



**10TH DISTRICT
THE AMERICAN LEGION
DEPARTMENT OF WISCONSIN**

**Rules of the
10th District Executive Committee**

RULES OF THE DISTRICT EXECUTIVE COMMITTEE

1. District Executive Committee.....	2
2. Officers	2
3. Order of Business.....	2
4. Decorum.....	3
5. Committee Report Procedure.....	4
6. Electronic Meetings	4
7. Closed Session	4
8. Amendment.....	5

1. DISTRICT EXECUTIVE COMMITTEE

- 1.1 The 10th District Executive Committee [DEC] of The American Legion, Department of Wisconsin, as provided by the Constitution and Bylaws of the 10th District, The American Legion, Department of Wisconsin, shall be a self-governing committee and transact business in accordance with these rules, subject only to the Constitution and By-Laws of the 10th District, The American Legion, Department of Wisconsin, and the mandates of the District Conference.
- 1.2 The DEC shall exercise the executive power of the District between District Conferences, shall perform any and all actions relating to the policy, business, or administration of the necessary and consistent with the exercise of the administrative power of the District, and may delegate to the appropriate committee authority to investigate and report back to the DEC.

2. OFFICERS

- 2.1 The District Commander shall be the Chair of the DEC. If the Commander is unable to attend a meeting, he or she shall designate a District Vice Commander to act as chair *pro tem* for the meeting.
- 2.2 The District Adjutant shall serve as Secretary.
- 2.3 If a County Commander is unable to attend a meeting of the District Executive Committee, a County Vice Commander or a representative from the county may be seated in his or her place with majority approval of the District Executive Committee.
- 2.4 Any vacancies of Chair or Secretary shall be temporarily filled by action of the DEC or committee for the meeting in which the vacancy occurs.

3. ORDER OF BUSINESS

- 3.1 The Adjutant, with direction from the Commander, shall prepare an agenda for each meeting, which shall be communicated to each member at least 10 days prior to the meeting. Meetings shall be opened and closed as prescribed in the Officers Guide and Manual of Ceremonies.

3.2 Generally, business will be transacted in the following order. The Chair may modify the order of business as necessary.

- Call to Order
- Salute to the Colors
- Invocation
- Pledge of Allegiance
- Roll Call
- Approval of minutes
- Introduction of Guests
- Committee reports
- Old or unfinished Business
- New business
- Officer reports
- Good of The American Legion
- Benediction
- Salute to the Colors

3.3 A general consent agenda may be used for items and reports where no discussion or additional action is anticipated. All items on the consent agenda shall be communicated to each member at least seven days prior to the meeting. Upon the request of any member, an item be removed from the consent agenda for separate discussion.

4. DECORUM

4.1 Members shall abide the dress code specified in the meeting call.

4.2 Cell phones and any other electronic communication devices shall be turned off or operated in a silent mode during meetings of the District Executive Committee.

4.3 A member desiring to speak shall wait to be recognized by the Chair.

4.4 No member shall speak a second time on a question during any meeting until any other member desiring to speak shall have been heard. No member shall speak more than twice on a question without first obtaining permission from the Chair. The Chairman of the Committee bringing a matter to the DEC shall have the right to conclude debate on any question.

4.5 Members shall only speak to the merits of the question under consideration, maintain a courteous tone, avoid personalities, refrain from attacking or questioning the motives of any other member and avoid the mention of other members' names in a demeaning or derogatory manner.

4.6 While the Chair is reporting or putting a question, none shall entertain private discourse, walk into, out of, or across the meeting room.

4.7 Nonmembers shall be permitted to speak only at the request of a member and with the permission of the Chair. Should there be an objection to a nonmember speaking, the issue shall be voted upon without debate. A majority vote will override such objection and the nonmember may be heard. This rule shall not prevent the Adjutant or the Judge Advocate from answering any questions put to them by a member, or from presenting information upon being recognized by the Chair.

- 4.8 Any voting member may call for a vote by show of hands, division or ballot at any time before the next item of business is taken up. This also applies when appealing the Chair's decision on a vote. A roll call vote shall be taken only upon the request of three voting members. The vote of any member shall be recorded in the minutes upon request.
- 4.8 DEC Members that have voice and vote: 3 Vice Commanders, 8 County Commanders and the Immediate Past District Commander. Remaining DEC members present have voice only.

5. COMMITTEE REPORT PROCEDURE

- 5.1 The receiving, accepting or approval of any committee report made to the DEC containing any recommendation for action, policy, or other matter within their scope shall constitute adoption of such recommendation, unless a member calls for a recommendation to be considered separately by the DEC for action. A call for separate action requires a second and a majority vote. Vote will
- 5.2 In all matters not specifically provided for in these rules or the District Constitution and By-Laws, the most recent edition of Robert's Rules of Order shall govern.

6. ELECTRONIC MEETINGS

- 6.1 At the call of the Commander or a Committee Chair, the District Executive Committee or any standing committee may transact business in a meeting held by telephone conference, email or virtual means when need arises. Participation in an electronic meeting shall not qualify for mileage payment. Rights of participation and voting shall be the same as in regular meetings.
- 6.2 Notice of the meeting and one or more formulated proposals (questions for action) shall be provided no less than three days in advance to all members and consultants, and to the Adjutant.
- 6.3 A motion for adoption of the proposals must be made by a voting member and seconded by a voting member. If there is no motion or the motion does not receive a second, no discussion or voting shall occur.
- 6.4 For meetings by telephone/virtual conference, discussion and action will be taken during the telephone/virtual conference. Voting shall be by roll call and results announced.
- 6.5 For meetings by email, there shall be a minimum of three days for interactive discussion. Responses should be sent to all participants in an email thread. The Secretary shall ensure that that responses are emailed to all participants. Following the close of interactive discussion, there shall be a minimum of five days for voting. Following the close of the voting period, the Secretary shall announce the results to all participants.
- 6.6 Minutes of electronic meetings shall be taken, and shall be presented for approval at the next regular meeting.

7. CLOSED SESSION

- 7.1 The District Executive Committee may convene in closed session upon a majority vote.
- 7.2 During closed session, only DEC members, Past District Commanders with right of participation, the Adjutant, and the Judge Advocate shall be permitted to remain in the meeting room. Sergeants at Arms may remain if deemed necessary by the Chair. With

approval of the Chair, a member may request the presence of any person with information relating to the closed session.

- 7.3 Minutes of closed sessions shall be maintained by the Adjutant and kept confidential until such time as they are authorized to be released by a majority vote of the DEC. Notwithstanding, minutes of a closed session may be inspected by any person who participated in such closed session or by a current voting member of the DEC at any time, or by the Judge Advocate if necessary to the furtherance of his or her duties.

8. AMENDMENT

These rules may be amended by majority vote.

Revision History

Initial Adoption __ / __ / ____