



**Uniform Code of Procedure for
The Organization of Department Conventions
for The Department of Texas**

Revised September 24, 2023

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UNIFORM CODE OF PROCEDURE FOR THE ORGANIZATION OF DEPARTMENT CONVENTIONS FOR THE DEPARTMENT OF TEXAS

CALL FOR THE DEPARTMENT CONVENTION

- I. Not less than thirty (30) days prior to the Department Convention as fixed by the Department Executive Committee (Article X, Department Constitution) the Department Adjutant shall issue an official call for the Department Convention. The official call for the Department Convention shall be served upon all Posts of The American Legion through the Post Adjutants, addressed to the official address of each Post as on record at Department Headquarters.

The Department Adjutant is hereby authorized to issue the official call to all members of the Department Executive Committee, Officers, Commissions, Committees, Boards, and other proper functionaries of the Department organization, and to other proper persons and organizations having an interest or responsibility in connection with the Department Convention.

- II. The official call for the Department Convention shall contain within its context or in proper annexes, or supplements affixed to the call, the following information, and instructions:
 - a) The time and place of the assembly of the Department Convention.
 - b) The purpose of the Department Convention includes statement of the business to be transacted.
 - c) Official announcement of the time and place for the election of Department Officers.
 - d) The composition of the Department Convention in terms of authorized delegates and other persons entitled to the official status as members of the Department Convention as provided in the Department Constitution and Bylaws. Such a Statement shall also include instructions for the issuance of official credentials, the time and place of filing the same, and other pertinent and proper procedural details.
 - e) The composition of the Department Convention in terms of authorized convention committee and specifications of their assigned tasks and shall include the official number of members of such committee, the manner of appointment of the 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 instruction shall properly apply to the orderly and efficient organization and operation of the Department Convention.

CONVENTION PROGRAM

- I. Except as may be provided otherwise herein or as directed by the Department Executive Committee, the establishment and arrangement of the "program of proceedings" of the Department Convention shall be the duty and prerogative of the Department Commander.

The Department Commander is empowered to invite proper guests to the Department Convention on behalf of The American Legion, Department of Texas, extend the privilege of addressing the Department Convention to appropriate speakers, and establish the "order of business" of the Department Convention and to order and arrange incidental ceremonies consistent with the Department Convention.

- II. In establishing the "order of business" the Department Commander shall restrict the schedule of guest speakers for the final session of the Department Convention. The election of Department Officers and the ceremony of installation shall be arranged and scheduled as part of the final session business.
- III. The Department Commander is hereby authorized and empowered to assign specific tasks to Department Officers or to appoint such members of The American Legion to perform tasks as may appear necessary in the conduct of the Department Convention.
- IV. The Department Commander shall publish a convention program with the "order of business" and events established, including a time schedule for the same, and shall cause such "order of business" to prevail except as properly altered by him/her for cause or set aside by the will of the Department Convention upon proper motion in accordance with the standing or special rules of the Department Convention as hereinafter provided.

OFFICIALS OF THE CONVENTION

- I. The presiding officer of the Department Convention shall be the Department Commander of The American Legion, Department of Texas. The Department Commander shall have power and authority to yield the chair from time to time to one of the Department Vice Commanders for the conduct of official business of the Department Convention.

The Department Commander may yield the chair to a Past Department Commander of the Department of Texas or to any other delegate of the Department Convention for ceremonial purposes.

In either instance the due note thereof shall be included in the minutes of proceedings.

- II. The Department Adjutant shall be the secretary of the Department Convention. The Department Adjutant may yield this office from time to time to any assistant during the Department Convention by and with the consent of the Department Commander or other presiding officer then in the chair.
- III. The Department Judge Advocate shall be the parliamentarian of the Department Convention. The Department Commander may appoint one or more assistant parliamentarians, such parliamentarians shall be member of The American Legion.
- IV. The Department Commander shall appoint such Assistant Sergeant-at-Arms of the Department Convention as may be necessary in conducting the proceedings and maintaining order in the Department Convention. All Sergeant-at-Arms shall be solely responsible to the Department Commander or presiding officer in the chair.
- V. The Department Commander shall be empowered and authorized to designate the official color guard of the Department Convention and other such functionaries as may be necessary to the proper conduct of proceedings and ceremonials as may be scheduled or directed.

