



SONS OF
THE AMERICAN LEGION

Uniform Code of Procedure

for the Organization of
National Conventions

Authorized by:

Article, V, Section 6, SAL National Constitution

Article, VI, Section 1, SAL National Constitution

Approved by:

*1st National SAL Convention,
Aug. 19-20, 1972, Chicago*

SAL National Executive Committee, May 6, 2002

*The National Executive Committee of
The American Legion, May 8, 2002*

*39th National SAL Convention,
August 2010, Milwaukee*

SAL National Executive Committee, Oct. 14, 2010

*The National Executive Committee of
The American Legion, Oct. 17, 2010*

*The National Executive Committee of
The American Legion, Oct. 12-13, 2022*

Unless otherwise indicated, all Officers,
Commissions and Committees pertain to
the Sons of The American Legion

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**UNIFORM CODE OF PROCEDURE
FOR THE ORGANIZATION OF
NATIONAL CONVENTIONS OF
THE SONS OF THE AMERICAN LEGION**

CALL OF NATIONAL CONVENTION

- I. Not less than 30 days prior to the date of assembly of the National Convention as fixed by the National Executive Committee of the Sons of The American Legion (SAL) (Article V, National Constitution), the national adjutant shall issue an official call for the National Convention. The official call for the National Convention shall be served upon all detachments of the SAL through the department adjutants of The American Legion addressed to the official address of such department headquarters as of record at National Headquarters.

The national adjutant of the SAL shall be authorized to issue copies of the official call to all other national SAL officers, members of the SAL National Executive Committee and other proper functionaries of the national SAL organization, officers, and functionaries of all detachments, and to other proper persons and organizations having an interest or responsibility in conjunction with the National Convention - addressed to such persons or organizations at an address of record at National Headquarters.

- II. The official call for the National 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 National Convention.

- b. The purpose of the National Convention including statement of the business to be transacted.
- c. Official announcement of the time and place for the election of national officers.
- d. The composition of the National Convention in terms of authorized delegates and other persons entitled to official status as members of the National Convention as provided in the National Constitution and By-Laws. Such statement shall also include instructions for the issuance of official credentials, the time and place for filling the same and other pertinent and proper procedural detail.
- e. The composition of the National Convention in terms of authorized convention committees and specifications of their assigned tasks and shall include the official number of members of such committees, the manner of appointment of 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 as shall properly apply to the orderly and effective organization and operation of the National Convention.

CONVENTION PROGRAM

- I. Except as may be provided otherwise herein or as directed by the National Executive Committee of the SAL, the establishment and arrangement of the “program of proceedings” of the National Convention shall be the duty and prerogative of the national commander. The national commander is empowered to invite proper guests to the National

Convention on behalf of the Sons of The American Legion, extend the privilege of addressing the National Convention to appropriate speakers, establish the “order of business” of the National Convention and to order and arrange incidental ceremonies consistent with and properly a part of the National Convention.

- II. In establishing the “order of business,” the national commander shall restrict the schedule of guest speakers for the final session of the National Convention.

The election of national officers and the ceremony of installation shall be arranged and scheduled as a special order of business for 9 a.m. of the final session or at the conclusion of all other business of the National Convention, whichever first occurs.

- III. The national commander is hereby authorized and empowered to assign specific tasks to national officers or to appoint such members of the Sons of The American Legion to perform tasks as appear necessary in the conduct of the National Convention.
- IV. The national commander shall publish in the official convention program 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 for cause or set aside by the will of the National Convention upon proper motion in accordance with the standing of special rules of the National Convention as hereinafter provided.

OFFICIALS OF THE CONVENTION

- I. The presiding officer of the National Convention shall be the national commander of the Sons of The

American Legion. The national commander shall have the power and authority to yield the chair from time to time to a national vice commander of the Sons of The American Legion for the conduct of official business of the National Convention.

