



# Sons of The American Legion Detachment Of South Carolina

## Uniform Code of Procedure For the Organization of the Detachment Convention

As established May 17, 2025

## CALL OF DETACHMENT CONVENTION

1. Not less than ninety days (90) days prior to the date of assembly of the Detachment Executive Committee (Article V, Section 1 of the Detachment Constitution), the detachment adjutant shall issue an official Call for the Detachment Convention. The Official Call for the Detachment Convention shall be served upon all Squadrons through the official address of such Squadron as of record at Detachment headquarters.

The Detachment adjutant shall be authorized to issue copies of the Official Call to all other Squadron Officers, members of the Detachment Executive Committee, and other proper functionaries of the Detachment organization, Officers, and functionaries of all Squadrons, and to other proper persons and organizations having an interest or responsibility in conjunction with the Detachment---addressed to such persons or organizations at an address of record at Detachment Headquarters.

2. The official call for the Detachment Convention shall contain within its context or in proper annexes, or supplements affixed to the call, the following information and instructions:
  - a. The time and place of the assembly of the Detachment Convention
  - b. The purpose of the Detachment Convention including statement of the business to be transacted.
  - c. Official announcement of the time and place for the election of Detachment officers.
  - d. The composition of the Detachment Convention in terms of authorized delegates and other persons entitled to official status as members of the Detachment Convention as provided in the Detachment Constitution/By-Laws. Such statement shall also include instructions for issuance of official credentials, the time and place for filling the same and other pertinent and proper procedural detail.
  - e. The composition of the Detachment Convention in terms of authorized Convention committees and specifications of their assigned tasks as deemed appropriate by the Detachment Commander.
  - f. Such other official and pertinent information and instruction as shall properly apply to the orderly and effective organization and operation of the Detachment Convention.

## CONVENTION PROGRAM

1. Except as may be provided otherwise herein or as directed by the Detachment Executive Committee, the establishment and arrangement of the Program of Proceedings of the Detachment Convention shall be the duty and prerogative of the Detachment Commander. He is empowered to invite proper guests to the Convention on behalf of the Detachment, extend the privilege of addressing the Convention to appropriate speakers, and establish the Order of Business of the Convention and to order and arrange incidental ceremonies consistent with and properly a part of the Convention.
2. In establishing the Order of Business, the Detachment Commander shall restrict the schedule of Guest Speakers or business for the Saturday sessions of the Convention so as to not interfere or inhibit the elections of the Detachment Officers, and shall not schedule any such speakers later than 12:30 p.m. of that session. The ceremony of Installation shall be arranged and scheduled at the conclusion of all other business of the Detachment Convention.
3. The Detachment Commander shall be authorized and empowered to assign specific tasks to Detachment Officers or to appoint such members of the Sons of the American Legion to perform tasks as may to him appear necessary in the conduct of the Detachment Convention.
4. The Detachment Commander shall publish in the Official Convention Program the Order of Business and events established by him including a time schedule for the same and shall cause such Order of Business to prevail except as properly altered by him for cause or set aside by the will of the

Convention upon proper motion in accordance with the standing of special rules of the Convention as hereinafter provided.

## OFFICIALS OF THE CONVENTION

1. The Presiding Officer of the Detachment Convention shall be the Detachment Commander of the Sons of the American Legion, Detachment of South Carolina. He shall have power and authority to yield the Chair from time to time to a Detachment Vice Commander of the Sons of the American Legion, Detachment of South Carolina for the conduct of official business of the Convention. He may yield the Chair to a Past Detachment Commander of the Sons of the American Legion, Detachment of South Carolina or to any other delegate of the Detachment Convention for ceremonial purposes. In either instance due note thereof shall be included in the Minutes of Proceedings.

In the event that the Detachment Commander is not available to preside over the Detachment Convention then the Detachment Executive Committee shall appoint/confirm the Detachment First Vice Commander to preside over the Detachment Convention.

