Sons of
The American Legion

RULES

of the
National
Executive
Committee

RULES
OF THE
SONS OF
THE AMERICAN LEGION
NATIONAL EXECUTIVE
COMMITTEE MEETING

Adopted:

October 18-19, 1972;
October 13-14, 2007;
May 2-3, 2015 &
October 12-13, 2022
By the
SAL National
Executive Committee
And the
National Executive
Committee of
The American Legion

RULE 1

Self-Governing

The National Executive Committee of the Sons of The American Legion ("Committee"), as defined by the National Constitution and National By-Laws of the Sons of The American Legion (C&BLs), 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 and resolutions of the National Conventions of The American Legion ("Convention") and Committee meetings. Voting representation is defined as twenty-five (25) Detachments of the Sons of The American Legion of voting NEC or the Alternate NEC at an NEC meeting, with a quorum that is established by a roll call.

RULE 2

Officers

The national commander shall be the Chair of the Committee, and the national adjutant shall serve as Secretary. Any temporary vacancies in such offices of Chair and Secretary shall be filled by action of the Committee, for the respective meeting in which the vacancy occurs.

RULE 3

Powers and Rights

The Committee is specifically empowered to exercise the following powers and rights and may delegate to

any national commander's appointed subcommittee that is composed of members of the Committee the 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 said action shall not be contrary to, nor in derogation of, actions of the Convention, except that any policy adopted by the National Organization, as follows:

"Resolved, That any policy adopted by the National Organization of the Sons of The American Legion by convention action shall be a mandate during the year of its adoption and thereafter shall continue as the national policy of the National Organization unless changed by subsequent Convention action or by action of the National Executive Committee," except that mandates pertaining to legislative action by the Congress of the United States shall be effective only to the date of final adjournment of the Congress during which such resolutions were adopted by a National Convention or the National Executive Committee, except that resolutions passed at the National Convention or the National Executive Committee meeting shall be effective until the adjournment of such new Congress.

B. To determine the number of members of all National Commissions, National Committees, Boards or Subcommittees of the National Executive Committee created by the National Commander not in conflict with the C&BLs of the Sons of The American Legion or the Committee, and to ratify the appointments made

by the National Commander. Such National Commissions, National Committees, Boards or Subcommittees of the Committee shall receive full instructions from the Committee by resolution specifying their purpose, scope, function and authority, and each National Commission, Board or Subcommittee of the Committee which has met since the last meeting of the Committee and at least three weeks prior to the next ensuing meeting of the Committee shall prepare preliminary reports for distribution by the national adjutant to members of the Committee preceding any meeting, regular or special.

C. Upon any report made to the Committee by any National Commission, National Committee, Boards or Subcommittee of the Committee and containing any recommendation as to future conduct, or as to the future policy of matters within their scope, the receiving, accepting or approval of such report shall not mean the adoption of such recommendations and each specific recommendation as to future conduct, or as to future policy, shall be embodied in a resolution for the consideration and action of the Committee and/or Convention.

D. To make financial decisions when necessary, relative to expenditures for which appropriations have been made by the Committee and to make emergency appropriations necessary to implement action by the Committee.

E. To request emergency appropriations from funds under control of The American Legion.

F. To explore matters requiring the attention of the Committee and offer recommendations thereof to the Committee.

G. To advise the national officers, or National Commissions with regard to problems arising in the performance of their duties or functions.

H. In general, to perform between Conventions any, and all, actions necessary and consistent with the exercise of administrative power by the Committee.

I. In fulfilling its duties and responsibilities, the National Executive Committee of the Sons of The American Legion shall be responsible to the Internal Affairs Commission and the National Executive Committee of The American Legion.

RULE 4

Powers of the Committee Over its Members

A. If a quorum, as defined in the C&BLs, is not present, the national commander may order a call-in of the Committee and send for the absentee Committee members.

B. In the case that less number than a quorum of the Committee shall convene, those present are hereby authorized to send the Sergeant-at-Arms, or any other person or persons by them authorized, for any and all absent Committee members present within the city where the meeting is being held. This rule shall apply to the meeting of the Committee at the legal time

of meeting, as to each day of the session and until after the hour has arrived, to which the Committee stood adjourned.

RULE 5

Decorum

A. No member of the Committee, or other person except the Secretary and his assistant(s), shall visit or remain by the Secretary's table while the yeas and nays are being called or counted.

