

Revised
January 21, 2017



UNIFORM CODE OF PROCEDURE
FOR CONVENTIONS OF
THE SONS OF THE AMERICAN LEGION
DETACHMENT OF COLORADO

ARTICLE I
Call of Detachment Convention

1. The Detachment Convention shall be held annually in conjunction with the Department of Colorado Convention.
2. Not less than thirty days prior to the convention, the Detachment Adjutant shall issue an official call for the Convention announcing the date and location of the Convention. The call will be sent to each member of the Detachment Executive Committee, Past Detachment Commanders, each Squadron, each Squadron Commander and Squadron Adjutant whose address is on file with the Detachment Adjutant.
3. The call mailed to Squadrons will include a membership report indicating each squadrons authorized delegate strength, a delegate registration form and all properly submitted resolutions requiring action at the Convention.

ARTICLE II
Officials of the Convention

1. The Detachment Commander will be the presiding officer of the Convention. He may appoint a temporary chair in situations that require him to relinquish the chair for any reason.
2. If the Detachment Commander is not available to preside over the opening of the Convention, the Sr. Vice Commander shall preside over the opening of the Convention. In the absence of both the Commander and Sr. Vice Commander, the Detachment Executive Committee members present shall designate a Chairman.
3. The presiding officer of the Convention may appoint any assistant officers and functionalities as may be needed or desired to conduct the business of the Convention.

ARTICLE III
Delegates

1. Delegates to a Detachment Convention shall be accredited in writing to the Detachment Adjutant in the number and manner prescribed by Article VI, Detachment Constitution.
2. The Credentials Committee shall validate all registered delegates.

3. Detachment Delegate fees shall be \$2.00 per delegate.

ARTICLE IV Convention Committees

1. The Detachment Commander or other presiding officer will appoint such Convention Committees as deemed necessary but at a minimum, a Credentials Committee, Constitutional Amendments, Membership and a Resolutions Committee.
2. Each Committee will have at least 3 members, but no more than one member from any one squadron..

ARTICLE V Duties of Standing Convention Committees

1. Constitutional Amendments: To study and make recommendations to the Detachment Convention concerning all matters pertaining to proposed changes in the Detachment Constitution and By-Laws.
2. Credentials: To receive from the Detachment Adjutant a report of the number of authorized delegates and delegates registered by squadron and certify the report.
3. Membership: To establish membership goals for the upcoming year and recommend matters concerning membership to the Convention.
4. Resolutions: To review all resolutions submitted by the various squadrons and committees for relevance, proper formatting and completeness, and present such resolutions to the Convention with a recommendation to accept or reject said resolutions and the reasoning for the recommendation. The Convention Delegates are not bound by the recommendations of the Resolution Committee.

ARTICLE VI Organization of Squadron Convention Delegations

1. Squadron delegations to the Convention will designate a Delegation Chairman who will be identified on the Delegate Registration form, or a letter of authorization on Squadron letterhead signed by the Squadron Commander and Adjutant **or such other means as may be deemed acceptable**. Delegates will sit with their Squadron Delegation
2. The Delegation Chairman shall preside over the Squadron Delegation and announce the vote of the Delegation.

ARTICLE VII Rules of Convention

1. Robert's Rules of Order, Newly Revised (most Current Edition), shall be the authority on parliamentary procedure, with the following modifications:
2. A delegate desiring to make a motion or address the Convention shall rise, and identify himself by name and squadron prior to proceeding.
3. Debate shall be limited to five minutes for delegates and alternates.

4. 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.
5. Two delegates from any one delegation shall be permitted the floor on any one question. Where disagreement exists, the delegates will be allowed to speak on each side of the question.
6. No delegate will be allowed to speak more than twice on any subject except to answer questions directly posed to him by another delegate. Chairman of Convention Committees may speak as frequently as may be necessary in connection with the reports of their Committees.
7. On the roll calls, the Delegation Chairman shall poll his delegation on the floor and announce its vote.
8. Past Detachment Commander's votes shall be cast with their respective delegation.
9. Squadron delegations shall announce it in terms of full units.
10. There shall be no unit rule of voting.
11. Contested Elections of Detachment Officers and resolutions shall be by roll call.
12. 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.
13. Nominations for Detachment Officers shall be from the floor by a duly registered delegate or alternate who has been recognized by the chair. Each Squadron may present as many candidates as it chooses.
14. Nominating speeches for Detachment Officers shall be limited to five minutes each. Not more than two seconding speeches shall be made for any candidate, and said speeches shall be limited to three minutes. All nominating speeches shall be made by Sons of The American Legion members of Squadrons in this Detachment.
15. When more than two 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 Jr. Vice-Commanders.
16. Any Delegate Chairman may call for a brief informal recess for a caucus prior to the voting on any matter brought before the Convention.
17. The Convention will nominate and elect a Detachment Commander, a Detachment Senior Vice Commander, two or more Detachment Jr. Vice-Commanders, a Detachment Chaplain, a Detachment Sergeant-at-Arms, a National Executive Committeeman, and an Alternate National Executive Committeeman, in this sequence and as required in Article V of the Detachment Constitution.
18. A two-thirds majority of the delegates present is necessary for suspension of the Standing Rules of the Convention.

ARTICLE VIII Resolutions

1. Resolutions may be submitted by a Squadron, the Detachment Executive Committee or any Standing Committee, Convention Committee or previously appointed Ad-hoc Committees.

2. Resolutions originating with and approved by a Convention Committee shall be received and processed through the Detachment Adjutant and assigned a number.

3. The Detachment Adjutant shall maintain a Convention Register of all resolutions received, and shall identify each resolution by number, and identify the source of the resolution

ARTICLE IX

Amendment to the Uniform Code of Procedure

1. This uniform Code of Procedure may be amended by action of the Detachment Executive Committee.

The Uniform Code of Procedures was revised at the Mid-Year Conference Detachment Executive Committee meeting on January 21, 2017 signed by Adjutant Scott Garrett.

All previous versions of the "Uniform Code of Procedure for the Organization of Detachment Conventions of The Sons of The American Legion, Detachment of Colorado" are now therefore declared null and void.