2. The Detachment Adjutant shall be the Secretary of the Detachment Convention. He may yield this office from time to time to any assistant during the Convention by and with the consent of the Detachment Commander or other Presiding Officer then in the Chair.
3. The Detachment Judge Advocate shall be Parliamentarian of the Detachment Convention. The Detachment Commander may appoint one or more Assistant parliamentarians. Such Parliamentarians shall be members of the Sons of the American Legion, Detachment of South Carolina.
4. The Detachment Commander in conducting the proceedings and maintaining order in the Detachment Convention may convene assistants other than the Detachment Sergeant-at-Arms and Assistant Sergeant-at-Arms. Order and conduct of the Detachment Convention shall be the sole responsibility of the Detachment Commander or the Presiding Officer in the Chair.
5. The Detachment Commander shall be empowered and authorized to designate any such functionaries as may be necessary to the proper conduct of proceedings and ceremonials as may be scheduled or directed by him.

## PRELIMINARY ORGANIZATION OF THE DETACHMENT CONVENTION

1. Delegates to a Detachment Convention shall be accredited in writing to the Detachment Adjutant in the number and manner prescribed by Article XII, Section 10 and 11 of the Detachment Constitution. The rights of Squadrons to make and accredit substitutions for absentee delegates or alternate delegates shall be recognized by the Detachment Adjutant at the time of the certification required by the Credentials Committee/Rules Committees or at any time prior to opening of the Detachment Convention.
2. The Detachment Adjutant, within the limits of the Detachment Constitution, is authorized to design and circulate such proper forms as may be required to record and certify the accreditation of delegates and alternate delegates. He is further authorized to establish such reasonable and proper administrative rules as may be necessary in assembling the official list of delegates and alternates accredited and entitled to be seated in the Detachment Convention. All such forms or other administrative requirements shall be certified officially by the Squadron Commander and Squadron Adjutant.

Disputes concerning the accreditation of delegates and alternate delegates shall be referred to the Credentials Committee.

## CONVENTION COMMITTEES

1. The following Convention Committees shall be established as Standing Convention Committees as prescribed in Article VI, Sections 1 and 2, Convention Committees as outlined in the Detachment By-Laws.
  - a. Committee on Credentials
  - b. Committee on Rules
2. The Detachment Commander or the Detachment Executive Committee may from time to time establish Special Convention Committees for specific purposes. Such Special Committees shall serve only during the Convention for which they are appointed.
3. The Convention Committees shall proceed to business promptly under such internal organization as the Committee shall decide and under such rules of order as it shall establish.
4. Detachment Committee Chairmen should endeavor to complete their tasks and compose their final report in narrative form at least thirty (30) days prior to the date of the Convention. These final reports will be incorporated into the "Committee Chairman's Report" booklet and will be disseminated to all delegates. The committee Chairmen will present their reports on the floor of the Detachment Convention when called upon by the Detachment Commander or person presiding at the Chair.
5. A delegate desiring to appear and be heard on a subject before a Convention Committee shall first apply to the Committee Chairman or the Detachment Adjutant, the Convention Secretary.

## **DUTIES OF STANDING CONVENTION COMMITTEES**

### **1. Constitution/By-Laws**

To study and make recommendations to the Detachment Convention concerning all matters pertaining to proposed changes in the Constitution of By-Laws of the Sons of the American Legion, Detachment of South Carolina.

Any proposed amendment to the Constitution and By-Laws of the Sons of the American Legion, Detachment of South Carolina shall first receive an affirmative vote of the Convention Committee on Constitutional Amendments of at least two-thirds of the votes cast by that Committee; for that Committee to adopt any such proposed Constitutional Amendment.

### **2. Committee on Credentials**

To receive from the Detachment Adjutant a statement of the number of delegates to which the Squadrons are entitled under the Constitution, to verify and recommend approval of the same including adjustment of disputes thereon and to report to the Detachment Convention at its first session.

To formulate and recommend matters of policy to the Convention.

### **3. Finance**

To formulate and recommend matters of policy to the Convention concerning the financial affairs of the Sons of the American Legion, Detachment of South Carolina, including reception of the reports of the Chairman, Department Finance Committee and the Detachment Finance Committee, and the fixing of annual dues of the Detachment Organization.

### **4. Committee on Rules**

To consider and devise special rules of order for the Detachment Convention not provided for in the Standing Rules of Order as may be required or directed by the Department Judge Advocate for the purpose of processing issues or the special business of the Convention for which they were adopted.