PRELIMINARY ORGANIZATION OF THE DEPARTMENT CONVENTION

- I. Delegates to the Department Convention shall be accredited in writing to the Department Adjutant through the Department Credentials Committee Chairman in the number and manner prescribed by Article X of the Department Constitution. The rights of Posts to make and accredit substitutions for absentee delegates or alternate delegates shall be recognized by the Department Adjutant and/or Credentials Committee Chairman, provided that such substitution shall be officially certified by the Post Commander, Post Adjutant, or Post Delegation Chairman at the time of the certification.
- II. The Department Adjutant, within the limits of the Department Constitution, is authorized to design and circulate such proper forms as may be required to record and certify the accreditation of delegates and alternate delegates. The Department Adjutant is further authorized to establish such reasonable and proper administrative rules as may be necessary in assembling the official list of delegates and alternate delegates accredited and entitled to be seated in the Department Convention. All such forms and other administrative requirements shall be certified officially by the Post Commander, Post Adjutant and the Post Delegation Chairman at the times specified by the Department Constitution, the Department Commander, or the Department Adjutant. Disputes concerning the accreditation of delegates and alternate delegates shall be referred to the Credentials & Rules Convention Committee.

CONVENTION COMMITTEES

- I. Department Convention Committees shall be Americanism, Membership, Organization and Post Activities, National Security, Veterans Affairs and Rehabilitation, Constitution and By-Laws, Legislative, Marketing, Media & Communications, Resolution Assignment and Credentials and Rules.
- II. The Convention Committees shall consist of the Standing Commission or Committee Chairman of the respective Commission or subcommittee, one member from each District and one alternate who may serve in the absence of the principal, except that the Department Convention Resolutions Assignment Committee shall consist of a Chairman and the four Department Vice Commanders.

- III. The Department Commander shall appoint the Chairman of the Department Convention Committees for Resolutions Assignment and Credentials and Rules.
- IV. The following convention committees shall be established:
1. Americanism – 1 delegate per District
 2. Constitution & Bylaws (Constitutional Amendments) – 1 delegate per District
 3. Credentials & Rules – 1 delegate per District
 4. Legislative – 1 delegate per District
 5. National Security – 1 delegate per District
 6. Membership, Organization & Post Activities – 1 delegate per District
 7. Marketing, Media & Communications – 1 delegate per District
 8. Veterans Affairs & Rehabilitation – 1 delegate per District

DUTIES OF CONVENTION COMMITTEES

- I. **Americanism** – To recommend action on such resolutions as may be referred to by the Resolutions Assignment Committee. To receive and consider the reports submitted by the individual Sub-committees comprising the Americanism Commission. To formulate and recommend matters of American Legion policy to the Department Convention, including plans and programs respecting an understanding and appreciation of the government of the United States, its constitution and other historic political pronouncements as well as the duties and responsibilities of citizenship thereunder with reference to, but not limited to, matters pertaining to patriotic devotion to the United States, assimilation of aliens as United States citizens, education and educational facilities, providing protection, care and improved conditions for all children and youth, development of patriotic youth activities and other matters such as religious emphasis consistent with the aims and purposes of The American Legion in the cultivation of loyalty to the United States as expressed in the preamble to The American Legion Constitution.
- II. **Constitution & Bylaws (Constitutional Amendments)** – To recommend action on such resolutions as may be referred to by the Resolutions Assignment Committee. To study and make recommendations to the Department Convention concerning all matters pertaining to proposed changes in the Department Constitution and By-laws. Any proposed amendment to the Department Constitution and By-laws of The American Legion shall first receive an affirmative vote of the convention committee on Constitutional Amendments of at least two-thirds of the votes cast by that committee, in order for that committee to recommend adoption of any such proposed amendment to the Department Constitution and By-laws.
- III. **Credentials & Rules** – To recommend action on such resolutions as may be referred to by the Resolutions Assignment Committee. To review and adopt the Department Convention Rules and responsible for the certification of Post Delegates. To receive from the Department Adjutant a statement of the number of delegates to which the Posts are entitled under the Department Constitution, to verify and recommend approval of the same, including adjustment of disputes thereon and to report to the Department Convention at all first sessions.

