

**THE AMERICAN LEGION RIDERS DEPARTMENT OF CALIFORNIA**

**15th ANNUAL** **CONVENTION**

San Bernardino County Fairgrounds, Victorville, California

April 22-24, 2022

**CONVENTION OPERATING RULES**

1. Robert's Rules of Order (Newly Revised) shall govern all of the proceedings of this convention, except as hereinafter modified, and in which they are not inconsistent with the Bylaws of The American Legion Riders Department of California.
2. Delegates must be seated on the floor of the convention in the seats assigned to their particular Delegation. Admission to the Convention Floor, to facilitate identification and seating, members, alternates and others shall be required to wear the appropriate badge issued by the Credentials Committee upon check in. All convention committees shall hold their meetings at the places assigned in the official program, or as directed by the Chair or Secretary of the Convention.
3. When a Delegate desires to make a motion or address the convention, they shall rise, go to the nearest public-address microphone and, when recognized by the chair, shall address the chair as "Comrade Director", state their name, the name and number of their Chapter, and whether they are a Delegate or an Alternate.
4. Only two (2) Delegates from any one Delegation shall be permitted the floor to speak on any one subject. Permission to speak may be granted to others from the same Delegation by a 2/3 vote of the convention delegates then in attendance.
5. No delegate, other than the maker of a debatable motion as indicated in Section 7, shall speak in debate more than once on the same question on the same day, nor longer than three (3) minutes, without permission of the convention granted by a two-thirds (2/3) vote of the delegates then in attendance without debate. Each speaker will receive warning one minute before the expiration of their time.
6. Debate on any one subject shall be limited to one-half hour, (30 minutes), plus closing argument by the maker of the motion, and the Chairperson of the convention committee under whose jurisdiction the subject properly comes. Time may be extended, not to exceed five (5) minutes, by a 2/3 vote of the convention delegates then in attendance.
7. The above notwithstanding, the Chairperson of a convention committee, or the Acting Chairperson thereof, or the Convention Chair shall have the right to open, participate in, and close debate on any subject within the jurisdiction of their convention committee.
8. The maker of a debatable motion shall have the right to the floor twice, once to open debate and once to close debate as to all Delegates except the Chairperson or Acting Chairperson of the convention committee within whose jurisdiction the subject matter of the motion falls or the Convention Chair who shall have the right to finally close debate.
9. The unit rule of voting shall not be allowed in this convention. Voting shall be by voice vote, except when the presiding officer demands a roll call when he/she is in doubt as to the result of a voice vote, or is demanded on behalf of five delegations by their respective delegation Chairpersons or delegation Vice Chairpersons acting in the absence of their delegation Chairpersons. Voting for Department Officers shall be by roll call.
10. Check in at this convention shall be by Chapters/Districts, however, nothing shall prevent any Delegate or Alternate Delegate from checking in individually if they so desire. At least one (1) Delegate or Alternate acting as a Delegate must be present on the floor of the convention or in any authorized caucus in order to have the vote of their Chapter/District counted. No Chapter shall vote by proxy.
11. No person not a duly accredited Delegate or Alternate taking the place of an absent duly accredited Delegate shall participate, directly or indirectly, in any vote on any subject before the convention, or shall serve on any convention committee.
12. No Alternate shall cast a ballot for their Delegate when said Delegate is present. This rule applies at all times, either on the convention floor, or in caucus or other special meetings, where a vote on the business of the convention is required.
13. On roll calls, the Chapter/District Delegation Chairperson shall poll their Chapter/District Delegation and cast the vote of their Chapter/District Delegation. In their absence, the Vice Chairperson shall act, or in their absence such Delegate as shall be properly chosen by the Delegates of said Chapter/District Delegation.
14. As a Chapter/District Delegation Chairperson completes the casting of the votes for their Chapter/District Delegation on the floor of the convention, the then presiding officer of the convention shall declare the voting of that Chapter/District Delegation closed and no Delegates or Chapter/District Delegation shall be permitted to change their vote after the close of the voting of that Chapter/District Delegation by the then presiding officer of the convention.
15. The challenge by a Delegate of the vote of a Chapter/District Delegation must be made immediately after the voting of that Chapter/District Delegation is closed. After a challenge of the vote has been made and recognized, a roll call of the Chapter/District Delegation shall be accomplished immediately before proceeding to the roll call of the next Chapter/District Delegation.
16. Where a Delegation of a Chapter, at the time of a roll call, is not represented by a full Delegation of Delegates or Alternate Delegates, and the Delegates and Alternate Delegates present and entitled to vote cannot agree among themselves as to how the votes of the Chapter shall be cast, then the votes for which no Delegates or Alternate Delegates are present shall not be cast. No fractional votes shall be cast.
