

CODE OF PROCEDURE MEDIA AND COMMUNICATION COMMISSION

Approved Fall D.E.C. October 2023

Section 1. The Media and Communication Commission will oversee 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 will have six (6) members in accordance with Article IX, Section 2.4, of the Department By-Laws. The members will consist of the Chair of the Legionnaire Committee, the Chair of the Public Relations Committee, the Chair of the Information Technology Committee, two members-at-large for 2 years, and one Commission Chairperson. The Department Commander will appoint all four (4) 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 approve all Department and District-level websites, social media accounts (i.e., Facebook, Twitter, Instagram, Pinterest, etc.), and other technologically derived and disseminated information; hereinafter, referred to as "Department and District accounts".

Section 5. The Commission and 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.

- The Commission will notify the Internal Affairs Commission Chair and the Department Adjutant of any Unauthorized Department and District accounts.
- The Commission will notify the Internal Affairs Commission Chair and the Department Adjutant of any Department and District accounts that are inappropriate and do not hold consistent with the standards and positive image of The American Legion for appropriate action.
- The Commission will notify the Internal Affairs Commission Chair and the Department Adjutant of any Post-level accounts which disseminate information or portray endorsement of activities and conduct inappropriate and do not hold consistent with the standards and positive image of The American Legion for appropriate action.

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, the Department Commander, and the Department Adjutant of upcoming meetings and provide meeting minutes to the Department Commander, Department Adjutant, and Commission members. Meetings may use virtual technologies (i.e., video/teleconferencing platforms) in addition to what may already be in use.