

CODE OF PROCEDURE PUBLIC RELATIONS COMMITTEE

Approved: DEC October 2020

Section 1. The Public Relations Committee is under the oversight of the Media and Communications Commission, in accordance with Article IX, Section 7, of the Department By-Laws.

Section 2. The Public Relations Committee will consist of five (5) members in accordance with Article IX, Section 2 of the Department By-laws: two (2) each with terms of one year and one (1) each with terms of two (2), three (3) and four (4) years. The Department Commander will designate the Chairman of the Public Relations Committee. The Chairman will be a member of the Media & Communications Commission with a vote on the Commission. An Oregon Legionnaire assigned to the National Media and Communications Commission or National Media and Communications Council shall be an ex-officio member of the Department of Oregon Public Relations Committee without a vote.

Section 3. The Committee will present the Legion to the public as a responsible, patriotic, non-military and non-partisan organization dedicated to supporting our members and communities through the four pillars – Veterans Affairs & Rehabilitation, national security, Americanism, and children and youth – in public relations and communication endeavors.

Section 4. The Committee shall communicate factual information in order to encourage public understanding, favor and support for Legion programs and objectives.

Section 5. The Committee shall present news of national, Department and Post activities, including but not limited to Veterans Affairs and Rehabilitation, national security, Americanism, and children and youth.

Section 6. The Committee shall encourage all Legionnaires to become acquainted with the history and general background of the Legion since they serve as representatives of the Legion.

Section 7. Committee members shall help all Posts in their districts become aware of Legion activities and public relations resources available to assist in program delivery, as well as, cooperate with local officials and news media outlets – press, radio and TV stations – for proper presentation.

Section 8. The Committee shall carry out such other duties as assigned by the Media and Communications Commission, Department Commander, the Department Executive Committee or a Department Convention.

Section 9. The Committee will meet at the call of the Chairman when necessary. The Committee Chairman will notify committee members and the Media and Communications Commission

Chairman of upcoming meetings and provide meeting minutes following the meeting to the Department Commander, Department Adjutant, Committee members, and the Media and Communications Commission Chairman.

Section 10. The Committee Chairman shall submit a proposed budget to the Media and Communications Commission Chairman in response to the Permanent Finance Commission's call for the following American Legion year.

Section 11. The Committee Chairman will review and approve, as appropriate, all expenditures prior to the expense of funds from his Committee budget.

Section 12. The Committee Chairman shall make periodic reports of the Committee's activities to the Department Executive Committee. The Committee Chairman will submit a written report to the Media and Communications Chairman or attend the Department Executive Committee upon the request of the Department Commander or Media and Communications Commission Chairman.

Section 13. The Committee Chairman shall make a written report of the year's activities according to Article V, Section 7 of the Department Constitution, and submit it to the Department Adjutant no later than 30 days before the opening of Department Convention.

Section 14. The Committee shall judge or appoint a committee to judge the winners of the Post Public Relations Awards year prior to the annual Department of Oregon Convention. Public Relations Awards for the current American Legion membership year will be awarded to Posts based on membership in the following categories:

- Category 1: Posts with membership 15-150.
- Category 2: Posts with membership 151-300.
- Category 3: Posts with membership 301-450.
- Category 4: Posts with membership 451 and more.

The Department of Oregon Public Relations Committee will recognize the winners during the annual Department Convention.