

# The American Legion Department of New Jersey



## THE AMERICAN LEGION DEPARTMENT OF NEW JERSEY MEDIA & COMMUNICATIONS COMMITTEE POLICY AND RULES OF PROCEDURE

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**Approved By – Dept. of New Jersey Department Executive Committee+**

### **Authorization:**

This committee was authorized in its present form at a previous Department Convention.

### **Membership:**

Subject to the Department Commander's discretion, and with the approval of the Department Executive Committee, the Media and Communications Committee of the Department of New Jersey will normally consist of Twenty One (21) regular members. The Department Public Relations Director shall be an ex-officio member of this committee, with vote. One of the regular members will serve as Chairman of the Media and Communications Committee.

At the first meeting of the new term, the Media and Communications Committee will elect one of its members to serve as Vice Chairman and one to serve as Secretary during that term of office. The Vice Chairman shall assume all duties of the Chairman in that person's absence.

Members that are on mandated committees or serving in an Alternate or Assistant position on the Department Executive Committee, may also serve on an appointive Department committee but not in a Chairmanship, with the exception of the Permanent Time and Place Chairman, who may serve in that role.

Appointments shall be made at the Department Committee on Committee Meeting held each year after Convention, time and place to be determined by the Department Commander.

No Legionnaire may be appointed to serve on more than one regular standing appointive Department Committee at any one time.

**Purpose:**

The purpose of the Media and Communications Committee is to coordinate and supervise Department of New Jersey, with the Department Public Relations Director, activities in publicizing and marketing the work and programs of The American Legion. To properly position The American Legion before the public strategically with the Department Public Relations Director.

**Meetings:**

Necessary special meetings may be held at Department Headquarters, via telephone conference, or internet conference capability (provided all members can hear each member during proceedings).

**Minutes:**

Written minutes of each meeting shall be recorded by the Secretary and shall constitute the Chairman's report to the Department Executive Committee or the delegates to the Department Convention and will be included in the next official proceeding of the meeting, conference or convention, thereby being made a permanent record for retention at the Department office. Minutes of any special meetings, adoption of motions or resolutions approved at any time occurring between Department meetings, conferences or convention shall be incorporated into the next official proceedings. Recommendations and/or resolutions must be presented in proper form to the Department Executive Committee or delegates at the Department Convention.

**Transacting Business:**

The committee may transact business by mail, telephone, e-mail, and other technologies including, but not limited to, Skype, Facetime, conference calls, and webinar/video chat, provided all members see/hear all votes made. If an e-mail vote is implemented, each response must be forwarded to all members of the Committee. If standard mail, the voting shall be considered closed at the end of seven (7) business days provided a majority of members of the committee have returned to the Chairman their votes by that time, or it shall be considered closed at any time prior thereto and when all the members have returned their votes. Other technical votes include a telephone conference or web conference provided each member can see and/or hear each other members votes. In the event one-third (1/3) members of the committee objects in writing, the matter shall not be decided and will be considered as the first order of business at the next regular meeting or special meeting and the Chairman shall notify the committee of the action taken.

**Chairman:**

The Chairman shall preside at all meetings and, in the event of his absence, the Vice Chairman will preside.

The Chairman and committee shall plan and implement the program of the Media and Communications Committee to be presented at the Department Executive Committee meeting for approval in the fall of each year.

The Chairman shall preview all new audio-visual materials and write a short description of same to be published in the New Jersey Legionnaire.

The Department of New Jersey Public Relations Director shall prepare news releases on the Department Commander's travel and on other important events to be sent to the news media throughout the state.

An Annual Report is to be written and submitted to the Editor by May 1<sup>st</sup> of each year.

The Public Relations Director shall provide a report to the committee at each regular meeting on the activities to enhance the image, branding, and marketing of The American Legion, Department of New Jersey and New Jersey Legionnaire newspaper.

**Procedure:**

Parliamentary procedure used to conduct meetings of this committee shall be governed by the Department of New Jersey, The American Legion Constitution and By-Laws. All questions not covered by the Department of New Jersey Constitution and By-Laws will be governed by "Roberts Rules of Order Newly Revised."

**Quorum:**

A quorum shall exist at any meeting of the Media and Communications Committee when a majority thereof shall be present, or shall have replied to mail polling. At no time shall lack of a quorum prevent those present from proceeding with the program but, where there is not a quorum, no vote shall be taken.

**Amendments:**

These procedures may be amended in content but not in format by a majority of the members of the committee; submitted to the Internal Affairs Committee for review and recommendation; and approved by the Department Executive Committee.