17. When the challenge of the vote of any Chapter/District Delegation is made by a Delegate of such Delegation, the Secretary of the convention shall poll the Chapter/District Delegation by calling the role of the Chapter Delegates where the vote is challenged and the Secretary of the convention shall then poll such Delegates individually. Such demand for a poll can only be made by a Delegate of the Chapter whose vote they challenge. Such poll shall be without discussion of the question involved or the voting involved.
18. All Resolutions including those originating in convention committees must be presented in writing in triplicate.
19. All resolutions must be handed to the convention Secretary not later than 8:45 a.m. Saturday, April 23, 2022 and by them submitted forthwith to the Resolutions Assignment Committee.
20. All resolutions must pass through the Resolutions Assignment Committee for assignment to the appropriate Committee.
21. All resolutions to be reported to the convention by convention committees shall first be submitted to a convention Parliamentarian for advice and approval as to form and procedure. The Parliamentarian may allow a resolution to go forward and correct typographical errors, punctuation, etc., at their sole discretion.
22. No resolution appropriating funds of the Department shall be considered on the floor prior to its consideration by the Department Finance Committee.
23. The Department Finance Committee report shall be submitted to the convention at or about 9:30 a.m. on Sunday, April 24, 2022. Following the adoption of the Finance Committee report, no resolutions appropriating funds of the Department not provided for in the report shall be considered.
24. Proposed amendments to the Department Bylaws shall be reported to the convention by the convention Constitution and Bylaws Committee for public posting on the Convention Floor not later than 5:20 p.m. on Friday, April 22, 2022 and such amendments shall be considered for adoption or rejection after reading at or about 10:30 a.m. on Saturday, April 23, 2022.
25. The nominations for Department Officers, Area Vice Directors and Alternate Area Vice Directors shall be opened at the pre-convention DEC commencing on Friday, April 22, 2022 at 6 p.m.
26. The election of the Area Vice Directors and Alternate Area Vice Directors shall be immediately after the Area Caucus on Saturday April 23, 2022 at about 1:30 pm.
27. The election of the Department Director, Vice Director and Sergeant at Arms shall be immediately following the Finance Report on Sunday, April 24, 2022 at or about 10:00 a.m. Sunday, whichever time is the later.
28. Nominating speeches for Department Officers shall be limited to three minutes each, seconding speech to two minutes each. There shall be but one nominating speech and not more than two seconding speeches in favor of any nominee.
29. Chapter Rosters of Delegates and Alternates to the Department convention must be received no later than March 29, 2022 and all fees must be received no later than March 24, 2022. Fees must be received by the Department Treasurer and all forms received by the Department Secretary through email. The delegate roster must be authenticated and signed by a Chapter/District Point of Contact.
30. Check in for Delegates and Alternates will open on Friday April 22, 2022 from 1 p.m. to 7:00 p.m.; Saturday, April 23, 2022 from 7:00 a.m. to 8:15 a.m.; and Sunday April 24, 2022 from 7:15 a.m. to 8:15 a.m.
31. The Credentials Committee shall, at the request of the Department Director, make interim reports to the convention, and the interim reports, when so made shall determine the Delegate voting strength until the final Credential report is made and adopted. The consideration of the final Credential Report shall be at or about 1:30 p.m. on Saturday, April 23, 2022.
32. No caucus shall be held while the convention is in session. No caucus shall be valid except as scheduled in the convention program or as designated by the Department Director or as determined by a majority vote of the Delegates of the convention.
33. Reports of the convention committees shall be submitted for acceptance only and the receiving or accepting of such report shall not mean the adoption or approval of any recommendations as to future policy, but each specific recommendation as to future policy must be embodied in a separate resolution for the consideration, action, and vote of the convention itself.
34. It is the duty of the Sergeant-At-Arms to see to it that all Delegates are seated within their Chapter/District Delegations upon entering the convention hall and to prevent the forming of small groups in the rear or elsewhere in the convention hall.
35. Delegates, Officers, Staff and persons recognized by the chair shall be entitled to a respectful hearing and the Department Director shall have the authority to clear the gallery or floor, suspend the credential and/or have the Sergeant-At-Arms escort from the Convention any person or persons who may create any disturbance and/or who exhibit offensive or threatening manners or language or exhibit any action(s) intended to disrupt, intimidate or interfere with the orderly proceedings of the Convention’s business.
36. American Legion Department of California Officers, Commissioners or other VIPs who attend the Convention in an advisory capacity shall have voice but no vote unless they are duly authorized delegates to the Convention in their own right.