

**CODE OF PROCEDURE  
AMERICAN LEGION RIDERS COMMITTEE**

**Submitted: Sept 2021**

1. The ALR Committee Chairperson shall be appointed by the Department Commander. The Department Internal Affairs Commission Chairperson shall serve in an advisory capacity to the Commander concerning ALR committee activities. The ALR Committee Chairperson will be a member of the American Legion Riders and Internal Affairs Commission with a vote on that Commission.
2. The American Legion Riders (ALR) Committee shall be composed of five (5), American Legion Riders in good standing, recommended to the Department Commander, individually accepting the assignment and appointed to the committee. Reference; Article XI Department Standing commissions section 2.3. As directed though the National Constitution all members of this committee shall be American Legion members providing a Form DD 214.
3. The ALR Committee Chairperson shall request in writing, to the Department Commander, the removal of a committee member for failure to participate actively in the work of the Committee; a copy of such request shall be sent to the member concerned.
4. The ALR Committee exists in an advisory capacity to the Internal Affairs Commission and the Department Commander concerning matters presented to them by a Post Commander representing a post ALR Chapter or the Oregon American Legion Riders (ORALR) elected officers.
5. The ALR Committee Chairperson is to communicate with Internal Affairs Commission Chairperson or Department headquarters by phone, email through the Department Adjutant for distribution or directly in support of the Oregon American Legion Rider (ORALR) Programs.
6. The ALR Committee shall meet at the call of the Chairperson, Internal Affairs Commission Chairperson or Department Commander, and in any event at least once annually during the Department convention. A notice of scheduled ALR Committee meetings and subsequent copy of each meeting minutes shall be sent to the Internal Affairs Commission and Department Executive Committee through the Department Adjutant. Three members shall constitute a quorum at any meeting of the ALR Committee. Any action taken by less than a quorum shall be ratified at the next meeting of the ALR Committee.
7. The ALR Chairperson shall prepare and submit a budget for the coming year to the Permanent Finance Commission for approval by the Department Executive Committee. No expenditures on behalf of the committee shall be made until the Committee Code of Procedures has been submitted for annual review and approved by the Department Executive Committee. Prior approval is required for other than mileage or per-diem expenditures through the ALR Committee Chairperson.
8. Changes in the Code of Procedure shall be made by majority vote of the Committee members and submitted to the Internal Affairs Commission and Department Executive Committee for approval at the Fall DEC.
9. As required by Article V, Section 7 of the Department Constitution; The ALR Chairperson shall submit annual report of the committee's activities to the Department Commander

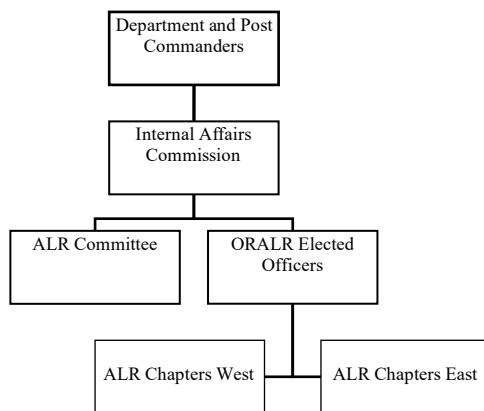
**CODE OF PROCEDURE  
AMERICAN LEGION RIDERS COMMITTEE**

10. As the ALR Chapters coordinate rides and support events throughout Oregon and the Western United States, they shall report to the ORALR quarterly. The ORALR consolidated report will be forwarded to the ALR Committee Chairperson, through the Department Adjutant for distribution through Internal Affairs Commission and the Department Executive Committee prior to each quarterly Department meeting. ORALR Chapter activities can include but not be limited to attending Memorials, Parades, Fund Raising events and contributions.

11. ORALR Annual award nominations for Large and Small Chapter of the Year; and Rider of the Year will be consolidated at the ORALR level for submission. Chapters of the Year will be determined through quarterly reports received, activities reported and value added to their post and community. Rider of the Year chapter submissions upon consolidation will be reviewed by the ALR committee for selection.

The nominations for Chapters of the year will be made by the ORALR and submitted to the committee. Each must be received by the chairperson no later than 5 May annually. Plaques and plates for the above will be created through Department for distribution during the annual Oregon American Legion convention to the chapters and individual receiving the awards.

12. Operational Level flow chart:



---

***American Legion Department of Oregon  
Internal Affairs Commission Chairperson***

---

***American Legion Riders  
Committee Chairperson***

---

***Director  
Oregon American Legion Riders***