



**RULES AND PROCEDURES**  
**GOVERNING THE**  
**DETACHMENT EXECUTIVE COMMITTEE**  
**SONS OF THE AMERICAN LEGION**  
**DETACHMENT OF SOUTH CAROLINA**



**RULE1:**

**SELF-GOVERNING**

a. The Detachment Executive Committee (DEC) of The Sons of the American Legion, as provided by the Detachment Constitution of the Sons of the American Legion, will be a self-governing committee and transact business in accordance with the rules hereinafter set forth, subject only to the Constitution and By-Laws of the Sons of The American Legion and mandates of the National Convention, National Executive Committee and Detachment Convention, subject to approval by the American Legion Department Executive Committee.

b. Between meetings of the Detachment Convention, the Detachment Executive Committee will constitute the governing body of this association, such a committee is hereby empowered to make all rules and regulations necessary and consistent with the Constitution and By-Laws of this association, and to promote and carry out its aims and purposes. New additions, other than the Detachment officers duly elected by the annual Detachment Convention, will be approved by a 2/3<sup>rd</sup> vote of the Detachment Executive Committee or a 2/3<sup>rd</sup> vote of the body of the Sons of The American Legion Detachment Convention, subject to approval of the American Legion Department Executive Committee.

c. All Detachment Officers shall continue in office until their successors are elected and qualified, unless they shall sooner resign, remove from the Detachment, or become otherwise disqualified.

**RULE 2:**

**MEMBERSHIP**

a. This Detachment Executive Committee is comprised of all Detachment Officers elected at the annual Detachment Convention. Additional membership consists of all District Commanders that are elected by their respective Districts.

b. The Detachment Commander serves as the EX-Officio Chairman of the Detachment Executive Committee.

c. The Detachment Adjutant serves as the secretary. Supporting the Detachment Adjutant are the Detachment Chaplain and Detachment Sergeant-at-Arms to ensure the smooth and efficient running of a meeting. This will also cover any Executive Sessions that might arise.

d. All Past Detachment Commanders, while in good standing in their respective Squadrons, will be members of the Detachment Executive Committee without vote but will have a voice. This will also cover any Executive Sessions that might arise.

e. All Detachment Officers shall continue in office until their successors are elected and qualified, unless they shall sooner resign, be removed from the Detachment, or become otherwise disqualified.

f. All Detachment Officers and members of the Detachment Executive Committee will within forty-five (45) days following the conclusion of the annual Detachment Convention, take the "American Legion Basic Training Course", and successfully complete and graduate from said course, and providing the Detachment Adjutant with the graduation certificate.

### **RULE 3:**

### **MEETINGS**

a. The Detachment Executive Committee shall meet at such times and places as may be agreed upon by the DEC or upon call by the Detachment Commander and/or the Detachment Adjutant, or a minimum of five (5) members of the DEC as prescribed by the Constitution and By-Laws. The Detachment Executive Committee shall not meet less than four (4) times between Detachment Conventions.

b. One Half (1/2) of the Detachment Executive Committee shall constitute a quorum of said Committee.

### **RULE 4:**

### **EXECUTIVE SESSION**

a. All elected and appointed members of the Detachment Executive Committee shall be permitted to be present and privileged to participate in the Executive Session of said committee. In addition, the Past Detachment Commanders, as non-voting members of the Detachment Executive Committee, shall be permitted to be present and privileged to participate in Executive Session. Also, any additional persons as outlined in Rule 2 (c) are permitted to attend.

### **RULE 5:**

### **DUTIES AND POWERS**

**a.** The Detachment Executive Committee is specifically empowered to exercise the following powers and rights, and may delegate to any Detachment Commission General Chairman and/or Detachment sub-committee that are current members of the Detachment Executive Committee or sub-committee member authority to investigate and report back to the Committee on any of the following powers and rights:

**1.** To make decisions on all matters, executive or administrative, provided, however, that the said action taken shall not be contrary to, nor derogation of, actions of the National Convention, National Executive Committee, Detachment Convention, previous action taken by the Detachment Executive Committee or the Detachment Constitution/By-Laws.

