

**CODE OF PROCEDURE
PERMANENT FINANCE COMMISSION**

Approved: DEC October 29, 2023

1. The Permanent Finance Commission's regularly scheduled meeting shall take place prior to any Department Executive Committee meeting.
2. A Special Meeting of the Permanent Finance Commission may be called by the Commission Chairman, the Department Commander, or any two members of the Commission if the request is submitted to the Chairman at least seven days prior to date of such meeting.
3. The participation of any three of the five voting members in a regular or special meeting shall constitute a quorum.
4. The participation in any meeting by any member may be by letter, phone, FAX, e-mail, video conferencing software or in person.
5. The Permanent Finance Commission shall be advisory to the Department Executive Committee on all matters of Department finance and, in addition thereto, shall have full authority of approval or veto over any and all expenditure in excess of the amount budgeted and adopted by the annual Department Convention. (Article VIII, Section 4 Department By-Laws)
6. Any request for expenditures by any committee, commission or individual requiring either an increase, or change in amounts budgeted as approved by the Department Convention, must be submitted to the Permanent Finance Commission a minimum of thirty (30) days prior to the Department Executive Committee meeting at which the final approval is required. Requests which are not submitted in time to meet criteria will result in not being considered or recommended by the Permanent Finance Commission until its next regularly scheduled meeting.
7. It shall be the duty of the Permanent Finance Commission to prepare annual budget for the Department of Oregon.
 - (a) The proposed budget shall be presented to the Department Executive at the Spring Department Executive Meeting (DEC)
 - (b) After such meeting, approved changes shall be made, and the proposed budget shall be published in the Pre-annual convention issue of The Oregon Legionnaire.
 - (c) The proposed budget shall be included in the material distributed to the delegates of the Department Convention.

8. The members of the Permanent Finance Commission shall be in attendance at the Department Convention for the purpose of taking remedial action to correct or clarify the Department Budget in the event of a dispute in the method of drafting the proposed budget arises. Such changes will then be presented to the Department Convention for their approval. Members will be can be provided up to two (2) days per diem and travel to Department Convention if funds are available for this purpose.
9. The budget meeting will be held at the call of the Chairman for the next year's budget.
10. The Commission along with the Administration and Advisory Commission shall have the responsibility for reviewing and making recommendations to the Department Executive Committee on all revenue enhancement programs.
11. Members of the Commission shall produce monthly articles for release and distribution through the Oregon Legionnaire. Articles, as scheduled by the Commission chair will be due to the Department Adjutant and Oregon Legionnaire committee chair no later than upon their scheduled due date. Articles may also be released through other designated official social media platforms of the Department of Oregon. Articles will reflect activities of the Commission and efforts that advance the good work of the Commission to the benefit of Department of Oregon members. Articles will reflect positively upon the Commission, Department of Oregon, and The American Legion.