B. No member shall speak more than twice upon the same subject without leave of the Committee, nor more than once until every member choosing to speak shall have spoken.

C. While the national commander is reporting or putting forth a question, no one shall entertain private discourse, read, stand up, and walk into, out of, or across the Committee room.

D. No question shall be debated until it has been repeated by the Chair, and then the proponent's mover shall have the right to explain one's views, in preference to any other member.

E. While the national commander is putting forth the question, any member who has not spoken before to the matter may speak to the questions before the negative is put forth.

F. During any debate, any Committee member, though he has spoken to the matter, may arise and speak to the orders of the Committee if they be transgressed, in case the national commander does not; but if the national com-

mander stands up at any time, the national commander is first to be heard.

G. Whenever the Committee member and the Alternate Committee member from any detachment shall be absent from any meeting or session of the Committee, the courtesy of the floor may be granted to an accredited representative of the detachment not represented; provided, however, that the right to vote shall not be transferred or delegated.

H. Whenever a division of vote is to be determined on any question before the Committee, the presiding officer may determine division by:

1. Voice vote, with right of recourse to a "teller vote" or "roll call vote" as hereinafter provided; or
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; or
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 three Committee members.
4. On any voice vote, any member of the Committee shall have his vote recorded upon request.
5. If the meeting is held under Rule 13, the electronic method so used by the internet meeting service may also be used.

I. If there is no division of vote on a question

and/or objection to a motion before the Committee, the presiding officer may pass the matter by unanimous consent.

RULE 6

Committee of the Whole

a. When the Committee shall enter into the Committee of the Whole, the national commander shall leave the Chair and appoint a Chair to preside over the Committee of the Whole.

b. The Committee of the Whole shall consider and report on such subjects as may be committed to it by the Committee. The rules of the Committee shall be observed in the Committee of the 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 of the Whole shall not be recorded on the minutes of the Committee, excepting so far as they are reported to the Committee by the Chair of the Committee of the Whole.

RULE 7

Order of Business

The order of business of the Committee shall be:

1. Salute to Colors
2. The Invocation
3. POW/MIA Remembrance Ceremony
4. Pledge of Allegiance
5. Preamble

6. Roll Call
7. Read the minutes of the former meeting.
8. Dispose of letters of communication.
9. Receive reports from National Officers of the Sons of The American Legion.
10. Receive reports from National Commissions, National Committees, Boards and Subcommittees of the Committee.
11. Receive resolutions, motions and petitions.
12. Act upon unfinished business of the preceding day and resolutions lying over from the previous day.
13. Appointment of members of standing or special Commissions, Committees, Boards and Subcommittees of the Committee.
14. Miscellaneous business.
15. Benediction.
16. Salute to Colors.

RULE 8-A

Fiscal Policy

All matters of business affecting the fiscal policy of the Sons of The American Legion may be given a recommendation by the Committee and forwarded to The American Legion's National Internal Affairs Commission. If the Meeting is held under Rule 13, the necessary documents per this Rule shall be provided to all Committee members by email.

Legislative Program

A legislative program may be prepared for each session of the Congress by the National Legislative Commission and submitted for action of the Committee.

Such program shall be prepared from resolutions calling for legislation approved by the National Convention or by specific direction of the Committee.

The National Legislative Commission shall submit any legislative program to the Committee with recommendations as follows:

a. Bills to be originated by the Sons of The American Legion for introduction in the Congress are in conformity with a specific program of the Sons of The American Legion.

b. Bills pending in the Congress which the Sons of The American Legion disapprove and will support.

c. Bills pending in the Congress which the Sons of The American Legion disapprove and will oppose.

In designing the legislative program the National Legislative Commission is authorized to select from Convention-approved resolutions items for inclusion in the legislative program, which conform to basic programs of the Sons of The American Legion, which are timely and which, in its best judgment, can be successfully advanced for Congressional action. Legislative programs approved by the Committee shall remain in force

and effect during the life of the Congress to which they relate.

The Committee shall not approve of any item of business affecting or relating to legislation in any way without the prior consideration of the National Legislative Commission and receiving appropriate recommendations thereon.

All matters of business affecting the legislative policy of the Sons of The American Legion is for recommendation by the Committee to the National Advisor or Advisors.