5. **Organization of Detachment Convention Delegates**

Squadron Delegation at the Detachment Convention shall be organized according to the following:

- a. Each Squadron shall select from among its delegates a Delegation Chairman and shall designate a Delegation secretary. Notice of such selection and designation shall be submitted in writing to the Department not later than twenty-one (21) days prior to the opening session of the convention or the prior Thursday if the date falls on a Friday-Sunday.
- b. Should any Squadron Delegation fail to make such selection or designation the Detachment Commander and Detachment Adjutant shall be deemed to be the Delegation Chairman and Secretary respectively.
- c. The Squadron Delegation Chairman shall preside over the Squadron Delegation caucuses, when convened in the Detachment Convention. He shall be recognized by the Presiding Officer as the floor leader of the delegation and shall be responsible under the Convention Rules for polling and announcing the vote of the Delegation. He shall be the principal authority in identifying the official delegates and alternates of the Squadron Delegation on questions of the right of the floor and shall otherwise be responsible for the proper conduct and representation of the Squadron Delegation in the Convention.
- d. The Squadron Delegation Secretary shall receive all formal notices or other official communications in the name of the Squadron Delegation. He shall perform such other duties in accordance with his office as may be required of him under the Rules of the Convention or as prescribed by the Delegation Caucus.
- e. The number of Delegates authorized for each Squadron shall follow the guidance according to Article XII, Sections 10 and 11, Squadron Organizations, according to the Detachment Constitution. The total number of Delegates will be based on the individual Squadron membership thirty (30) days prior to opening of the Detachment Convention or the prior Thursday if the date falls on a Friday-Sunday.

**STANDING RULES OF CONVENTION**

1. ROBERT'S RULES OF ORDER (NEWLY REVISED EDITION) shall be the authority on parliamentary procedure, with the following modifications.
2. All Detachment Squadrons in violation of any mandates of Detachment Policies (Detachment Convention/Conferences or Detachment Executive Committee) will be a Squadron not in good standing and all members of such Squadron will be denied voice and vote in all Detachment Conventions/Conferences and meetings until issue with the Squadron has been rectified by the Detachment Executive Committee.
3. A Delegate desiring to make a motion or address the Convention, shall rise, address the Chair as "Mr. Commander" and state his name and the name of the Squadron he represents before proceeding.

4. Beepers, pagers, cell phones or electronic devices shall be silenced on the Convention floor during any business session. Failure to do so may result in the Detachment Commander ordering the individual to be escorted from the room.
5. No Sons will be allowed to move about the floor once a roll call has started. Each Delegate Chairman and/or Secretary will stand once his Squadron number is called and announce his Squadron's vote.
6. All Constitution and By-Laws and Resolutions must be reduced to writing and presented through the proper channels ninety days (90) in advance of the opening of the Detachment Convention for dissemination to the individual Squadrons within thirty (30) days before the start of the Detachment Convention.
7. Debate on any one subject presented to the Convention shall be limited to three (3) minutes by each speaker. Such debate will be limited to an additional three (3) minutes for that speaker and no more than two (2) delegates from any one Squadron may be permitted to speak on any one subject.
8. The floor will be permitted but once to any individual delegate on any one subject, except by consent of two thirds (2/3) of the voting strength of the Convention present, excepting that the Chairman of the Convention Committee may speak as frequently as may be necessary in connection with the reports of their committees. The Presiding Officer shall not entertain any motion which will curtail further debate without affording the Committee Chairman an opportunity for rebuttal.
9. No motion to table shall be put before the Convention until at least two proponents of the original matter have had the opportunity to be heard by the Convention.
10. Decisions on rules of debate or parliamentary order shall be governed by the Detachment Judge Advocate. In the absence of a Judge Advocate, the Detachment Commander and/or Detachment Adjutant may declare a final decision.
11. On a decision of two thirds (2/3) vote by the delegates, a Roll Call may be granted. The Squadron Delegation Chairman shall poll his delegation on the floor and announce its vote.
12. Past Detachment Commanders votes will be cast with their individual Squadrons during roll call votes, provided that these Sons are present and on the floor at the time of said vote for their extra vote to be counted. For the election of Officers, Past Detachment Commanders will cast their vote in accordance with Appendix I, Election Procedures for Detachment Convention.
13. The Squadron voting strength will be determined by membership received in Detachment Headquarters by close of business, thirty-five (35) days prior to opening of the Detachment Convention or the prior Thursday if the date falls on a Friday-Sunday. In the event of a roll call vote, only those Squadrons that have a list of their delegates and alternates filed with the Credentials Committee will be allowed to vote. Voting sequence shall be by Squadron numerical order. The Unit Rules of Voting shall not be enforced in the Convention. This means that if you have fourteen (14) delegates and there are two (2) candidates on a particular issue, or two candidates before this Convention, ten (10) can vote one way, the other four (4) can vote the other way.
14. The election of Detachment Officers will be conducted in accordance with Appendix I, Election Procedures for Detachment Convention.

