

CODE OF PROCEDURES

VETERANS EMPLOYMENT AND EDUCATION COMMISSION (Formerly Economics Commission)

Approved: D.E.C. October 2019

Section 1: In the interest of an effective organization and control of American Legion Activities, the Department Veterans Employment and Education Commission has adopted a Code of Procedures outlining its duties and responsibilities to formulate and guide the Department Veterans Employment and Education Programs.

Section 2: Purpose

- To supervise and coordinate all activities of committees assigned to the Veterans Employment and Education Commission;
- When necessary, to initiate action concerning all matters affecting the economic well-being of veterans and/or the re-establishment of all war veterans returning to civilian life after a period of active service in the Armed Forces of the United States;
- To keep the Department Commander and the Department Executive Committee (DEC) informed concerning all developments affecting the economic welfare of veterans in all areas under the jurisdiction of the Veterans Employment and Education Commission;
- Such other purposes as may be assigned to it by the Department Executive Committee.

Assigned to the Veterans Employment and Education Commission for supervision and coordination are the Employment and Veterans Preference Committee, and the Veterans Education, Other Benefits and Homelessness Committee.

Section 3: The Veterans Employment and Education Commission will be composed of three regular members appointed by the new incoming Department Commander and confirmed by the Department Executive Committee as provided in Section 9, Article IX of the By-laws of the Department of Oregon. The Department Commander will appoint a chairman for the Veterans Employment and Education Commission and the chairman of the Employment and Veterans Preference Committee, and the Veterans Education, other Benefits and Homelessness Committee. The Veterans Employment and Education Commission members will be the commission and committee chairman. The commission members will pick a Vice Chairman, recording secretary and other positions deemed necessary to carry on the business of the Commission at their first meeting. Commission membership may be augmented through the

appointment of liaison members to represent the Commission in key job market areas of Oregon.

Section 4: The commission shall meet at the direction of the chairman or the Department Commander. The Chairman shall report to the Department Commander, the Department Executive Committee and the annual Department Convention. Upon request of any two members of the Commission, the Chair shall be required to call a special meeting. The Chair is authorized to conduct business of the commission meetings by telephone, email or correspondence.

Section 5: A majority of current regular members of this commission shall constitute a quorum for commission meetings. Except where a greater majority would be required by the nature of the motion being considered, a majority vote of regular commission members present at a meeting shall be required to adopt a motion. The concurrence of a majority of regular commission members shall be required to authorize an action of the commission between meetings.

Section 6: This commission shall annually prepare and present a budget to the Permanent Finance Commission for approval at the Department Convention. The budget shall be itemized to indicate the amount to be used for (a) Programs, (b) Administration and (c) Travel. All expenditures of all funds allocated to the Veterans Employment and Education Commission must be approved in advance by the Chairman.

Section 7: The Veterans Employment and Education Commission will have responsibility for three areas: (a) Employment and Veterans Preference, (b) Veterans Education, Other Benefits and Homelessness, and (c) Veterans Employment events.

- a) Employment and Veterans Preference: To initiate action where needed concerning matters of the economic well-being and the re-establishment of veterans returning to civilian life after a period of active service.
- b) Veterans Education, Other Benefits and Homelessness: Provide support and education material, with support from other commissions at National Guard Yellow Ribbons events, Homeless Veteran's Stand Downs, National Guard Armory's, Revitalization Events, coordinate and support Department of Defense (DOD) Employment initiative of all returning warriors to have a job. Coordinate with local community, Department of Labor-Veterans Employment (DOL-VETS), Veterans Administration (VA), Employers Support of Guard and Reserve (ESGR), National Guard for supporting events.
- c) Veterans Employment events: As a partner with DOL-VETS, ESGR, VA, DOD, coordinate and support all Veterans Employment events with an American Legion

Team to include Department Officers, Department Service Officers, this Commission, Veterans Affairs and Rehabilitation (VA&R) and Membership and Post Activities (M&PA) Commissions and Public Relations Commission support and local District and Post participation.

Section 8: The Department Veterans Employment and Education Commission Chairman shall submit a monthly report of the Department Veterans Employment and Education Commission activities to the Department Commander, Department Officers, Department Commission Chairs and this Commission and prepare a column for the Oregon Legionnaire for each edition of this Commission and Committee's activities.

Section 9:

- a) The Department Veterans Employment and Education Commission Chairman will attend Department Executive Committee meetings, subject to the approval of the Department Commander to report the activities of this commission in addition to providing a book of reports of this commission activity for each Department Executive Committee meeting.
- b) The Department Veterans Employment and Education Commission Chairman is responsible to provide instruction on the mission and responsibilities of the Commission and Committees of this Commission at training sessions at Department Executive Committee meetings and when called on by the Department Commander.
- c) When the subject matter to be discussed at any commission meeting would be of interest or concern to chairmen of other commissions, the chairman may request representation from the other commissions to ensure necessary coordination among all commissions involved.
- d) This Commission shall be the advisory board for the Department Commander, Department Officers and the Department Executive Committee on Employment, Veterans Preference, Veterans Education and other Benefits, Veterans At-Risk and Homelessness and Veterans Employment issues, solutions and events.
- e) Commission members are expected to participate fully in the activities of the commission. Unexcused absence from two commission meetings shall constitute ground for removal from the commission. Consistent failure to participate as required shall constitute grounds for removal from the commission or committee. The Department Commander shall have the authority to remove the member of the Commission upon recommendation by the Commission Chair for Cause.

Section 10: The Department Veterans Employment and Education Commission Code of Procedures shall be reviewed and updated if necessary by this Commission for the Fall Department Executive Committee meeting for approval.