

CODE OF PROCEDURE

PERMANENT FINANCE COMMISSION

Approved: D.E.C. October 6, 2019

1. The Permanent Finance Commission's regularly scheduled meeting shall meet prior to any Department Executive Committee meeting, or at the call of the Chairman or Department Commander.
2. A Special Meeting of the Permanent Finance Commission may be called by any two members if the request is submitted to the Chairman at least seven days prior to date of such meeting.
3. The participation of any three of the five members in a regular or special meeting shall constitute a quorum
4. The participation in any meeting by any member may be by letter, phone, FAX or e-mail or in person.
5. The Permanent Finance Commission shall be advisory to the Department Executive Committee on all matters of Department finance and, in addition thereto, shall have full authority of approval or veto over any and all expenditure in excess of the amount budgeted and adopted by the annual Department Convention. (Article VIII, Section 4 Department By-Laws)
6. Any request for expenditures by any committee, commission or individual requiring either an increase, or change in amounts budgeted as approved by the Department Convention, must be submitted to the Permanent Finance Commission a minimum of thirty (30) days prior to the Department Executive Committee meeting at which the final approval is required. Failure to do so will mean no consideration or recommendation will be made by the Permanent Finance Commission until its next regularly scheduled meeting.
7. (a) It shall be the duty of the Permanent Finance Commission to prepare an annual budget for the Department of Oregon; such budget shall be presented to the Department Executive Committee for its approval at the Spring Department Executive Meeting.

(b) After such meeting, approved changes shall be made and the proposed budget shall be published in the Pre-convention (May-June issue) with the electronic The Oregon Legionnaire.

- 8.** The members of the Permanent Finance Commission shall be in attendance at the Department Convention for the purpose of taking remedial action to correct or clarify the Department Budget in the event of a dispute in the method of drafting the proposed budget arises. Such changes will then be presented to the Department Convention for their approval. Members will be provided up to two (2) days per diem and travel to Department Convention for this purpose.
- 9.** The budget meeting will be held at the call of the Chairman for the next year's budget.
- 10.** The Commission along with the Administration and Advisory Commission shall have the
responsibility for reviewing and making recommendations to the Department
Executive
Committee on all revenue enhancement program.