15. At the conclusion of each roll call, the voting process has concluded. Any Squadron/s casting an abstention vote and/or postponement will not be allowed to vote. Voting shall be by acclamation when requested by the Presiding Officer, or the acting Presiding Officer.
16. **Any statement indicating an endorsement for a candidate is prohibited in a concession or withdrawal speech.**
17. The consent of two-thirds (2/3) of the voting strength of the Convention is necessary for suspension of the standing rules of the Convention.
18. Any amendment to any resolution or report originating on the floor shall be presented in writing and transmitted to the Presiding Officer at the time of the introduction of such amendment.
19. Special rules applying to specific issues or order of business, shall be written and presented to the Convention by the rules Committee for adoption by majority vote at least one (1) hour before such issue, or order, is to be considered unless such rule is agreed to by unanimous consent of the final session.  
  
Special rules shall prevail only in the Convention adopting them.  
  
Any delegate may apply for a special rule to the Rules Committee for such special rule provided the rule is presented in writing, be read once from the platform, and shall lie upon the table at least one (1) hour before the vote thereon is taken.
20. Those recognized by the Detachment Commander or Presiding Officer, shall be entitled to a respectful hearing, and the Chair shall have the authority to clear the gallery or the floor or have the Sergeant-at-Arms or other legal authority escort from the Convention anyone creating a disturbance or interfering with orderly procedure.
21. This being governed by the Detachment Constitution and By-Laws, and Parliamentary Procedure according to Robert's Rules of Order, latest edition.

## **CONSTITUTION AND BY-LAWS AND RESOLUTIONS TO BE CONSIDERED BY THE DETACHMENT CONVENTION**

1. All Amendments/Resolutions to be considered shall be submitted upon a proper form and shall be numbered for identification as provided by the Detachment Adjutant.
2. Amendments/Resolutions shall be approved by the Detachment, Detachment Executive Committee, Squadron or any standing or Special Committee of the Convention. These must be submitted in advance of the Detachment Convention as prescribed in Article XIII, Sections 1 and 2, Amendments of the Detachments By-Laws, shall be filed with the Detachment Adjutant who shall refer them to the Constitution/By-Laws or Resolution Committees.
3. Amendments/Resolutions emanating from a Detachment Convention shall be forwarded to the Department of South Carolina Adjutant, to be in his hands fourteen (14) days prior to the opening session of the Department of South Carolina Convention.
4. Amendments/Resolutions originating with and approved by a Detachment Convention, shall be received, assigned and processed through the Detachment adjutant for record and assigned number.
5. The Detachment Adjutant shall maintain a Convention Register of all Amendments/Resolutions received, assigned, and processed which shall identify each Amendment/Resolution by number,

indicate the Committee to which the Amendment/Resolution was referred, and the originating source.

6. In the disposition of Amendments/Resolutions considered, Convention Committees shall present them in the following manner: Approved, Approved as Amended, Consolidated, Referred, Received and Recorded, and Rejected. The term "received and recorded" shall be applied to Resolutions which reiterate or reaffirm a present policy position of the Sons of the American Legion.
7. All Resolutions assigned to, or originating with Convention Committees, shall be identified in the Committee Reports to the Convention with a statement of Committee Disposition.

## **AMENDMENTS TO THE UNIFORM CODE OF PROCEDURE**

This Uniform Code of Procedure may be amended by action of the Detachment Executive committee during regular session of said committee.

## **RULES RECINDED**

That the Detachment Executive Committee shall provide a Uniform Code of Procedure for the orderly organization and operation of Detachment Conventions as approved by the delegates at the annual Detachment Convention held on May 17, 2025, with continuing power of revision, and said Code shall be applicable at all Detachment Conventions.

