

CODE OF PROCEDURE

ADMINISTRATIVE & ADVISORY COMMISSION

Approved Fall D.E.C. October 2022

Commission members are to be appointed as prescribed by Article IX
Section 2
of the Department's 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. I 0/3/2010

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

The oversight of the Office and personal policies of the Department of Oregon
shall be the responsibility 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 Department 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.)