To consider and devise special rules of order for the Department Convention not provided for in the rules of convention as may be required or directed by the Department Convention for the purpose of processing issues or the special business of the Department Convention. Such special rules shall apply only to the Department Convention for which they were adopted.

- IV. **Legislative** – To recommend action on such resolutions as may be referred to by the Resolutions Assignment Committee. To formulate and recommend matters of American Legion policy to the Department Convention including plans and programs respecting federal legislation including resolutions thereon not otherwise assigned to other convention committees.
- V. **National Security** – To recommend action on such resolutions as may be referred to by the Resolutions Assignment Committee. To receive and consider the reports submitted by the individual Sub-committees comprising the National Security Commission. To formulate and recommend matters of American Legion policy to the Department Convention, including plans and programs respecting the National Security of the United States and in training of the youth of the nation, to the end that the military, paramilitary and industrial potential of the United States shall be maintained.

- VI. Membership, Organization & Post Activities** - To recommend action on such resolutions as may be referred to by the Resolutions Assignment Committee. To receive and consider the reports submitted by the individual Sub-committees comprising the M, O & PA Commission. To formulate and recommend matters of policy to the Department Convention, including plans respecting promotion of American Legion membership.
- VII. Marketing, Media & Communications** – To recommend action on such resolutions as may be referred to by the Resolutions Assignment Committee. To review and select the winner of the Department Media Awards.
- VIII. Veterans Affairs & Rehabilitation** – To recommend action on such resolutions as may be referred to by the Resolutions Assignment Committee. To receive and consider the reports submitted by the individual Sub-committees comprising the Veterans Affairs and Rehabilitation Commission.
- IX. Resolution Assignment** – Responsible for reviewing and screening all resolutions presented to the Department for consideration, shall assign said resolutions to the appropriate committee for actions and in so much as possible, offer proper wording as to be considered by Department.

CONVENTION COMMITTEE PROCEDURES

- I.** The Department Convention Delegates that are assigned by their respective District to a specific Department Convention Committee will meet on the first day they assemble to act upon all resolutions referred to it by the Department Resolution Assignment Committee. The Department Convention Committee Chairman will submit the convention committee report to the Department Convention.
- II.** For each Department Convention Committees, the Standing Commission or Committee Chairman of the respective Commission or subcommittee shall serve as the Department Convention Chairman and shall at the appointed time and place, call the Department Convention Committee to order, call the roll of authorized delegates, and elect a Department Convention Committee Secretary from among the members of the Department Convention Committee. The Department Commander shall appoint the Chairman of the Resolution Assignment Committee and the Credentials and Rules Committee.
- III.** The Department Commander or the Department Executive Committee may from time to time establish special Department Convention Committees for specific purposes. Such special Department Convention Committees shall serve only during the Department Convention for which they are appointed.
- IV.** The Department Convention may cause the creation and appointment of a special Department Convention Committee upon proper motions adopted.
- V.** Department Convention Committees shall be called for the organization by the Department Convention in the convention city at a time and place to be designated.
- VI.** Each District shall designate one (1) Delegate and one alternate who may serve in the absence of the principal on each Department Convention Committee or subcommittee and shall file with the Department Adjutant a list of such designees at least two weeks prior to the Department Convention. Each District shall elect or appoint their designees at their Spring District Convention of their appointment to the Department Convention Committee
- VII.** Representation from a majority of the Districts present at that Department Convention Committee shall constitute a quorum in each department Convention Committee. Failing to establish an initial quorum the Department Convention Committee shall recess until a quorum is established.
- VIII.** Districts shall have the right of substitution of Department Convention Committee members provided proper credentials are filed with the chairman of said committee. In the event a District is not represented, the Department Convention Committee Chairman may appoint a delegate to the convention committee from that District.
- IX.** Department Convention Committees shall proceed to business promptly under the Uniform Code of Procedure for the Organization of Department Convention for the Department of Texas.

