

# Department of Missouri Administrative Procedures

## For Hosting a Department Convention

The purpose of this addendum is to expand upon Article Four of The Department of Missouri Bylaws: **Composition of the Convention of The Department of Missouri.**

The following will include stated rules, along with additional customary styles of conducting a more effective convention, that are not defined in the Bylaws. The intention of this is to aid a Detachment in bidding on, setting up, and hosting a Department convention. Any procedures approved by the Department Staff will take precedence over any part of this addendum and will render it void and/or re-stated by its directive.

### **Section I: Bidding on a future Convention**

All bids should be submitted to the Department Senior Vice Commandant, who chairs the Time and Place Committee. All bids shall be received not later than the March Quarterly Department meeting prior to the convention where the bid will be voted on. This will allow the Time and Place Committee ample time to visit the proposed site and make recommendations to the prospective host Detachment and inform the Department Staff.

The bid should be submitted in writing and include the draft schedule of events, proposed dates, location, all rates, hotel accommodations for handicapped, and provide a list of point-of-contacts and any other information deemed important by the submitting Detachment.

An information packet should be prepared and made available to the delegates at the convention meeting where the vote is to take place. This packet should contain the information listed above and any other pertinent items. A verbal presentation should be made by the bidding Detachment at the request of the Committee Chairman prior to the vote.

### **Section II: National Officers, Guest Speakers, Department Commandant and Auxiliary President**

(See protocol guidelines for National Officers and Department Commandant)  
It is recommended that the hosting Detachment invite a National Officer and/or a Guest Speaker to attend the Convention. Protocol for inviting a National Officer is covered under a separate protocol document and should be coordinated with the Department Staff. The National Officer can be the guest speaker but solely at the discretion of the hosting Detachment.

If the Guest Speaker is a separate individual then the proper protocol depending on the Military or Civilian ranking of the individual shall be adhered to with the accommodations, banquet and travel shall be covered by the host Detachment as agreed to by the two parties.

Accommodations for hotel, banquet should be arranged and paid for out of convention proceeds for the National Officer or Guest Speaker and guest per the current approved protocol for National Officers. This person should be contacted at least 6 months in advance with written invitation and a later written conformation.

The Convention hosts should pay for the Department Commandant's and Auxiliary President's hotel rooms as well.

### **Section III: Notification of Department Members**

A preliminary informal notification letter should be made available to all Department Staff Members and Detachment Commandants at least six months prior to Convention. This should include location, dates, all rates and charges and any other important information.

A complete information and registration packet should be prepared and made available to the Department membership a minimum of three months prior to the convention. This should include a registration form, with return address, that has all charges for attending the convention. **Included in the charges will be a delegate fee that is set by the Department Staff and accepted by the previous convention body. The delegate fees collected shall be turned over to the Department Paymaster immediately following the closing of the convention.** The packet will also include hotel information with room rates, contact phone numbers and cut off dates for convention registrants. The Department Staff will approve the schedule of events that will be attached, along with any other added social events planned by the hosting Detachment.  
(Be prepared, Department of MO Marines are notoriously late with registrations)

### **Section IV: Attendance streamers/ Detachment Colors**

An attendance streamer should be made available and presented to each Detachments with a member attending the convention. It has historically been awarded to only those Detachments that display their Colors at the convention. The streamer can be any color but must be printed with the following: **MCL League emblem and "Dept. of MO (year) Convention"**. This streamer should be suitable for attachment to a flagpole. The streamers will be purchased by the hosting Detachment.

### **Section V: Tried and proven convention schedule recommendations.**

A Marine Corps League Flag should be displayed at the hotel entrance (if possible) along with a "Welcome Marines" display on the hotel marquee.

A welcoming committee should be stationed near the front entrance to direct all Marines to the convention registration area and to assist with any needs or problems. A convenient registration area should be set up close to the hotel lobby.

For the Detachment's convenience, a Department computer program can be made available to assist in registration. This is important to make sure of the proper

status and count of all potential Detachment Delegates for the Credentials Committee.