**2.** That any policy adopted by the National Organization of the Sons of The American Legion, the Sons of The American Legion Detachment of South Carolina by convention action shall be mandated during the year of its adoption and thereafter shall continue as the National/Detachment policy unless changed by subsequent Convention action or by action of the National/Detachment Executive Committees.

**3.** The Detachment Commander shall name such committee as he deems advisable, subject to ratification by the Detachment Executive Committee, to determine the number of members of all Detachment Commissions, Committees, Boards/Sub-Committees of the Detachment Executive Committee created by the Detachment Commander not in conflict with the Constitution and By-Laws of the Sons of the American Legion Detachment of South Carolina, and to ratify the appointments made by the Detachment Commander.

**4.** To make decisions, when necessary, relative to expenditures for which appropriations have been made by the Detachment Executive Committee and to make emergency appropriations necessary to implement action by the Detachment Executive Committee.

**5.** To make appropriations from funds not otherwise appropriated of such additional amounts as may be recognized as emergency requirements.

**6.** To explore matters requiring the attention of the Detachment Executive Committee and offer recommendations thereon to the Detachment Executive Committee.

**7.** To advise the Officers or Detachment Commissions with regards to problems arising in the performance of their duties or functions.

**8.** In general, to perform between Detachment Conventions any and all actions necessary and consistent with the exercise of administrative power by the Detachment Executive Committee.

**9.** All questions affecting the election, eligibility and conduct of Detachment Officers shall be referred to and determined by the Detachment Executive Committee. All questions affecting the election, eligibility and conduct of the National Executive Committeeman/alternate, or of any Detachment Officers or members of the Detachment Executive Committee, shall be referred to and determined by the Detachment Executive Committee.

**RULE 6:**

**DECORUM**

**a.** No member of the Detachment Executive Committee, or other person except the Detachment Adjutant and his assistants, shall visit or remain by the Adjutant's table while the yeas and nays are being called or counted during any election or voter count.

**b.** No member shall speak more than twice upon the same subject without leave of the Detachment Executive Committee; no more than once until every member choosing to speak shall have spoken.

**c.** While the Detachment Commander is reporting or putting a question, no one shall entertain private discourse, read, stand up, walk into, out of, or across the Detachment Executive Committee room.

**d.** No question shall be debated until it has been propounded by the Chair, and then the mover shall have the right to explain his views, in preference to any other member.

**e.** While the Detachment Commander is putting a question, any member who has not spoken before to the matter may speak to the question before the negative is put.

**f.** During any debate, any Detachment Executive Committee member, though he has spoken to the matter, may arise and speak to the orders of the Detachment Executive Committee if they are transgressed in case the Detachment Commander does not; but if the Detachment Commander stands up at any time, he is first to be heard.

**g.** Whenever a division of vote is to be determined on any question before the Detachment Executive Committee, the Presiding Officer may determine division by:

1. Viva Voce vote, with right of recourse to a “teller vote” or “roll call vote” as hereinafter provided.
2. Teller vote whereby the yeas and nays may be counted by a rising vote with recourse to a roll call vote as hereinafter provided.
3. Roll call vote may be directed by the Presiding Officer to determine a division of vote on any question. A roll call vote shall be taken upon the request of two-thirds (2/3<sup>rd</sup>) of members present.
4. On any Viva Voce vote or teller vote, any member of the Detachment Executive Committee shall have his vote recorded upon his request.

