

CODE OF PROCEDURES

ORATORICAL COMMITTEE

Approved Fall D.E.C. October 2023

Section 1: In the interest of an effective organization and control of American Legion Activities, the Department Oratorical Committee has adopted a Code of Procedures outlining its duties and responsibilities to formulate and guide the Department Oratorical Program.

Section 2: This Committee shall consist of a Chair and four (4) members: The new incoming Commander shall appoint the new Chair and one one-year member, one two-year member, one three-year member, and one four-year member. The existing member's appointments will change from four-years to three-years, from three-years to two-years, and two-years to one-year, with the one-year expiring appointment to be reappointed accordingly. All appointments are subject to ratification by the Department Executive Committee (D.E.C.) at the first D.E.C. meeting after the Department Convention. The Chair shall request, in writing, to the Department Commander, the removal of a commission member for failure to participate actively in the work of the Committee. A copy of such request shall be sent to the member concerned.

Section 3: Each Oratorical Committee member shall be responsible for a specific Area of Districts within the Department of Oregon. The Chair shall make the Area assignments from within the selected four members of the Committee. The following are the assignments for the 2022-2023 contest year.

<u>Area of Responsibility</u>	<u>Department Oratorical Committee Members</u>
Districts 1,7 & 2	Debra Jacobson, District 2 Oratorical Chair
Districts 5 & 8	Gerald Outslay, Oratorical Chair Post 65, District 8
Districts 3, 4 & 9	Larry Hill, District 9 Commander
Districts 6 & 10	Aaron Wetterling, Cmdr. Post 37/Chaplain District 6

Section 4: The Department Oratorical Chair and Committee members will help and assist where needed for the Post, District, and Department contests.

Section 5: The Department Oratorical Chair is responsible for preparing the plan for conducting the program for the Department of Oregon and for initial statewide publicity to Districts, Posts, Schools, and the public. The Department Oratorical Chair sets the date and coordinates the arrangements for the Department Contest. There shall be no more than a nominal charge to the Department for the facility in which the Department contest will be held.

- (a) Post/District Contest - Should significant circumstances prevent an in-person post or district contest; the post or district oratorical chair, respectively, shall contact their respective Oratorical Committee Member and/or the Department Oratorical Chair for guidance on conducting a virtual contest.
- (b) Department Contest - Should significant circumstances prevent an in-person department contest; the Oratorical Committee shall render a decision on coordinating and conducting a virtual contest. Notification will be given to the district oratorical chairs and contestants and coordination of the virtual event will be conducted through the Department of Oregon's videoconferencing system.

Post contests shall be held prior to the District contest; District contests shall be held in January; and the Department contest is to be beheld before the National Certification of March 15, 2022. The chair shall present the Oratorical Certificate and a check for \$100.00 (from the Trophies and Awards budget) to the Post sponsoring the Department winner at the annual Department Convention.

Section 6: This Committee shall meet at the direction of the Chair or the Department Commander. The Chair shall send a copy of the minutes of all Committee meetings to the Department Commander, Department 1st and 2nd Vice Commanders, Americanism Commission Chair, and Committee members. The Americanism Commission Chair shall report for this Committee to the Department Commander and the Department Executive Committee (D.E.C.). Upon request of any two members of the Committee, the Chair shall be required to call a special meeting. A quorum of three (3) shall be required for any Committee meeting. The Chair is authorized to conduct the business of the Committee meetings by telephone, video conference, email, or correspondence. The Oratorical Committee Chair shall provide a brief written update to the Americanism Commission Chair for inclusion in scheduled D.E.C. Book of Reports, as well as, make a written report of the year's activities and submit it to the Americanism Commission Chair no later than forty-five (45) days before the opening of the Department Convention covering the activities of this Committee for the year. The Americanism Commission Chair shall submit this report for inclusion in the Book of Reports.

Section 7: Scholarships shall be provided as follows for the Department winners:

- (a) 1st Place \$5,000
- (b) 2nd Place \$3,500
- (c) 3rd Place \$2,500
- (d) 4th Place \$2,000
- (e) 5th Place \$1,500

Section 8: Effective with the 1997 Department contest, winners will be allowed six (6) years, excluding time spent in the military, from the time of their graduation from high school to use their scholarship. Students may use their scholarships to pay for graduate school. Department shall forward a letter to each winner outlining the requirements and conditions of their scholarship. The Department will send a reminder letter to each winner one (1) year prior to the expiration date of their scholarship.

Section 9: Contest facility requirements are as follows:

- (a) One large room in which the contest will be conducted. (A school library is not an appropriate room.)
- (b) Three holding rooms large enough to seat all contestants (approximately 10-15 individuals). These three rooms will be used to accommodate: (1) judges and tabulators; (2) pre-contest pooling of contestants; and (3) post-contest pooling of contestants.
- (c) Three smaller rooms for individual contestants to prepare his/her assigned topic oration.

A Post desiring to hold a Department Contest shall bid for the Contest at least one (1) year in advance. The bid shall include the location of the facility where the Department Contest is to be held.

Section 10: The Department Oratorical Chair will ensure the Oratorical Committee submits monthly articles to the Oregon Legionnaire for publication, in adherence to established department policy.

Section 11: The Oratorical Committee Code of Procedures shall be reviewed annually and updated, as necessary, by this Committee, and copies provided in advance to the Americanism Commission Chair and the Department Adjutant for review and approval at the Fall D.E.C.

Section 12: 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.