

# **CODE OF PROCEDURE ADMINISTRATIVE & ADVISORY (A/A) COMMISSION**

Approved Special  
D.E.C. December 2025

**Section 1:** 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)  
by Department Executive Committee action January 7, 1990, Lebanon, Oregon. (07/11/15)

**Section 2:** 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. (0/3/2010)

**Section 3:** 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)

**Section 4:** The Commission shall have the responsibility, in conjunction with the 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 and make recommendations to the Department Executive Committee for action on any changes or new programs proposed that require their approval. (10/3/2010)

**Section 5:** The oversight of Headquarters Office and personnel policies of the Department of Oregon shall be the responsibility of this commission subject to the approval of the Executive Committee. The Department of Oregon's day-to-day Headquarters Office operations are the Department Adjutant's responsibility with Department Commander oversight. (10/3/2010)

**Section 6:** Retirement and insurance correspondence shall be kept on file at Department Headquarters office staff along with copies of commission/committee minutes, recommendations, and Department Executive Committee actions by the Department Adjutant.

**Section 7:** 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)