- X. Department Convention Committee should endeavor to complete their tasks and compose their final report by noon of the day of the opening of the Department Convention, provided all final policy forming Department Convention Committee reports to be presented to the Department Convention shall be approved by such Department Convention Committee in meeting held after the Department Convention is formally convened or, at the option of the Department Convention Committee, it may authorize the chairman and secretary of the Department Convention Committee by majority vote to sign and deliver the report on the Department Convention Committee's behalf. Such final reports shall be filed with the office of the Department Adjutant.
- XI. A Department Convention Committee report shall be prepared in the form best presenting the Department Convention Committee's recommendations. Particular attention shall be given to reporting the disposition of resolutions referred to by the Department Convention Committee. The work of Department Convention Committees, however, shall not be confined solely to resolutions referred to them, but may extend to action upon any proper subject within the scope and the Department Convention Committees may make comment and observation in their final report upon subjects of policy and operations.
- XII. Reports of the Department Convention Committees establishing pronouncement of American Legion policy or calling for legislative or other action, shall be supported by specific resolution provided the resolution is properly submitted in accordance with Department of Texas policies and requirements.
- XIII. Department Convention Committee reports in narrative form are acceptable.
- XIV. A delegate desiring to appear and be heard on a subject before a Department Convention Committee to which that delegate was not assigned shall request, first from the named delegate to speak on behalf of the District and second shall apply to the Chairman of the Department Convention Committee whose decision will be final.

ORGANIZATION OF CONVENTION DELEGATIONS

- I. That in accordance with the requirements of Article X, Section 13, Constitution of The American Legion, Department of Texas, parliamentary procedure of the Annual Convention of The American Legion, Department of Texas, shall be governed by "Robert's Rules of Order, Newly Revised," except as here in after modified.
- II. Article X, Sections 2, 3, 4, 5, 6, 16, 17 and 18 of the Constitution of the Department of Texas revised July 16, 2023, be strictly complied with. These sections are as follows:

Section 2. The Annual Convention is composed:

- a) **Department Officers.** Members of the Department Executive Committee and the Department Adjutant, none of whom except the Department Commander, shall be entitled to a vote unless duly elected as a delegate to the Convention by his Post.
- b) **Past Department Commanders.** The Past Department Commanders, who served in that capacity while a member of the Department of Texas, who may be present and who are members in good standing of a recognized Post of the Department of Texas, shall have one additional vote to be counted with the votes of their Post, but the additional vote of such Past Department Commander shall not be counted unless the Past Department Commander is registered and is present and on the floor at the convention at the time of vote.

Section 3. Allocation of Delegates. In the Department Convention each Post shall be entitled to two (2) delegates for the first fifteen (15) members. Post with less than fifteen (15) members shall be entitled to only one (1) delegate, each Post shall be entitled to one (1) additional delegate for each additional twenty-five (25) members or major fraction thereof, whose current dues have been received by Department Headquarters thirty (30) days prior to the date of said convention, and one (1) alternate for each delegate. The registered and certified delegates present at the Department Convention may cast the total vote authorized for the Post.

Section 4. Post Credentials Form. Every member elected or appointed to represent a Post as a delegate or alternate delegate to the Department Convention shall be listed on a certification form provided by the Department Adjutant, as the written notice of their appointment. The certification form will be signed by the Post Commander and Post Adjutant and be hand-carried by the Delegation Chair, who shall report to the Credentials Committee to register and certify the Post Delegates and Alternate Delegates.