The American Legion  
Detachment of South Carolina

# APPENDIX I

Election Procedures  
For  
Detachment Convention

1. **PURPOSE**, this document defines the procedures for the election of Detachment Officers at the Annual Detachment Convention as approved by the Detachment Executive Committee. This document must conform to the provisions of the Detachment of South Carolina's Constitution and By-Laws. Any changes to the Detachment Constitution and By-Laws, will supersede the provisions of this document.

2. **OVERVIEW**,

- a. The election of officers will be conducted by a simple majority vote of the certified delegates present.
- b. Candidates for offices will include any eligible member that declares they are seeking the office or by nominations made from the floor of the convention.
- c. Voting will be conducted in accordance with these procedures.
- d. Offices to be elected are:
  - a. National Executive Committeeman (odd years)
  - b. Alternate National Committeeman (even years)
  - c. Commander
  - d. 1<sup>st</sup> Vice Commander
  - e. 2<sup>nd</sup> Vice Commander
  - f. 3<sup>rd</sup> Vice Commander
  - g. 4<sup>th</sup> Vice Commander
  - h. Detachment Historian

3. **PROCEDURES**

a. Nomination/Announcements

i. **National Executive Committeeman or Alternate NEC**

- 1. Any member in good standing can announce and run for NEC or Alt NEC by submitting a copy of eligibility documentation to the Detachment Adjutant 35 days prior to the Detachment Convention.
- 2. Any member in good standing can be nominated from the floor of the Detachment Convention for NEC or Alt NEC. **Nominees must have a copy of their eligibility documentation (DD-214) available at the time of nomination.**

ii. **Commander, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> Vice Commanders**

- 1. No nominations will be allowed for these offices prior to the vote of accession as per the Detachment Constitution. Incumbent officers must announce their intentions to serve in the next higher position 35 days prior to the Detachment Convention.
- 2. **If an announced officer does not receive a simple majority vote of certified delegates to ascend to the next higher office, then nominations will be opened to the floor.** In such case, any member in good standing can be nominated from the floor of the Detachment Convention. The officer that did not receive a simple majority vote to ascend must also be nominated from the floor. **Nominees must have a copy of their eligibility documentation (DD-214) available at the time of nomination.**

iii. **4<sup>th</sup> Vice Commander, Historian**

- 1. Any member in good standing can announce and run for 4<sup>th</sup> Vice or Historian by submitting a copy of their eligibility documentation to the Detachment Adjutant 35 days prior to the Detachment Convention.
- 2. Any member in good standing can be nominated from the floor of the Detachment Convention for 4<sup>th</sup> Vice or Historian. **Nominees must have a copy of their eligibility documentation (DD-214) available at the time of nomination.**

4. **ADDITIONAL ELECTIONS**

- a. Commander, 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Vice Commanders
  - i. If an incumbent Commanders, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>rd</sup> Vice Commanders positions do not receive a simple majority vote to ascend to the next higher office, a new election for that office will be required. The requirement will be announced to the floor of the Convention as soon as possible.
  - ii. For such an election, the floor will be opened up for nominations as per Section 3 a. i. above. **Upon completion of nominations, the Detachment Adjutant will announce when voting will reopen.**
- b. All Other Offices
  - i. Additional elections may be required if one candidate does not receive a simple majority of the votes for an office. In such a situation, the results will be announced, and the floor will be informed that an additional election is required.
  - ii. Per Roberts Rules of Order (Newly Revised Edition), under no circumstances will a candidate be asked to withdraw. A candidate can, however, voluntarily withdraw their name from consideration.
  - iii. **Additional elections will be repeated as many times as necessary until one candidate receives a majority of the votes cast.**

5. **CHANGES TO PROCEDURES**

- a. If an Amendment to the Detachment Constitution and By-Laws is approved at the Detachment Convention that would change this document and is effective immediately, then, this document will be changed immediately to reflect the changes. Such changes will be announced to the Convention floor prior to the start of the nomination process.
- b. This document can be change by a (2/3) vote of the certified delegates at the Detachment Convention, following the procedures contained in the Convention Code of Procedures.
- c. This document can also be changed by a majority vote of the Detachment Executive Committee. Squadrons must be notified of such changes, in writing, at least 30 days prior to the Detachment Convention.