The national commander may yield the chair to a past national commander of the Sons of The American Legion or to any other delegate of the National Convention for ceremonial purposes.

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

In the event that the national commander is not available to preside over the National Convention, the National Executive Committee shall be convened immediately by open call in the place of assembly of the National Convention by the national adjutant as contemplated in Article II, Section 3, of the National By-laws.

- II. The national adjutant shall be the secretary of the National Convention. The national adjutant may yield this office from time to time to any assistant during the National Convention by and with the consent of the national commander or other presiding officer then in the chair.
- III. The national parliamentarian shall be parliamentarian of the National Convention. The national commander may appoint one or more assistant parliamentarians. Such parliamentarians shall be members of the Sons of The American Legion.
- IV. The national commander shall appoint a sergeant-at-arms and such assistant sergeant-at-arms of the National Convention as may be necessary in conducting the proceedings and maintaining order in the National Convention. Sergeants-at-arms

shall be solely responsible to the national commander or the presiding officer in the chair.

- V. The national commander shall be empowered and authorized to designate the official color guard of the National Convention, the official musical organization, and such other functionaries as may be necessary to the proper conduct of proceedings and ceremonials as may be scheduled or directed.

PRELIMINARY ORGANIZATION OF THE NATIONAL CONVENTION

- I. Delegates to a National Convention shall be accredited in writing to the national adjutant in the number and manner prescribed by Articles V, VI and VII of the National Constitution. The rights of detachments to make and accredit substitutions for absentee delegates or alternate delegates shall be recognized by the national adjutant, provided that such substitution shall be officially certified by the detachment commander and detachment adjutant or department commander and department adjutant in the absence of an organized detachment at the time of the certification required by the National Constitution or at any time prior to the adjournment of the first session of the National Convention.
- II. The national adjutant, within the limits of the National 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 national adjutant is further authorized to establish such reasonable and proper administrative rules as may be necessary in assembling the official list of delegates and alternates accredited and entitled to be seated in

the National Convention. All such forms or other administrative requirements shall be certified officially by the detachment commander and detachment adjutant or the department commander and department adjutant in the absence of an organized detachment at the time specified by the National Constitution, or the national adjutant. Disputes concerning the accreditation of delegates and alternate delegates shall be referred to the Credentials Committee.

DUTIES OF CONVENTION COMMITTEES

- I. The following convention committees shall be established:

Committee:

- a. Americanism

To formulate and recommend matters of Sons of The American Legion policy to the National 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 citizens, education and educational facilities, development of patriotic activities and other matters such as religious emphasis consistent with the aims and purposes of the Sons of The American Legion in the cultivation of loyalty to the United States as expressed in the Preamble to the Sons of The American Legion Constitution.

b. Constitutional Amendments

To study and make recommendations to the National Convention concerning all matters pertaining to proposed changes in the Constitution and By-Laws of the Sons of The American Legion. Any proposed amendment to the National 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 National Constitution and By-laws.

c. Credentials

To receive from the national adjutant a statement of the number of delegates to which the several detachments are entitled under the National Constitution, to verify and recommend approval of the same, including adjustment of disputes thereon and to report to the National Convention at its first session. To consider and devise special rules of order for the National Convention not provided for in the rules of convention as may be required or directed by the National Convention for the purpose of processing issues or the special business of the National Convention. Such special rules shall apply only to the National Convention for which they were adopted.

d. Internal Affairs

To formulate and recommend matters of policy concerning the Internal Affairs of the Sons of The American Legion and to consider resolutions not otherwise assigned to other national convention committees.

e. Membership

To formulate and recommend matters of policy to the Convention, including plans respecting promotion of the Sons of The American Legion membership.

f. Finance

To formulate and recommend matters of policy to the National Convention concerning the financial affairs of the Sons of The American Legion, including reception of the reports of the national Finance Commission, and the fixing of annual dues of the national organization.