RULE 9

Procedure

A. Letters and communications addressed to the Committee or to the national commander, the national adjutant or any other national officer and by them referred to the Committee shall be read (or published as determined by the national commander) by the national adjutant. Such letters and/or communication shall be disposed of in one of the following motions:

1. By a "motion to accept." Such acceptance shall have the effect of approving the subject matter and may include specific instructions for further disposition, i.e., by directions to the national commander, national adjutant or other proper officer; by reference to an appropriate Commission or Committee or other proper instruction.
2. By a "motion to receive and file." Such a receive and file motion shall denote neither

approval nor disapproval of the subject matter and shall require no action on the part of National Officers or others beyond a formal reply as determined by the national commander.

3. By a "motion to reject or decline." Such a motion shall mean disapproval and should include specific instructions for further disposition as contemplated in Rule 9, Section A, subsection 1.

B. Reports of national officers shall be acted upon directly by the Committee, except that by direction of the Committee a report of any officer may be referred to a Subcommittee of the Committee for study and report thereon; provided, however, that such referral shall not continue beyond the meeting of the Committee to which such officer's report is first submitted.

Reports of national officers shall not be altered or amended by the Committee, nor may any such report be rejected. In the event that the Committee shall not agree with the report or any statement herein contained, then, and in such event, if the presiding officer or the Committee so determines, a separate memorandum shall be prepared as determined by the national commander setting forth the objections, which such memorandum, if approved by the Committee, shall be filed with the report. Any such memorandum, when submitted, shall be subject to amendment.

Reports of officers shall be disposed by one of the following motions:

1. "To approve" the report. Such action shall

constitute approval of the statements made in the report.

2. "To disapprove" the report. Such action shall have the effect of disapproving any or all statements in the report, but such action 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 of Rule 9 Section B shall automatically cause the report to be received and filed.

C. Reports of the National Commissions shall include a report of the National Committees assigned to them, except that for good reasons, by direction of the national commander, a National Committee may report directly to the Committee. Reports of National Commissions, National Committees, Boards or Subcommittees of the Committee shall be received and shall then be disposed by the following motions:

1. "To approve" the report. Such motion shall constitute approval of the Statements made in the report subject to the procedure outlined in Rule 3-c of the committee.

2. "To receive and file" the report. Such motion shall constitute only a routine disposition of the report.

3. "To re-commit" the report. Such motion shall return the report to the Commission or Committee of origin for further study and report and may be accompanied by

specific instructions.

4. "To commit the report to a special Subcommittee of the National Executive Committee." Such motion shall contemplate specific study and such Subcommittee shall return the report to the Committee with recommendations.

5. "To commit to the Committee of the Whole." Upon adoption of such a motion, the 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 Committee for final disposition.

A negative vote on motion 1 of Rule 9 Section C shall automatically cause the report to be received and filed.

D. Any member of the Committee shall be privileged to present a resolution in his own right in any of the following ways:

1. Under a proper order of business, in which case the subject matter thereof shall be germane.

2. Under miscellaneous business.

3. Upon unanimous consent of the Committee at any session of the Committee, at an appropriate interval in the order of business.

4. Under a suspension of the rules.

E. All National Commissions, National Committees, Boards or Subcommittees of the Committee shall be required 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 Committee take action as contemplated in Rule 3, Section C. Such resolutions shall be filed with the Subcommittee on Resolutions prior to the first session of any meeting of the National Executive Committee at which action thereon is contemplated. The Subcommittee on Resolutions shall report such resolutions to the Committee with appropriate recommendations immediately following the disposition of the report of the National Commission or Committee concerned.

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

1. "Sons of The American Legion" sponsored matters:

   a. Sons of The American Legion sponsored matters would be resolutions from properly constituted Sons of The American Legion organizations: Squadrons and intermediate bodies (which have been approved by their detachment convention or detachment executive committee), Detachment Executive Committee, Detachment Convention, National Convention or resolutions submitted by any National Commission or Committee.

   b. Resolutions emanating from the National Organizations of The American Legion, the American Legion Auxiliary or any official component thereof.

   2. "Official" matters

Official matters are those items which originate with Sons of The American Legion officers or other officials such as Commanders or other officials of Squadrons, intermediate bodies, Detachments, the Commander of the National Organization of The American Legion or the President of the National Organization 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.

G. Such matters, as listed above in Rule 9, Section F, Subsections 1-3, shall be disposed of as follows:

Whenever matters are received at National Headquarters of Sons of The American Legion, the national adjutant of the Sons of The American Legion shall analyze the subject matter and take action in one or more of the following ways:

1. Determine in accordance with one's good judgment whether or not such matter or communication is basically administrative in nature, and if so, refer the matter to the appropriate Division or Director of The American Legion for disposition.

