

CODE OF PROCEDURE ADMINISTRATIVE & ADVISOR COMMISSION

Approved Fall D.E.C. October 2021

Commission members are to be appointed as prescribed by Article IX Section 2 of the Department Constitution and By-laws.

Department Adjutant to be Ex-Officio member (voice, but no vote) [07/11 /15] by Department Executive Committee action January 7, 1990, Lebanon, Oregon.

The Commission shall have oversight responsibility for all matters pertaining to the retirement program; health; liability, theft, and fire insurance. Also, the special program of Association Group Insurance Administrators and Accidental Death and Dismemberment insurance for Department Officers, and any other insurance programs the Department of Oregon may participate in. 10/3/2010

The Commission shall have oversight responsibility for the maintenance and general upkeep of the Department Headquarters building. The Department Adjutant, who is responsible for the day-to-day operations of the Department Office, shall have the authority to spend up to \$5,000 annually for emergency repairs from the Building Fund with the approval of the Commission. 10/3/2010

The Commission shall have the responsibility, in conjunction with the Permanent Finance Commission, for reviewing and making recommendations to the Department Executive Committee on all revenue enhancement programs.

The Commission shall meet a minimum of three (3) times a year at the call of the chairman to review and update all programs, to report to the Department Executive Committee, and make recommendations to the Department Executive Committee for action on any changes or new programs proposed that require their approval. 10/3/2010 Copies of Commission minutes, recommendations, and Department Executive Committee actions concerning retirement and insurance shall be kept in the insurance files at Department Headquarters.

The day-to-day operations of the Department of Oregon are the responsibility of the Department Adjutant. 10/3/2010

The oversight of the Office and personal policies of the Department of Oregon shall be the responsibilities of this commission subject to the approval of the Executive Committee.

The Commission will review/approve the Performance Plan with the adjutant at the Fall Meeting. The Dept. Commander and the Chairperson of the A & A Commission will evaluate the Dept. Adjutant in the Spring, before his/her contract is renewed. (10/9/2021)

Technical Correction: Meetings may be conducted using virtual technologies (i.e., video/teleconferencing platforms) in addition to what may already be provided for in this code of procedure. (Action approved at Fall DEC, 10/10/2021.)