# 91st ANNUAL CONVENTION

**DEPARTMENT OF IOWA**

**May 8 – 10, 2014**

**CONVENTION RULES**

1. Robert’s Rules of Order, as revised, together with the rules herein will govern this Convention.

2. **All cell phones are to be turned off during all business sessions. If a cell phone rings, a $5.00 fine will be assessed with the money to go to the Hospital Fund.**

3. Any delegate desiring to address the Convention will arise, address the chair as “Commander,” state his name and Chapter before proceeding.

4. All resolutions must be in proper form and legibly written or typed, in triplicate, signed by the Commander and Adjutant of the Chapter, District or Department or Department Convention Committee submitting the resolution.

5. All resolutions offered on the floor or otherwise, except those by Convention Committee, will automatically and without reading be referred by the Commander to the Chairman of the Resolutions Sifting Committee for proper distribution.

6. No Chapter will be seated at this Convention unless they have submitted their financial statement of their Chapter and incorporations to the Department Adjutant’s Office according to Article X, Section 10.7, of the Department Constitution and Bylaws.

7. There will be only one nomination speech, not exceeding five minutes, and only one seconding speech, not exceeding three minutes, for each candidate.

8. In the event of two or more candidates for any office, the candidate receiving a simple majority will be elected to that office.

9. All voting will be by voice except when a roll call is demanded, except in the election of Department Officers, then all votes will be made by roll call vote. The election of Department Officers may be made by voice vote when there is no contest. A roll call vote can be demanded by not less than three accredited delegates.

10. The unit rule of voting shall not be permitted at this Convention.

11. In case any delegate is entitled to cast more votes than the number of delegates present, the vote of those absent shall be cast in the same proportion as the votes of those present.

12. Personal grievances will not be discussed on the Convention floor.

13. The Department Adjutant will prepare the official roll call, serve as Adjutant of the Convention and shall be authorized to arrange for stenographers, etc., to assist him.

14. No delegate of the Convention can serve on more than one committee except for the Nominating Committee and the Sifting Committee. No more than five members per committee. No one running for an elected office may serve on the Nominating Committee.

15. Resolutions adopted at previous Conventions and printed in full text in the minutes of a prior Convention shall be referred to only by Convention resolution number and by the subject title in the minutes of this Convention.

16. No committee meetings will be held during the meeting of the Convention unless permission is granted by the Department Commander.

17. The following are the permanent Standing Committees (not considered Convention Committees) of the Department:

A. **FINANCE COMMITTEE**

Members: Joe Mulcahy, Chairman (3 rd ), Daniel Gannon (1 st ), Rob Everhard (2 nd ), Jim Wagner (4th)

The Finance Committee shall originate and/or consider recommendations and resolutions dealing with the finances of the Department, audit the Department books and prepare proposed budgets for consideration of the Department Executive Committee. The member of the committee shall be determined in accordance with Article VII, Section 7.3, of the Department Constitution.

B. **SCHOLARSHIP COMMITTEE**

Members: 1st - Jerry Grandquist , 2nd – Rob Everhard, 3rd – Francis McAllister, 4th – Al Rowell

The responsibilities of the Scholarship Committee are as defined in Article XI, Section 11.2 of the Department Constitution.

C. **STUDY COMMITTEE**

Members: 1st – Jon Wille, 2nd – Joe Berger, 3rd – Tom Simmons, 4th - Jim Wagner

The responsibilities of the Study Committee are as defined in Article XI, Section 11.3 of the Department Constitution.

D. **AWARDS COMMITTEE**

Members: Chairman, Jr. Vice Commander, Legislative Chairman, Hospital Chairman, Membership Chairman

This committee shall consider and suggest winners for all Department awards to the Department Convention for their action.

The following shall be the Convention Committees, their duties and instructions:

A. **RESOLUTIONS SIFTING COMMITTEE**

Room # Chairman

Members

This committee shall receive all resolutions of the Convention, and refer them to the proper committee for consideration. They shall keep an accurate record of the title and number of each resolution and shall have the Chairman of each committee sign for their resolutions. This committee shall consider all resolutions not covered by other committees, or when a resolution involves two or more other committees.

B. **CREDENTIALS COMMITTEE**

Room # Chairman

Members

The committee on credentials shall be appointed by the Department Commander immediately upon the adoption of these rules and regulations and shall immediately thereafter retire and examine the credentials submitted by the delegates and alternates and certify their eligibility to vote to the Department Adjutant.

C. **CONSTITUTION AND BYLAWS COMMITTEE**

Room # Chairman

Members

This committee shall originate and/or consider all resolutions pertaining to any change in the Constitution and Bylaws and read to the convention in accordance with Article VII of the Constitution, and Article XII, Section 12.3 of the Bylaws.

D. **NOMINATING COMMITTEE**

Room # Chairman

**First District:**

Members

**Second District:**

Members

**Third District:**

Members

**Fourth District:**

Members

This committee shall be composed of the Department Commander or his designee as Chairman and, in addition, the Commander may select one Past Department Commander. Each District in caucus during the Convention shall designate two representatives from each District to serve on the Nominating Committee. The formation of the Nominating Committee will not in any way limit the right of any delegate who has credentials to offer from the floor the name of any member for any Department office subsequent to the committee report.

E. **HOSPITALIZATION/FORGET-ME-NOT COMMITTEE**

Room # Chairman

Members

This committee shall originate and/or consider resolutions and recommendations pertaining to the Department Hospital Program and present them to the Convention proper for consideration. This committee shall originate and/or consider all resolutions on Forget-Me-Not drives. They shall draft rules and regulations for the Forget-Me-Not Drive.

F. **TIME AND PLACE COMMITTEE**

Room # Chairman

Members

This committee shall consider proposals for future Convention sites.

G. **LEGISLATION AND PUBLICITY COMMITTEE**

Room # Chairman

Members

This committee shall originate and/or consider resolutions on matters concerning legislation and publicity which are not covered by other committees of the Convention.

H. **REHABILITATION, EMPLOYMENT, CLAIMS, CIVIL SERVICE, NATIONAL DEFENSE AND AMERICANISM COMMITTEE**

Room # Chairman

Members

This committee shall originate and/or consider resolutions on matters concerning rehabilitation, employment, claims, Federal Civil Service, national defense, and Americanism and present them to the Convention proper for consideration.

I. **MEMBERSHIP COMMITTEE**

Room # Chairman

Members

This committee shall originate and/or consider all resolutions on matters concerning Chapter and Department membership. This committee shall draft recommendations for the coming year’s Department Membership Program.

J. **ANY OTHER COMMITTEES WHICH THE CONVENTION DEEMS NECESSARY**