2. If in the judgment of the national adjutant of the Sons of The American Legion the subject

matter be of primary concern to or related to a program or function of one of the National Commissions of the Sons of The American Legion, such matter shall be referred to the appropriate National Commission for action or for consideration by the Commission.

3. Matters which do not fall within the above classifications, or which in the opinion of the national commander or national adjutant of the Sons of The American Legion involve questions of organizational policy of sufficient importance to be considered directly by the Committee of the Sons of The American Legion shall be referred to the Subcommittee on Resolutions of the Committee for disposition.

H. The Committee, with the exception of the latitude in Rule 9, Section G, Subsection 3, will directly consider only matters which bear the prior approval of a Detachment Convention or Detachment Executive Committee, or referred to it by the National Convention, or which may be recommended to it by the national commander, or be presented to it through the governing bodies of The American Legion or the American Legion Auxiliary. All other matters that do not have the sponsorship specified in this paragraph may become eligible for consideration by the Committee only in the event that they have been recommended for approval to the Committee by a National Commission of the Sons of The American Legion.

I. National Commissions when submitting their reports to the Committee shall include therein a record of the disposition of all

matters previously referred to them that year and shall designate each by its register number if in that category.

Resolutions referred to Commissions and upon which such Commissions shall have acted in an administrative or in such other manner or shall satisfy the purport of the resolution need only be reported to the Committee as to the disposition. Resolutions referred to Commissions for study and report and referred by such Commissions to the Committee for final action shall be filed with the Subcommittee on Resolutions as contemplated in Paragraph e above, with recommendation as to their disposition.

J. The national adjutant of the Sons of The American Legion shall keep and maintain a register of all matters officially received (i) received from a department (for example: items from any Department Convention or Department Executive Committee); (ii) sponsored by a Committee member; or (iii) referred to National Commissions. The national adjutant shall report these referrals to the Committee in order that the National Executive Committeemen from the respective Detachment shall be informed of the referrals previously made concerning matters which originate within their respective Detachments. 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.

RULE 10

Form of Resolutions

A. Resolutions, which shall be offered as the direct action of the Committee, shall be prepared in appropriate form containing such informative preamble in the form of "Whereas" followed by statements of fact and shall conclude with a resolving clause, or clauses, which shall specifically set forth what statement or declaration is to receive action of the Committee. Such resolving clause or clauses may contain the following leading language.

> "RESOLVED, By the National Executive Committee of the Sons of The American Legion in Indianapolis, Indiana (or other place), on (date or dates), That, etc. and be it further

"RESOLVED, That, etc."

B. Resolutions of squadrons' intermediate bodies or other officially constituted subordinate organizations which shall have received favorable action by their respective Detachment Conventions or Detachment Executive Committee, and which shall have an appropriate endorsement thereof in resolution from shall be acted upon by the Committee in the form of a final resolving clause in the following leading language:

> "And be it finally Resolved, By the National Executive Committee of Sons of The American Legion in regular (or special) meeting assembled in Indianapolis, Indiana (or other place), on (date or dates), That, etc."

C. Resolutions of Detachment Conventions or Detachment Executive Committees shall be similarly acted upon by the National Execu-

tive Committee in the form of a final resolving clause as contemplated in Rule 10, Section B.

D. All resolutions for consideration by the Committee not emanating from a National Commission or National Committee of the Committee shall be forwarded to the national adjutant of the Sons of The American Legion at least fifteen (15) days prior to the meeting of the Committee.

RULE 11

Subcommittee on Resolutions

The Subcommittee on Resolutions ("Subcommittee") of the Committee shall meet at least two (2) hours prior to any regular meeting of the Committee held in May and October of each year or any adjournment thereof.

The Subcommittee 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 Subcommittee.

Copies of resolutions and supplements thereto shall be placed on the desk and/or mailed or e-mailed to each Committee member at the opening of the various meetings.

The Subcommittee shall have the cooperation of all officers, the National Liaison and members of Committees and Commissions to obtain such information, facts and advice as it may deem necessary to carry out the Subcommittee's responsibilities and duties.

The Subcommittee shall have the authority to alter, amend, redraft or substitute for any resolution submitted to it for presentation to the Committee; provided, however, that the Subcommittee shall concurrently report the original resolution to the Committee and the Subcommittee's reason for any change.

