and all actions taken by them at all meetings, regular or special.
- C.** Upon receiving, accepting or approving any report made to the Detachment Executive Committee by any Detachment Commission, Committee, board or subcommittee, containing any recommendations to future conduct or as to future policy of matters within their scope, shall not constitute the adoption of such recommendations. Each specific recommendation as to future conduct or to future policy of matters within their scope, shall be embodied in a separate resolution for the consideration and action of the Detachment Executive Committee.
- D.** To make decisions when necessary, relative to expenditures from such special funds as may be under the direct control of the Sons of The American Legion, Detachment of Wisconsin.
- E.** To request appropriations when necessary, from funds under the control of The American Legion, Department of Wisconsin, that

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directly relates to assistance in both the administrative and program structure.

- F.** To explore matters requiring the attention of the Detachment Executive Committee and to offer recommendations thereon to the Detachment Executive Committee
- G.** To advise the officers or Commissions and Committees with regard to problems arising in the performance of their duties or functions.
- H.** In general, to perform between Detachment Conventions, any and all actions necessary and consistent with the exercise of administrative power by the Detachment Executive Committee.
- I.** Upon the call of the Detachment Commander, or on request of (3) voting members of the Detachment Executive Committee, the Detachment Executive Committee maybe called into Executive session. At which time, only members of the Detachment Executive Committee and the members of the Department Advisory Committee shall be present in the meeting room. Minutes of the executive session will be taken, but **NOT** included in the regular session minutes. The executive minutes will be filed with the Detachment Adjutant and the Department Adjutant and are not for publication.
- J.** In fulfilling its duties and responsibilities, the Detachment Executive Committee of the Detachment Sons of The American Legion, shall be responsible to the Department Executive Committee of the Department American Legion, through the State S.A.L. Chairman.
- K.** All appointments to the Commissions, Committees, Boards or Subcommittees will be made by the Detachment Commander, no more than (30) days after the close of the Detachment Convention or the Detachment Executive Committee shall fill those vacancies immediately.
- L.** There will be a Detachment Orientation Workshop for all Detachment Officers, Commission and Committee Chairman. The workshop will be to outline their responsibilities and objectives. The workshop will be held within (60) days after the close of the Detachment Convention.

RULE 4

Powers of The Committee Over Its Members

- A.** If a quorum is not present, the Detachment Commander may order a call of the Detachment Executive Committee and send for the absentees.
- B.** In the case of a fewer number than required for a quorum of the Detachment Executive Committee, those present are hereby authorized to send the Sergeant-at-Arms or any other person or persons authorized by them, for any and all absent members present within the area where the meeting is being held. This rule shall apply as well to the first meeting of the Detachment Executive Committee at the legal time of meeting, as to each day of the session, after the hour has arrived, to which the Detachment Executive Committee stood adjourned.

RULE 5

Decorum

- A.** No member shall speak more than twice upon the subject without leave of the Detachment Executive Committee, nor more than once, until every member choosing to speak shall have spoken.
- B.** While the Detachment Commander is reporting or putting a question, none shall entertain private discussion, read, stand up, walk into, out of or across the meeting room.
- C.** No question shall be debated until the chair has propounded it and then the mover shall have the right to explain his views in preference to any other member.
- D.** While the Detachment Commander is putting the question, any member who has not spoken before the matter, may speak to the

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question before the negative is put.

- E. If a non-member of the Detachment Executive Committee wishes to speak on any matter, they must seek permission through one of the voting members of the Executive Committee.
- F. Whenever a division of vote is to be determined on any question before the Executive Committee, the presiding officer may determine division by:
 - 1. "Viva Voice Vote", with right of recourse to a "Teller Vote" or "Roll Call Vote" as hereinafter provided.
 - 2. A teller vote whereby the yeas and nays may be counted by a rising vote with recourse to a roll call vote as hereinafter provided.
 - 3. A roll call vote may be directed by the presiding officer to determine a division of vote on any question. A roll call shall be taken upon the request of (3) voting members of the Executive Committee.
 - 4. On any via voice vote or teller vote, any member of the Executive Committee shall have their vote recorded upon their request.