g. Legislation

To formulate and recommend matters of Sons of The American Legion policy to the National Convention, including plans and programs respecting federal legislation and resolutions thereon not otherwise assigned to other convention committees.

h. Veterans Affairs & Rehabilitation

To formulate and recommend matters of policy to the National Convention on issues affecting Veterans Affairs & Rehabilitation, including plans respective to active participation and promotion by the Sons of The American Legion membership.

i. Children and Youth

To formulate and recommend matters of policy to the National Convention on issues affecting Veterans Employment & Education, including plans respective to active participation and promotion by the Sons of The American Legion membership.

j. Veterans Employment & Education

To formulate and recommend matters of policy to the National Convention on issues regarding Children and Youth, including plans respective to active participation and promotion by the Sons of The American Legion membership.

Number of members:

Minimum of five members per committee, no more than one from any detachment. Committees must always be appointed in odd numbers.

- II. The national commander or the National Executive Committee may, from time to time, establish special convention committees for specific purposes. Such committees shall serve only during the convention for which they are appointed.
- III. The National Convention may cause the creation and appointment of special committees upon proper motions adopted.
- IV. Standing committees may be called for organization by the national commander in advance of the opening of the National Convention in the convention city at a time and place to be designated.
- V. The national commander shall be empowered and authorized to designate the members of all standing and special committees. Members need not be delegates or alternate delegates to the National Convention. Such designations shall be made at any time up to 24 hours prior to the opening of the National Convention.

There may also be appointed by the national commander one or more advisers to each committee, who shall be members of The American Legion.

The national adjutant shall notify all designees of their appointment to committees in writing, stating the time and place in the convention city of the initial meetings of these committees.

- VI. For each committee, one liaison representative from national organization may be assigned as temporary chairman by the national commander. Such temporary chairman shall at the appointed time and place, call the roll of authorized members, and proceed to the election, from among members of the committee, of a permanent chairman and secretary.
- VII. Presence of a majority of the members of the committee shall constitute a quorum. Failing to establish an initial quorum, the committee shall adjourn to a later time for permanent organization.
- VIII. The temporary chairman shall file, promptly, a report with the national adjutant stating the name and detachment of the permanent chairman and secretary with their convention city addresses, and a list of the committee members responding to the initial roll call.
- IX. Committees shall proceed to business promptly under such internal organization as the committee shall decide and under such rules of order as it shall establish. Committees, upon their own motions, may seat as ex-officio members with voice but no vote members of related standing national commissions who are not otherwise designated by the national commander.
- X. Committees should endeavor to complete their tasks and compose their final report at least 24 hours in advance of their scheduled report to the National Convention, provided all final policy

forming committee reports to be presented to the Convention shall be approved by the committees in meetings held after the National Convention is formally convened. Such final reports shall be filed with the office of the national adjutant as promptly as possible after committee adoption. Responsibility for assuring that reports are made available shall rest with the office of the national adjutant.

- XI. A committee report shall be prepared in that form best presenting the committee's recommendations. Particular attention shall be given to reporting the disposition of resolutions referred to the committee. The work of committees, however, shall not be confined solely to resolutions referred to them but may extend to action upon any proper subject within their scope and the committees may make comment and observation in their report upon subjects of policy and operations.
- XII. Reports of committees establishing pronouncement of Sons of The American Legion policy or calling for legislative or other action shall be supported by specific resolutions.
- XIII. Committee reports in narrative form are acceptable if supported by resolutions on specific points of policy and are completely documented as to the source of material used in preparation with particular reference to resolutions assigned to the committees and showing their disposition.
- XIV. A delegate, alternate delegate, adviser or other member of the Sons of The American Legion or The American Legion desiring to be heard on a subject before a convention committee shall apply to the committee chairman or secretary.

