

**CODE OF PROCEDURE**  
**AMERICAN LEGION RIDERS COMMITTEE**

APPROVED by the D.E.C. October 5, 2014

1. The American legion Riders (ALR) Committee shall be composed of five members in accordance with Article IX, Section 2 of the Department By-laws: two (2) for one year and one each for two (2), three (3) and four (4) year terms. The Department Judge Advocate shall serve in an advisory capacity to the Committee. The chairperson shall be appointed by the Department Commander. The Chairman will be a member of the Internal Affairs Commission with a vote on that Commission.
2. The ALR Committee shall oversee the activities of The American Legion Riders in the Department and shall be the liaison between the Posts and the Department Executive Committee.
3. All proposed activities of the American Legion Riders, Detachment of Oregon shall be submitted to the Internal Affairs Commission and Department Executive Committee for approval before being implemented.
4. Communication with Department Headquarters, the American Legion, must be in writing.
5. Each Post of the American Legion Riders group will adopt and participate in at least one (1) American Legion program. This may be a separate American Legion Riders project or in conjunction with the American Legion Post.
6. The Committee shall meet at the call of the Chairman or the Department Commander, and, in any event at least once annually -- following the Department Convention.
7. Three members shall constitute a quorum at any meeting of the Committee). Any action taken by less than a quorum shall be ratified at the next meeting of the Committee.
8. The Chairman shall request in writing, to the Department

Commander, the removal of a Committee member for failure to participate actively in the work of the Committee; a copy of such request shall be sent to the member concerned.

9. The Chairman shall submit a written report of the Commissions activities to the Internal Affairs Commission and Department Executive Committee at its meetings.

10. The Chairman shall submit a written report annually of the year's activities of the Committee to the Department Commander as required by Article V, Section 7 of the Department Constitution.

11. Changes in the Code of Procedure shall be made by majority vote of the Committee members and submitted to the Commander and Department Executive Committee for approval at the Fall DEC.

12. The Chairman shall prepare and submit a budget for the following year to the Permanent Finance Commission for approval by the Department Executive Committee.

13. No expenditures on behalf of the Committee shall be made until the Committee Code of Procedure has been submitted for annual review and approved by the Department Executive Committee and without prior notification to and approval of the Chairman.

14. A notice of the called meetings of the Committee, as well as a copy of the minutes of the meetings, shall be sent to Department Headquarters and to the Department Commander for his/her information.