



**The American Legion Department of New Jersey  
171 Jersey Street – Building 5, 2<sup>nd</sup> Floor  
Trenton, NJ 08611**

**To:** All Department Executive Committeemen/Women, County Commanders, and Incoming County Officers

**Topic:** “Guidelines” for Incoming County Officers regarding elections that take place “BEFORE” the Department Convention

***For those Counties within the American Legion Department of New Jersey whose elections for County Officers take place before our Department Convention in Wildwood, the following “Guidelines” will be enforced;***

- 1) In Elections that take place before the annual Department Convention in June for newly elected County Officers to include; the Department Executive Committeeman/Women, the County Commander, any Vice Commanders, and all other officers, it shall be known that they may not assume their position in these offices until the close (end) of the Department Convention. This unless they have been re-elected to the same office.
- 2) These newly elected County Officers to include the Department Executive Committeeman/Women, the County Commander, all County Vice-Commanders, and all others, may not wear the cap of their newly elected office or position until the close of the Department Convention unless, they have been re-elected to the same office.
- 3) It shall be noted this is the “outgoing” Department Executive Committeeman/Women’s Department Convention, and they will be the only one to wear his/her DEC American Legion Cap during the Department Convention. The newly elected DEC may switch his/her cap at the close of the Department Convention, and only at this time.
- 4) The outgoing County Commander is to be the only one with the County Commander’s American Legion Cap on during the Department Convention. The County Commander is also the alternate for the DEC on the Department Convention floor if the DEC is not available. The newly elected County Commander may switch caps only at the close of the Convention unless re-elected to the same office.

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- 5) Either the outgoing Department Executive Committeeman/Women or County Commander must be on the Convention floor at all times when the Department Convention is in session. This for the purpose of introducing or approval of motions, acceptance of committee reports, or the election of incoming officers.
- 6) All other newly elected County officers must wear the outgoing caps until the close of the Convention, and only then may they switch their caps to that of their newly elected office unless, they have been re-elected to that same office.
- 7) The newly elected or incoming County Commander is the “Alternate” for his/her individual County DEC at all regular DEC meetings, the Committee on Committee meeting, and other “Special meetings” when the DEC is unavailable, therefore the incoming DEC and County Commander **must** fill out a Department History Form and provide the Department of New Jersey with a copy of his/her DD-214.

*\*(Approved by the Revised Legion Committee on June 6, 2018)*