## **RULE 7:**

## **ORDER OF BUSINESS**

a. If any member of the Detachment Executive Committee wishes to bring up any item of interest, concerns, or issues, he must submit in writing to the Detachment Adjutant ten (10) days in advance of the scheduled meeting. The Detachment Adjutant will notify the Detachment Commander for consideration of item submitted.

b. The order of business of the Detachment Executive Committee will be:

1. Salute to Colors
2. Invocation
3. POW/MIA Remembrance Ceremony
4. Pledge of Allegiance
5. Preamble
6. Roll Call
7. Reading the minutes of the former meeting
8. Welcome/opening remarks Detachment Commander
9. Dispose of letter or communication
10. Receive reports from Detachment Officers of the Sons of the American Legion Detachment of South Carolina.
11. Receive reports from Detachment Commissions, Detachment Committees, Boards and Sub-Committees of the Detachment Executive Committee.
12. Receive resolution, motions, and petitions
13. Act upon unfinished business of the preceding Detachment Executive Committee meeting.
14. Act upon new business that has come before the Detachment Executive Committee for action.
15. Good of the Sons of The American Legion
16. Benediction
17. Salute the Colors

**RULE 8:****FISCAL POLICY**

a. All matters of business affecting the fiscal policy of the Sons of The American Legion Detachment of South Carolina, or financial matters outside the scope of mandates of the Detachment Convention, and/or the Detachment Finance Committee including the making, cancellation, abrogation, or modification of any contract to which the Detachment is a party shall require a two-thirds (2/3<sup>rd</sup>) majority vote for approval upon the recommendation of the Detachment Adjutant and Finance Committee.

**RULE 9:****TRANSACTION OF BUSINESS BY MAIL, E-MAIL, OR VIRTUAL MEETING**

a. The Detachment Executive Committee, without meeting together, may transact by mail, by e-mail, or virtually on a matter of extreme urgency not involving the establishment of any new policy and on which action cannot be delayed to the next regular meeting:-

b. Five (5) days shall be allowed for the return of vote by e-mail and ten (10) days are allowed for return by mail.

c. The voting shall be considered closed at the end of the allowed time period provided, that three-fourths (3/4<sup>th</sup>) of the members of the Detachment Executive Committee have returned their votes by that time, or it shall be considered closed at any prior thereto, if and when, all members shall have returned their votes.

d. That in the event that one-third (1/3<sup>rd</sup>) of the Committee in writing, objects to the ballot by mail or by e-mail, the matter shall not be decided and will be considered as the first order of business at the next regular or special meeting.

e. That votes by e-mail shall be confirmed by mail by the Detachment Adjutant, and that thereafter the Detachment Adjutant shall notify the committee of the action taken.

**RULE 10:****PROCEDURE**

a. Letters and communications addressed to the Detachment Commander, the Detachment Adjutant, the Detachment Executive Committee, or any other Detachment Officer and by them referred to the Detachment Executive Committee shall be read (or published to the members, if such be important) by the Detachment Adjutant.

**b.** Reports of Detachment Officers shall be acted upon directly by the Detachment Executive Committee, except that by direction of the Detachment Executive Committee, a report of any Officer may be referred to Sub-committee of the Detachment for study and report thereon its findings at the next regularly scheduled meeting of the Detachment Executive Committee or as directed by the Detachment Commander or the Detachment Adjutant.

**c.** Such letters/communications/reports shall be disposed of in one of the following ways:

- 1.** By a motion to accept: Such a motion shall have the effect of approving the subject matter and should include specific instruction for further disposition, i.e., by directions of the Detachment Commander, Detachment Adjutant, or other proper Officer; by reference to an appropriate Commission or Committee of other proper instruction.
- 2.** By a motion to receive and file: Such a motion shall denote neither approval nor disapproval of the subject matter and shall require no action on the part of the Detachment Officers or others beyond a formal reply should such be required.
- 3.** By a motion to reject or decline: Such a motion shall mean disapproval and should include specific instructions for further disposition as contemplated in paragraph 1 above.

**RULE 11:**

**SUSPENSION OF RULES**

**a.** No standing rule or order of the Detachment Executive Committee shall be suspended without one hour's notice being given of the motion therefor, and no rule shall be suspended except by a vote of two-thirds (2/3<sup>rd</sup>) of all members present.

**RULE 12:**

**ROBERTS RULES OF ORDER TO GOVERN**

**a.** Except as otherwise herein specifically provided, Robert's Rules of Order, Newly Revised Edition, shall govern.

Approved – ALDSC DEC 12-3-25