RULE 6

Committee of The Whole

- A. When the Detachment Executive Committee shall resolve itself into the Committee as a Whole, the commander shall leave the chair and appoint a chairman to preside over the committee.
- B. The Committee as a Whole shall consider and report on such subjects as may be committed to it by the Executive Committee. The rules of the Executive Committee shall be observed in the Committee as a Whole, so far as they are applicable, except the rule limiting the time of speaking, concerning the previous question and taking the yeas and nays. The proceedings in the Committee as a Whole shall not be recorded on the minutes of the Detachment Executive Committee, except so far as they are reported to the Executive Committee by the chairman of the Committee as a Whole.

RULE 7

Order of Business

Order of Business Shall be:

- A. Posting of Colors
- B. The Invocation
- C. Pow/Mia Ceremony
- D. Pledge of Allegiance
- E. Preamble
- F. Roll Call
- G. Reading of Minutes of Former Meeting
- H. Dispose of Letters of communications
- I. Reports of Detachment Officers
- J. Reports of Commissions, Committees, Boards and Sub-Committees

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K. Receive Resolutions, Motions and Petitions

L. Unfinished Business

M. Appointment of members of standing or special commissions, committees, boards or sub-committees of the Detachment Executive Committee.

N. New Business

O. Good of the Sons of The American Legion

P. Benediction

Q. Retirement of the Colors

RULE 8

Fiscal Policy

All matters of business affecting the fiscal policy of the Sons of The American Legion, may be given a recommendation by the Detachment Executive Committee and forwarded to the Department Executive Committee of the Wisconsin American Legion for approval.

RULE 9

Legislative Actions

Such actions shall be prepared from resolution calling for approval by the Detachment Convention or by specific direction of the Detachment Executive Committee.

The Detachment Legislative Committee shall submit any legislative actions to the Detachment Executive Committee with recommendations as follows:

A. Bills pending in Congress, that the Sons of The American Legion endorses and will support,

B. Bills pending in Congress that the Sons of The American Legion disapprove and will oppose.

The Detachment Executive Committee shall not approve of any item of business affecting or relating to legislation in any way, without the prior consideration of the legislative Committee and receiving appropriate recommendation thereon.

All matters of business affecting legislative policy of the Sons of The American Legion is for recommendation by the Detachment Executive Committee to the Advisory Committee and finally to the Department Executive Committee of The Wisconsin American Legion for approval.

RULE 10

Procedure

A. Letters and communications addressed to the Detachment Executive Committee or to the Detachment Commander, Adjutant or any other Detachment Officer and by them referred to the Detachment Executive Committee, shall be read and published to the members, if such are of importance by the Detachment Adjutant. Such letters and communications shall be disposed of in one of the following ways:

1. By a motion to accept. Such a motion shall have the effect of approving the subject matter and should include specific

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instructions for further disposition, i.e., by directions to the Detachment Commander, Adjutant or other proper officer, by reference to an appropriate Commission, Committee or other proper instruction.

2. By motion to receive and file. Such a motion shall denote neither approval nor disapproval of the subject matter and shall require no action on the part of Detachment Officers or others beyond a formal reply, should such be required.
 3. By motion to reject or decline. Such a motion shall mean disapproval and should include specific instructions for further disposition as contemplated in paragraph 1, above.
- B.** Reports of officers shall be acted upon directly by the Detachment Executive Committee, except that by direction of the Detachment Executive Committee, a report of any officer may be referred to a sub-committee of the Detachment Executive Committee for study and report thereon. Provided however, that such reference shall not continue beyond the meeting of the Detachment Executive Committee to which such officer's report is first submitted.
- C.** Reports of officers shall not be altered or amended by the Detachment Executive Committee nor may such report be rejected. In the event that the Detachment Executive Committee shall not agree with the report of any statement herein contained, then in such event, if the presiding officer or the Executive Committee so determines, a separate memorandum if approved by the Detachment Executive Committee shall be filed with the report. Any such memorandum, when submitted shall be subject to amendment.

Reports of Officers shall be disposed by motion as follows:

1. To approve the report. Such action shall constitute approval of statements made in the report.
 2. To disapprove the report. Such motion shall have the effect of disapproving any and all statements in the report, but such motion shall prevail only in the event that a memorandum setting forth the objections to such report shall have been adopted.
 3. To receive and file the report. Such action shall constitute only a routine disposition of the report. A negative vote on motions 1 and 2 shall automatically cause the report to be received and filed.
- D.** Reports of the Detachment Commissions shall include a report of the detachment Committees assigned to them, except that for good reasons by direction of the Detachment Commander a Committee may report directly to the Detachment Executive Committee.