Section 5. Signature Verification of Delegation Chair. Every delegate must be a member in good standing of the Post which they represent. The Chairman of each Post delegation must be identified to the Credentials Committee by comparison of their signature and the signature on their membership card.

Section 6. Check Membership Cards. All delegates registering at the Department Convention shall be required to present their current American Legion membership card before being permitted to register.

Section 16. Convention Rules. The Department Executive Committee shall provide a Uniform Code of Procedure for the orderly organization and operation of Department Conventions with continuing power of revision and said Code shall be applicable at all Department Conventions unless it is amended, suspended, or repealed by a majority vote of the total authorized representation at a Department Convention.

Section 17. Post with No Credentials List. A delegate or delegation of a post with no credentials form signed by the Post Commander and Post Adjutant, may complete a credentials form and submit it to the Credentials Committee to be considered for action of the Department Convention as a disputed or contested delegation.

Section 18. Contested Delegation. In the case of a disputed or contested delegation from a post, the Credentials Committee will bring the case with a recommendation to the Department Convention for a decision. A majority vote of the Department Convention will decide the case.

RULES OF CONVENTION

Each delegate should be familiar with the rules of the Convention. The rules suggested are subject to change by the Rules Committee and after its action will be submitted to the Convention at its opening session.

- I. No one shall be admitted to the Convention floor unless he or she has paid their registration fee, except those who have been personally invited by the Department Commander. The Department Executive Committee has waived the requirement to pay registration fee for all WWI, WWII and Korean War Veterans attending the Department Convention.
- II. That All Post delegates be seated with their respective District delegates, in rows behind their District Banner.
- III. That no person other than those composing the Annual Convention, as provided in Article X of the Constitution of The American Legion, Department of Texas, be allowed the privilege of the floor, except on the invitation of the Department Commander. Any person seeking recognition shall rise to their feet and being accorded recognition by the officer presiding over the convention, shall state their name, number and location of their Post before proceeding to speak.
- IV. That the Chairman of all Post delegations shall present their Post Credentials to the Credentials Committee prior to 8:00 a.m., the last day of the Convention. Each District Commander shall check with the Credentials Committee prior to said time, to see that all Posts in their District have been properly certified. No person who is listed as a delegate or alternate representing a Post at the Convention "who has not paid their dues for the calendar year (January 1 through December 31) shall be seated" as such by the Credentials Committee.
- V. That the Credentials Committee and/or any certified Delegate shall have the right at any time to challenge any person offering to cast the vote of any Post.
- VI. That in the event of a roll call during the Convention, the District Commander, or District Chairman, will poll the certified Posts of the District on the question. At the conclusion of the District Poll, the Department Adjutant will call the roll by District in numerical order. The District Commander or District Chairman will announce the total vote of the certified Posts present, both for and against the question and those that passed, that the District Commander or District Chairman shall certify in writing on an official tabulation sheet to be furnished by the Department, retaining a copy of the votes by Posts on each roll call to the Department Adjutant. In the event the vote of a District is challenged, the Department Adjutant will poll the District by Posts.
- VII. In the event that a vote is questioned by a delegate, that District shall be given three minutes for re-caucus: then if a roll call is still demanded, it shall be at the discretion of the Convention presiding officer.