RULE 12

Transaction of Business by Mail, Email, Fax or Telephone

The Committee, without physically meeting together, may transact business by mail, email, telephone, video conference or by any other such means available as determined by the national commander by voting upon proposed resolutions mailed, emailed, telephoned, video conferenced or provided by any other such means available to them by the national adjutant with the approval of the national commander. Fifteen days shall be allowed for the return, by mail, email, telephone, video conference, or any other such means available, of the votes thereon to the national adjutant. The voting shall be considered closed at the end of the fifteen days: provided, that three-fourths of the members of the Committee have returned their votes by that time, or it shall be considered closed at any time prior thereto if and when all the Committee members shall have returned their votes: Provided, further, that in the event one-third of the Committee in writing objects to the ballot by the voting method utilized, the matter shall not proceed and will be considered as the first order of business at the next regular or special meeting of the Committee. The results of the action taken shall be provided to all Committee members

by the national adjutant.

RULE 13

Meeting By Use of the Internet or Video Conferencing

A. The Secretary shall send by email notice to every Committee member at least eight (8) days prior to any Internet or video conference meeting ("Meeting"): (i) the Meeting(s) day and time; (ii) the Meeting(s) connection URL and code(s); and, (iii) as an alternative and backup to the audio/video connection included within the e-mail notice, a phone number and access code(s) the Committee member may need to participate in the Meeting by telephone. The Secretary shall also include a link to the Rules with this email notice.

B. The Secretary shall schedule the Meeting sign-on service availability for all Committee members beginning at least 30 minutes before the Meeting scheduled start time.

C. Upon signing into the meeting all Committee members shall identify themselves and shall consistently maintain Internet and/or audio access throughout the Meeting.

D. The Meeting quorum number is determined based upon the National By-Law requirements. Thereafter, the continued presence of a quorum attendance is determined by the online list of Committee members, unless a Committee member demands a quorum count by an audible roll call. Such a demand may

only be made following any vote for which the announced totals add to less than a required quorum.

E. Each Committee member is responsible for his or her audio and Internet connections as no action shall be invalidated on the grounds that the loss of, or poor quality of, a Committee member's individual connection prevented participation in the Meeting.

F. The Chair may cause or direct the disconnection or muting of a Committee member's connection to the Meeting. The Chair's decision to do so shall be announced during the meeting and recorded in the Meeting minutes.

G. To seek recognition by the Chair, a Committee member shall raise his hand, or utilize the method within the Internet meeting service being used.

H. A Committee member intending to make a motion, or request, shall raise his hand, or utilize the method with the Internet meeting service being used, and shall thereafter wait a reasonable time for the Chair's instructions before attempting to interrupt the speaker by voice.

I. A Committee member intending to make a motion or offer an amendment not previously provided to all Committee members, shall, before or after being recognized, post the motion, or amendment, in writing to the online area designated by the Secretary for this purpose, along with the Committee member's name. The use of the on-line area designed for this

purpose by the Secretary shall be restricted to posting the text of intended motions or amendments.

J. The Secretary shall designate an online area exclusively for the display of an immediately pending motion/question and other relevant pending question(s) (such as the main motion when an amendment is immediately pending); and, to the extent possible, the Secretary, or an appointed assistant, shall cause such question(s) to be displayed therein until disposed of by the Committee.

K. Committee member votes shall be taken by the voting feature of the Internet meeting service, unless a different method is ordered by the Chair. When ordered other permissible methods of voting are by electronic roll call or by audible roll call. The Chair's announcement of the voting result may include the number of members voting on each side of the question. All Meeting business brought forth may also be conducted by unanimous consent.

L. The Secretary, or his assistant(s), will display a video of the Chair throughout the Meeting and may also display the video, and/or photo, of the Committee member, or individual, currently speaking.

M. If a Committee member needs any sort of technical assistance he must request such assistance from the Secretary at least 96 hours prior to the scheduled meeting time.

RULE 14

Suspension of Rule

No standing rule or order of the Committee shall be suspended without one hour's notice being given of the motion therefore, and no rule shall be suspended except by a positive vote of two-thirds of all the Committee members present.

RULE 15

Robert's Rules of Order to Govern

Except as otherwise herein specifically provided, *Robert's Rules of Order*, current edition, shall govern unless otherwise determined.

Sons of The American Legion

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