Reports of detachment Commissions, Committees, Boards and Sub-Committees shall be received and shall then be subject to disposition on the following motions:

1. To approve the report. Such actions shall constitute approval of the statements made in the report, subject to the procedure outlined in **Rule 3 Section C** of the Rules of the Detachment Executive Committee.
2. To receive and file the report. Such action shall constitute only a routine disposition of the report.
3. To reconsider the report. Such action shall return the report to the Commission or Committee of origin, for further study and report and may be accompanied by specific instruction.
4. To commit the report to a special Sub-Committee of the Detachment Executive Committee. Such action shall contemplate specific study and such Sub-Committee shall return the report with recommendations.
5. To commit to the Committee of the Whole. Upon adoption of such a motion, the detachment Executive Committee shall resolve itself into a Committee of the Whole and may thereafter alter or amend the report in whole or in part. The results of such action, however shall again be submitted to the Detachment Executive Committee for final disposition.

A negative vote on motion 1 shall automatically cause the report to be received and filed.

E. All Detachment Commissions, Committees, Boards or Sub-Committees of the Detachment Executive committee, shall be required

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to present in resolution form, all recommendations as to their future conduct or future policy as to matters within their scope and functions upon which it is desired or required that the Detachment Executive Committee take action as contemplated in **Rule 3, Section C**. Such resolutions shall be filed with the resolutions Committee prior to the first session of any meeting of the

Detachment Executive Committee at which action thereon is contemplated. The Resolutions Committee shall report such resolutions to the Detachment Executive Committee with appropriate recommendations immediately following the disposition of the Commission or Committee concerned.

F. Matters emanating from Squadrons, Counties, Districts or other sources shall be defined and classified as:

1. Sons of The American Legion – Sponsored Matters:

- a. Resolutions of properly constituted Sons of The American Legion groups, to wit; Squadrons, Counties, Districts, Detachment Executive Committee, Detachment Convention or resolutions submitted by any Detachment Commission or Committee.
- b. Resolutions emanating from the National organization of the Sons of The American Legion, the National organizations of The American Legion, The American Legion Auxiliary, the Wisconsin American Legion Executive Committee or any official component thereof.
- c. Official communications of Wisconsin Detachment Officers.
- d. Official communications or directives of the Detachment Commander.

2. Official Matters

Official matters are those which originate with Sons of The American Legion officers or officials, such as Commanders or other officials of Squadrons, Counties, Districts, the National Commander of The American Legion, the President of the National organization of The American Legion Auxiliary, the Detachment Commander of the Sons of The American Legion, the Commander of the Wisconsin American Legion or the State President of the American Legion Auxiliary.

3. General Matters

General matters are those which originate with individual members of the Sons of The American Legion, individual citizens or as a result of communications from organizations or their officials, not affiliated with the Sons of The American Legion or from agencies of government.

Such Matters Shall Be Disposed of As Follows:

Whenever matters or communications are received at Detachment Headquarters of the Sons of The American Legion or through the Detachment Adjutant, the Detachment Adjutant shall analyze the subject matter and take action in one or more of the following ways:

- b. Determine in accordance with his good judgment, whether or not such matter or communications is basically administrative in nature and if so, the Detachment Adjutant shall dispose of the matter himself as the administrator of the Detachment.
- b. If in the judgment of the Detachment Adjutant, the subject matter is of primary concern to or related to a program or function of one of the Detachment Commissions or Committees, he shall refer the same to the appropriate Commission or Committee for action or for consideration by the Commission or Committee looking towards presentation to the Detachment Executive Committee.
- c. Matters which do not fall within the above classifications or which in the opinion of the Detachment Adjutant, involve questions of policy, of sufficient importance to be considered directly by the Detachment Executive Committee, shall be referred to the Resolutions Committee for disposition.

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- d. The Detachment Executive Committee, with the exception of the latitude in **paragraph (c)** above, will directly consider only matters which bear the prior approval of a Squadron, County, District or referred to it by the Detachment Convention or which may be recommended to it by the Detachment Commander or be presented to it through the governing bodies of the National Organization, The American Legion or American Legion Auxiliary. All other matters as hereinbefore defined, which do not have the sponsorship specified in this paragraph, may become eligible for consideration by the Detachment Executive Committee by a Detachment Commission or Committee.
- e. The Detachment Adjutant shall keep and maintain a register of all matters officially received and this register will be continuous from meeting to meeting and continue to list a subject once placed thereon, until it is reported as disposed of.
- f. Detachment Commissions and Committees, when submitting their reports to the Detachment Executive Committee, shall include therein, a record of the disposition of all matters previously referred to them and shall designate each by its register number, if in that category.