- VIII.** The vote of all officers, where more than one candidate is nominated shall be by roll call. Action on the report of the Constitution and By-Laws Committee shall be by roll call by District on that portion of the report to which objection is offered. All other votes may be by viva voce unless a roll call is asked for by at least three (3) Districts.
- IX.** That no delegate shall speak more than twice on the same subject, or for more than five (5) minutes on the first occasion and two (2) minutes on the second occasion, except that the Chairman of a Department Convention Committee or Commission may speak as frequently as it becomes necessary with the report of a committee or commission.
- X.** That the order of business of this Convention shall be outlined in the official program, except that when deemed expedient by the Department Commander, and with the consent of the majority of the delegates present, on the floor of the Convention, such order of business may be changed. While the order of business is under consideration, no person shall be recognized for any purpose outside that order of business, except by unanimous consent of the Convention. The Department Commander shall have the authority to order the Sergeant-at-Arms to round up delegates and close the Convention doors to maintain a quorum for transaction of business until the order of business is concluded.
- XI.** That where more than two candidates are nominated for any office, balloting shall continue until one candidate shall have received the majority of the votes; and if on any roll call one candidate fails to receive a majority of the votes cast, the candidates receiving the least number of votes will be dropped from the succeeding roll call, and the two (2) candidates receiving the greatest number of votes on the original ballots shall be voted upon to determine the one elected.
- XII.** The nomination for officers shall be by numerical roll call of Districts and any District shall have the right to yield to any other District for this purpose. ("During even numbered years, the roll call shall start with the 1st District and end with the 23rd District; and during odd numbered years, the roll call shall start with the 23rd District and end with the 1st District.")
- XIII.** That nominating speeches shall not exceed five (5) minutes. Not more than two (2) seconding speeches, limited to two (2) minutes each, shall be made. The election of the Department Commander shall be the last item in the order of business of this convention.
- XIV.** Candidate speeches at the Convention shall be limited to five (5) minutes.
- XV.** The credentials list of each post shall contain the method of voting for those delegates who do not attend the convention, i.e., either the Pro Rata Rule or the Modified Unit Rule.
- XVI.** The official tabulation sheet referred to in Rule VI above shall be furnished by the Credentials and Rules Committee for each Roll Call Vote and shall include for each Post the number of delegate votes and Past Department Commanders. Each Post Delegation Chairman shall indicate the number of delegates present on the floor and those voting in favor or against the motion and the weighted votes of the absent delegates, using the Pro Rata Rule or the Modified Unit Rule. The Talley sheets will be turned into the Department Adjutant after balloting.

Example: Illustrating Difference between Pro Rata Rule and Modified Unit Rule

Post	Pro Rata or Mod Unit	Delegates	PDC	Total	Delegates Present	PDC Present	Delegates		PDC		Weighted Vote		Reported Vote	
							For	Against	For	Against	For	Against	For	Against
999	Pro Rata	12	1	13	4	1	3	1	1		9	3	10	3
998	Mod unit	12	1	13	4	1	3	1	1		11	1	12	1

- XVII.** If a Post does not select a method of voting for their delegates not attending the convention, the Pro Rata Rule will be used for tabulating votes.
- XVIII.** No other method of balloting will be authorized.
- XIX.** All delegates to the Convention are free to vote for resolutions, motions, or candidates of their choosing and are not bound to vote for resolutions, motions or candidates chosen by their district or division. Districts and divisions shall not coerce post delegates to comply with district or division resolutions to block votes for candidates or other measures.

RESOLUTIONS TO BE CONSIDERED BY THE DEPARTMENT CONVENTION (OTHER THAN PROPOSED AMENDMENTS TO THE DEPARTMENT CONSTITUTION AND BY-LAWS)

