

CODE OF PROCEDURE

OREGON AMERICAN LEGION CENTENNIAL COMMITTEE

Approved DEC: September 2018

Section 1: The Oregon American Legion Centennial Committee (OALCC) is a temporary ad-hoc committee created to plan and coordinate centennial activities and promote The American Legion throughout Oregon. The Committee will serve at the pleasure of the Department Commander, and will end after completing after action reviews about October 31, 2019. This Code of Procedure (COP) will guide the planning and activities of the Committee.

Section 2: The OALCC shall consist of at least five members, including a Chair and four members. The Department Commander will appoint all members, fill vacancies, and appoint additional members as they deem necessary. The Committee will meet at the call of the Chair, and in any event at least twice annually. The Auxiliary and the Sons of the American Legion are welcome to join the committee and participate in planning and execution of events.

Section 3: Recommended activities of the OALCC.

- a. Coordinate with National through the Oregon Legislative Commission for U.S. National proclamations, supporting The American Legion.
- b. Prepare recommendations with the Oregon Legislative Commission for a Governors proclamation in Oregon.
- c. Prepare a template for Posts to present to Cities and Counties for proclamations.
- d. Coordinate with the Convention Commission for special events and activities at the Oregon Centennial and 100 year Convention.
- e. Train and assist Posts with entries on the National Centennial web site.
- f. Create a special recognition for all Centennial Posts within Oregon.
- g. Create a 100 year History Book.
- h. Participate with 100 year banners, in as many state wide activities as possible. Examples would be The Portland Rose Festival Parade, Veteran Day celebrations, and other Veteran activities.
- i. Plan a special 100 year gala event in March of 2019.

Section 4: The OALCC will request a budget for each year at the annual Permanent Finance meeting.