Resolutions referred to Commissions or Committees and upon which such Commissions or Committees shall have acted in an administrative or in such other manner or shall satisfy the claim of the resolution, need only be reported to the Detachment Executive Committee as to the disposition. Resolutions referred to Commissions or Committees for study and report and referred by such Commissions or Committees to the Detachment Executive Committee for final action, shall be filed with the Resolutions Committee as contemplated in **paragraph (e)** above, with recommendation as to their disposition.

RULE 11

Form of Resolution

A. Resolutions which shall be offered for direct action of the Detachment Executive Committee, shall be prepared in appropriate form containing such informative preamble in the form of **“Whereas”** followed by statements of fact and shall specifically set forth what statement or declaration is to receive action of the Detachment Executive Committee. Such **“Resolving”** clause or clauses, shall contain the following leading language:

“RESOLVED, by the Detachment Executive Committee of the Sons of The American Legion, Detachment of Wisconsin, in regular (or special) meeting assembled in (City, State) on (Date or Dates) that, etc, etc – and be it further

“RESOLVED, that, etc, etc”.

B. Resolutions from Squadrons, Counties, Districts or other constituted groups that are to be forwarded to the National Organization or other agencies, after being acted upon by the Detachment Executive Committee, shall be in the form of a final resolution clause using the following leading language:

“And be it finally Resolved, by the Detachment Executive Committee in regular (or special) meeting assembled in (Municipality, State), on (Date or Dates) that, etc, etc”.

C. All resolutions for consideration by the Detachment Executive Committee, not emanating from a Commission or Committee of the Detachment Executive Committee, shall be forwarded to the Detachment Adjutant no later than (45) days prior to the opening session of the Detachment Convention and (60) days for Constitution and By-Laws amendments.

RULE 12

Resolutions Committee

The Resolutions Committee of the Detachment Executive Committee shall meet at least (1) hour prior to any regular meeting of the Detachment Executive Committee or any adjournment thereof.

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The Resolutions Committee shall prepare a digest and such supplements thereto as may be necessary, of all resolutions considered by it and for presentation to this committee, together with the recommendation of the Resolutions Committee.

The digest of resolutions and supplements thereto shall be given to each committeeman at the opening of the various sessions.

The Resolutions Committee shall have the cooperation of all officers and members of Commissions and Committees to obtain such information, facts and advice, as it may deem necessary to carry out its responsibilities and duties.

The Resolutions Committee shall have the authority to alter, amend, re-draft or substitute, for any resolution submitted to it for presentation to the Detachment Executive Committee, provided however, that the Resolutions Committee shall report the original resolution and its reason for any change.

RULE 13

Transaction of Business by Mail, Telegraph or Telephone

The Detachment Executive Committee, without meeting together, may transact business by mail or by electronic mediums on a matter of urgency, not involving new policies and which action cannot be delayed to the next regular meeting by voting upon proposed resolutions mailed or by electronic mediums, the Detachment Adjutant, with the approval of both the Detachment Commander and an American Legion member of the Advisory Committee of the Sons of The American Legion, Detachment of Wisconsin. Thirty (30) days shall be allowed for the return by mail or electronic mediums of the votes thereon to the Detachment Adjutant. The voting shall be considered closed at the end of the (30) days, provided that a majority of the members of the Detachment Executive Committee have returned their votes by that time or it shall be considered closed at any time prior thereto if and when all the members shall have returned their votes. Provided further, except in the case of an election to fill a vacant office that in the event one-third of the committee in writing objects to the ballot by mail or by electronic mediums, the matter shall not be decided and will be considered as the first order of business at the next regular or special meeting, provided further, that thereafter the Detachment Adjutant shall notify the committee of the action taken.

RULE 14

Suspension of Rules

No standing rule or order of the Detachment Executive Committee shall be suspended without (15) minutes notice, being given of the motion therefore, and no rule shall be suspended except by a vote of two-thirds of all the members present.

RULE 15

Amend The Rules of The Detachment Executive Committee

The rules of the Detachment Executive Committee may be amended by a 3/5th vote, of the voting members present of the Detachment Executive Committee.

RULE 16

Roberts Rules of Order to Govern

Except as otherwise herein specifically provided, Roberts Rules of Order, revised, shall govern.