

CODE OF PROCEDURE

MEDIA AND COMMUNICATION COMMISSION

Approved DEC: October 2020

Section 1. The Media and Communication Commission will have oversight of the Legionnaire Committee, Public Affairs Committee, and Information Technology Committee, in accordance with Article IX, Section 7, of the Department By-Laws.

Section 2. The Media and Communication Commission, in accordance with Article IX, Section 2.4, of the Department By-Laws will have five (5) members. The members will consist of the Chair of the Legionnaire Committee, Chair of the Public Relations Committee, Chair of the Information Technology Committee, one member at-large, and one Commission Chairperson. The Department Commander will appoint all five (5) members.

Section 3. The Commission will coordinate the dissemination of information to Department of Oregon members and the public through technology, social media, and other digital and printed material sources. The coordination of information will provide consistent information to everyone.

Section 4: The Commission will be the approving authority for all Department-level and District-level websites, social media accounts (i.e., Facebook, Twitter, Instagram, Pinterest, etc.), and other technologically-derived and disseminated information accounts; hereinafter, referred to as “Department and District accounts”.

Section 5. The Commission will maintain with the Department Adjutant a master list of all authorized Department and District accounts, including the name and contact information of the individual(s) authorized to establish, maintain, and administer the account and its content.

Section 6. The Commission shall periodically monitor authorized Department and District accounts for adherence to acceptable behavior, use, and conduct, to ensure it is consistent with the standards and positive image of The American Legion.

Section 7. The Commission will make rules necessary for the conduct of activities. The Department Executive Committee will approve all rules and changes to the rules.

Section 8. The Commission will meet at the call of the Commission Chair, and usually prior to each Department Executive Committee meeting. The Commission Chair will notify commission members, Department Commander, and Department Adjutant of upcoming meetings and provide meeting minutes following the meeting to the Department Commander, Department Adjutant, and Commission members.

Media and Communication Code of Procedure Rule(s):

1. Unauthorized Department-level and District-level websites, social media accounts (i.e., Facebook, Twitter, Instagram, Pinterest, etc.), and other technologically derived and disseminated information accounts will be made known to the Internal Affairs Commission Chair and the Department Adjutant for appropriate action.

2. Information products that are directly created, modified or shared from other sources, which are deemed inappropriate and do not hold consistent with the standards and positive image of The American Legion, shall be made known to the Internal Affairs Commission Chair and the Department Adjutant for appropriate action.

3. Post-level websites, social media accounts (i.e., Facebook, Twitter, Instagram, Pinterest, etc.), and other technologically-derived and disseminated information accounts, which disseminate information or portray endorsement of activities and conduct which are deemed inappropriate and do not hold consistent with the standards and positive image of The American Legion, shall be made known to the Internal Affairs Commission Chair and the Department Adjutant for appropriate action.