ORGANIZATION OF DETACHMENT CONVENTION DELEGATES

- I. Detachment delegations in the National Convention shall be organized according to the following:
 - II. Each detachment delegation shall select from among its delegates a delegation chairman and shall designate a delegation secretary. Notice of such selection shall be submitted in writing to the national adjutant before the opening session of the convention.
 - a. Should any detachment delegation fail to make such selection or designation the detachment commander and detachment adjutant shall be deemed to be the delegation chairman and secretary respectively.
 - b. The delegation chairman shall preside over the detachment delegation caucuses, when convened in the National Convention. The delegation chairman shall be recognized by the presiding officer as the floor leader of the delegation and shall be responsible under the National Convention rules for polling and announcing the vote of the delegation. The delegation chairman shall be the principle authority in identifying the official delegates and alternates of the delegation on questions of the right to the floor and shall otherwise be responsible for the proper representation of the detachment delegation in the National Convention.
 - c. The delegation secretary shall receive all formal notices or other communications in the name of the detachment delegation. The delegation secretary shall perform such other duty in
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consonance with his office as may be required of him under the rules of the National Convention or as prescribed by the delegation caucus.

RULES OF CONVENTION

- I. *Robert's Rules of Order, Newly Revised*, shall be the authority on parliamentary procedure, with the following modifications set forth herein.
- II. Delegates desiring to make a motion or address the National Convention shall rise, address the chair as "Mr. Chairman" and state his name and the name of the detachment before proceeding.
- III. Debate shall be limited to five minutes for each speaker.
- IV. Debate on any one subject presented to the National Convention shall be limited to one-half hour except under such special rule, as the National Convention shall adopt prior to debate.
- V. Only two delegates from any one delegation shall be permitted the floor on any one question. Where disagreement exists within a delegation, one delegate will be permitted to speak on each side of the question. This rule shall be applied separately for each division.
- VI. The floor shall be permitted only once to any individual delegate on any one question, except by a two-thirds vote of the National Convention. Chairmen of convention committees may speak as frequently as may be necessary in connection with the reports of their committees. The presiding officer shall not entertain any motion that will curtail debate without affording the committee chairman an opportunity to make the final statement of the debate.

- VII. Decisions on rules of debate or parliamentary order by the presiding officer may be subject to appeal by any two delegates under a point of order. Such appeal shall take precedence over any other pending questions and shall be decided forthwith. An appeal from the decision of the chair shall be put to the National Convention on the question: "Shall the chair be sustained?"
- VIII. When the poll of any detachment delegation is demanded by a delegate of such detachment, the National Convention secretary shall poll the vote without discussion of the question being voted upon.
- IX. On the roll calls, the delegation chairman shall poll their delegation on the floor and announce its vote.
- X. A delegation secretary, if not an accredited delegate or alternate, shall be seated with the secretary's delegation.
- XI. Past national commander's votes shall be cast with their delegations.
- XII. Only accredited delegates or their alternates shall participate, directly or indirectly, in viva voce vote on any subject before the National Convention.
- XIII. Detachment delegations may arrive at a vote in such a manner as they choose, but shall announce it in terms of full units and not in terms of a fractional part of a vote. The vote of any delegate absent and not represented by an alternate shall be cast by a majority of the delegates present from his detachment.
- XIV. There shall be no unit rule of voting.
- XV. Voting shall be by acclamation, except when a roll

call is demanded by the chairman of at least three detachments. Election of national officers shall be by roll call.

- XVI. In the event a detachment has not provided the method by which alternates shall be designated to serve in the place of absent delegates, the chairman of the delegation shall make such designation.
- XVII. Prior to the election of national officers, the national commander shall appoint, subject to the approval of the National Convention, a judge of election and such number of tellers as deemed necessary, provided that the total tellers so appointed shall be an odd number. In a contested election candidates going to the ballot shall each be entitled to one teller of their choice.
- XVIII. Nominations for national officers shall be from the floor on roll call of the detachments alphabetically arranged. Each detachment may present as many candidates as it chooses.
- XIX. Nominating speeches for national 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.
- XX. When more than two candidates are nominated for any office, balloting shall continue until one candidate receives a majority of the votes of the National Convention, except in the election of national vice commanders.
- XXI. In a contested election for national vice commanders, balloting shall continue until (a) majorities and (b) pluralities are established for one or more candidates under the following

