

The American Legion Department of New Jersey



THE AMERICAN LEGION DEPARTMENT OF NEW JERSEY NATIONAL SECURITY AND FOREIGN RELATIONS COMMITTEE POLICY AND RULES OF PROCEDURE

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Approved by Department Executive Committee on

Authorization:

This committee was authorized in its present form at Department Convention, June 11, 2021.

Membership:

Subject to the Department Commander's discretion, and with the approval of the Department Executive Committee, the National Security and Foreign Relations Committee of the Department of New Jersey will normally consist of Twenty One (21) regular members representing New Jersey's twenty one (21) counties. One of the regular members will serve as the Chairman of the POW/MIA Subcommittee.

At the first meeting of the new term, the National Security and Foreign Relations 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.

Purpose:

The purpose of the National Security and Foreign Relations Committee is to propagate an interest in and a furtherance of the principles of national security as advocated by The American Legion and to serve as a medium of disseminating and understanding of these principles through the Department and Posts of The American Legion and its affiliated associations.

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 anytime 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 call and conduct all meetings of the committee and shall strive to conduct them in an orderly manner to reflect the judgment of the majority of the committee members.

The Chairman shall accumulate all information which may be considered pertinent to the committee's areas of responsibility and shall disseminate this information to all members of the committee on a timely basis. With committee approval, the Chairman will also disseminate selected information to the Department Commander, the Department Executive Committee and/or the New Jersey Legionnaire.

The Chairman, with the National Security and Foreign Relations Committee, shall plan the program for the year and present it to the Department Executive Committee at the Fall Leadership Conference.

The Chairman shall review and, through Department, send all information released by the National organization pertaining to the National Security and Foreign Relations Committee. The Chairman, with the committee, shall prepare resolutions pertaining to National Security and Foreign Relations for presentation to the Department Executive Committee and the delegates at the Annual Convention for approval.

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

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 National Security and Foreign Relations 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.

POW/MIA SUBCOMMITTEE

Authorization:

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

Chairman:

When the subject matter under consideration specifically deals with POW/MIA, the National Security and Foreign Relations Committee will sit as a committee under the direction of the Subcommittee Chairman for POW/MIA Committee.

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

STATE CEMETERY

The Liaison to the General Doyle Cemetery will be part of the National Security and Foreign Relations Committee.

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.