- I.** All resolutions to be presented at the Department Convention should be in writing, certified to by subordinate units from which they are sent and filed at Department Headquarters at least thirty (30) days prior to the Department Convention.
- II.** All resolutions received by Department Headquarters for submission to the Department Convention will be assigned a number by the Department Adjutant prior to being delivered to the Department Resolutions Assignment Committee and such resolutions, once assigned a number, will continue to carry such number through the committee assigned to and on convention floor.
- III.** Any resolution to be presented to the Department Convention which has not been filed with Department Headquarters thirty (30) days prior to such convention, may be presented to the Department Resolutions Assignment Committee not later than 8:00 A.M. on Friday at the Department Convention and on a two-thirds vote of the Resolutions Assignment Committee such resolution will be assigned to the proper committee for consideration at the convention. No resolution shall be presented from the floor of the Convention unless it has previously been rejected by the proper Convention Committee: and then may be presented only by a member of the committee who voted for the Resolution in the committee meeting.
- IV.** That the Resolution Assignment Committee shall have the authority to determine if the subject matter of the resolution is germane to the program of The American Legion.
- V.** Resolutions originating or emanating from a Department Convention Committee submitted to the floor of the Convention shall be accepted, rejected, or referred. Each resolution submitted from a Department Convention Committee to the convention floor shall be in writing on forms provided by Department Headquarters and certified to by the Department Committee Chairman. A number for such resolutions shall be obtained from the Resolutions Assignment Chairman.
- VI.** Where a resolution carries dual subject matter that pertains to two or more committees, the Resolutions Assignment Committee shall determine which committee has basic responsibility and refer same to that committee first, then indicate to that committee which additional committees the resolution should be referred and in what order.
- VII.** All resolutions originating in Posts or District Executive Committees must be forwarded to the respective District Conventions for consideration by the Department Convention. Such District adopted resolutions need not be forwarded to the respective Division Convention for consideration unless specifically requested by the respective District Convention; however, irrespective of the action taken thereon by the Division Convention such District passed resolution will be forwarded to Department Headquarters for presentation to the Department Convention for consideration.
- VIII.** Division Conventions may originate resolutions as a subordinate unit and submit same to Department Headquarters for presentation to the Department Convention for consideration.
- IX.** The Department 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.

X. In submitting resolutions, the following points should be carefully observed:

1. A resolution shall deal with only one subject. Do not attempt to deal with more than one subject in the RESOLVING clauses.
2. All local RESOLVING clauses are to be omitted, substituting therein a clause resolving national action, i.e. the resolution as submitted should be worded for the Department Convention as follows:

RESOLVED, By The American Legion, Department of Texas in State Convention assembled in (City), Texas, July xx, xx and xx, 20xx, That —

3. Each resolution is to be worded in full, including all WHEREAS clauses as well as the RESOLVING clauses.
 4. Each resolution is to be signed in black ink and the originating source clearly typewritten or indicated, unless it is submitted as a computer file. Then the originating source is to be placed in the header of the form.
- XI.** Each resolution should be supported by the identification of the individual or group originating the resolution, and also by a written statement or brief containing the supporting arguments in favor of the action sought, and clearly establishing the material relevance of the subject to the purpose for which The American Legion was formed.

PROPOSED AMENDMENTS TO THE DEPARTMENT CONSTITUTION AND BY-LAWS

- I. Proposed amendments to the Department Constitution and By-Laws must be presented in writing to the Chairman of the Department Convention Constitution and By-Laws Committee by noon of the opening day of the Convention business session (i.e., Friday).
- II. All proposed amendments must be read on the convention floor at least four hours before being voted upon. This reading should be on the agenda for the first business session on Friday.
- III. At the second business session of the convention, the Chairman of the Department Convention Constitution and By-Laws Committee will move to approve the amendments that have been approved by the Committee by a two-thirds majority vote. Two-thirds of the convention delegates must vote in the affirmative to approve an amendment. Other proposed amendments not recommended by the committee can be considered if properly moved and seconded; no minority report is necessary.

AMENDMENTS TO THE UNIFORM CODE OF PROCEDURE

- I. This Uniform Code of Procedure may be amended:
 1. By majority vote of the total authorized representation at a Department Convention on a resolution properly before it, or
 2. By action of the Department Executive Committee.

AUTHORITY

- I. **Article X, Section 16, Department Convention**
The Department Executive Committee shall provide a Uniform Code of Procedure for the orderly organization and operation of Department Conventions with continuing power of revision and said Code shall be applicable at all Department Conventions unless it is amended, suspended, or repealed by a majority vote of the total authorized representation at a Department Convention.