provisions: If, on any ballot taken, less than five candidates receive the necessary majority to elect, the candidate or candidates receiving a majority vote shall be declared elected and a new ballot shall be taken for the remaining number of places to be filled. The candidate receiving the lowest number of votes on the preceding ballot shall be disqualified. Except, should two candidates remain to fill one place, a new ballot shall be taken.

- XXII.** The National Convention will nominate and elect a national commander, and five national vice commanders, in this sequence.
- XXIII.** Those recognized by the national commander shall be entitled to a respectful hearing, and the chair shall have the authority to clear the gallery or the floor or have the sergeant-at-arms escort from the National Convention anyone creating a disturbance or interfering with orderly procedure.
- XXIV.** None of the above rules shall be construed as preventing an alternate delegate from serving on a National Convention committee.
- XXV.** Campaigning on the floor of National Convention is restricted to pamphlets and other items placed on chairs, with free standing or hand-held signs allowed at the Sunday session. No signs affixed to walls are allowed at any time. Any materials handed directly to delegates must be done outside the convention room.
- XXVI.** The consent of two-thirds of the voting strength of the Convention is necessary for suspension of the Standing Rules of the Convention.
- XXVII.** Any amendment to any resolution or report

originating on the floor shall be presented in writing and transmitted to the presiding officer at the time of the introduction of such amendment.

- XXVIII.** Special rules applying to specific issues or order of business shall be written and presented to the National Convention by the Convention Committee on Credentials & Rules for adoption by majority vote at least one hour before such issue, or order, is to be considered unless such rule is agreed to by unanimous consent of the final session. Special rules shall prevail only in the National Convention adopting them. Any delegate may apply for a special rule to the convention committee on Credentials & Rules or may appeal to the National Convention for such special rule provided the rule be presented in writing, be read once from the platform, and shall lay upon the table at least one hour before the vote thereon is taken.

RESOLUTIONS TO BE CONSIDERED BY THE CONVENTION

- I.** Resolutions shall be submitted upon a proper form and shall be numbered for identification as provided by the national adjutant.
- II.** Resolutions shall be approved by the detachment, the National Executive Committee of the Sons of The American Legion or any committee of the National Convention. Resolutions submitted in advance of the National Convention by detachments, or the National Executive Committee shall be filed with the national adjutant, who shall refer them to the National Convention Resolutions Committee.

- III. Resolutions emanating from a detachment shall be forwarded to the national adjutant to be in his hand 30 days prior to the opening of the National Convention. The only exception to this rule is in the case of a detachment convention held on a date that renders it physically impossible to comply with the restricted time limit.
- IV. Resolutions originating with and approved by convention committee shall be received, assigned and processed through the national adjutant for record and assigned number.
- V. The national adjutant shall maintain a register of all National Convention resolutions received, assigned, and processed which shall identify each resolution by number, indicate the committee to which the resolution was referred, and the originating source.
- VI. In the disposition of resolutions considered, convention committees shall present them in the following manner: Approved, Approved as Amended, Consolidated, Referred, Received and Recorded, and Rejected. The term "Received and Recorded" shall be applied to resolutions that reiterate or reaffirm a present policy position of the Sons of The American Legion.
- VII. All resolutions assigned to, or originating with convention committees shall be identified in the convention committee reports to the National Convention with a statement of convention committee disposition.

AMENDMENTS TO THE UNIFORM CODE OF PROCEDURE

- I. This Uniform Code of Procedure may be amended:
 - a. By majority vote of the total authorized representation at a National Convention on a resolution properly before it, or
 - b. By action of the Sons of The American Legion National Executive Committee.



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