## **Schedule of Events**

### **Friday's Events**

#### **Registration opens - 1200 – 1830 hrs**

Alphabetical Lists of registrants  
Preprinted nametags  
Hospitality bags and local attraction brochures  
Convention schedule and event room directions  
Special raffles and event registration

#### **Committee Meetings**

Time and Place Committee -1500 to 1530  
Bylaws Committee – 1530 to 1630  
Resolutions Committee – 1630 to 1715  
Credentials Committee – 1630 to 1700  
(The above sessions need to have 1 special room set aside to meet in)

Commandant's Council - 1530 to 1630  
Department Commandant's session 1640 to 1700  
Nominating Committee – 1710 to finish  
(The above sessions need to have 1 special room set aside to meet in)

All other committees will meet as determined by individual chairs

#### **Hospitality Room - 1400 hrs to 1800 hrs and following auction until?**

Staff and maintain as needed. (Friday afternoon is the busy time)  
Should have food and drinks available

#### **Auction - 1900 hrs** (This is a good time for the Hotel to have a cash bar)

Donated items can be sold to help defray convention cost  
(Use a professional auctioneer if possible with a clerk and cashier)  
Sign in bidders with register numbers  
Marine Corps related items sell best  
Have plenty of help arranged to show and deliver items  
Auxiliary can raise money through grab bag sale, etc.  
Raffle tickets sold  
Announcements for Sat. can be made

### **Saturday events**

#### **Registration desk opens - 0730 to 0830**

#### **Joint Session (meeting) Opens – 0900**

Meeting opened by Hosting Commandant (See ritual book)  
Welcome and introduce all dignitaries and past Dept. Commandants

MCL and Auxiliary Members welcomed  
Welcome to City by local Mayor, etc. (5minutes)  
Introduce Department Commandant and Auxiliary President

Turn meeting over to Dept. Commandant  
Recess for Memorial Service (See section on Memorial Service)  
Back to Meeting for time and place of next convention vote  
Recess for the purpose of The League and Auxiliary going to their individual meeting rooms

**The time set for The Election of Officers during the Business Meeting should be stated in Announcement Brochure sent to the Members prior to The Convention**

**The League and Auxiliary Meeting in session to the finish of business**

**Devil Dog and Flea Meetings following League Session**  
(Normally held in same room as League meetings)

**Hospitality Room Opens following League Meeting until 1730 hrs**

**Banquet cash bar and social hour 1800 to 1900 hrs**  
Held in banquet room

**Banquet 1900 hrs to close**  
Dinner and final session with awards and installation of new Officers.

**Hospitality room opens following Banquet to?**

## **Sunday Morning**

**Staff meeting –0900 to conclusion**  
(At the direction of the Department Commandant - Room should be made available)

## **Memorial Service**

This service can be as elaborate or as simple as the hosting Detachment wishes. The ceremony should last no more than 30 minutes. Department assistance is available. The service should be held outside, weather permitting.

The following **must** be observed:

The hosting Commandant opens the service. (See the Ritual Book)

A color guard can be used. Colors must be present.

The Detachment or Department Chaplain will read the names of Dept. Members deceased in the past year. An Auxiliary member will place a Rose on the cross as each name is read.

Upon the completion of the reading of the names, the presiding officer should call for a final salute with a rifle squad (if available) and Taps (mandatory).

An adequate sound system should be used.

All will be dismissed to return to the joint session.

## Suggestions

A program booklet can be put together with ads sold to local businesses and such. This will add revenue to help pay for the Convention costs.

Try to arrange for complimentary breakfasts for guests at the hotel on Sat. morning.

Keep in mind wheel chair accessibility for the entire convention area and rooms.

Have a large hospitality area available with a smoking section, if possible.

The meeting rooms should have water and coffee available during sessions.

This document will be maintained and updated as required by the Senior Vice Commandant as part of his/her duties. The Department Staff shall review and concur before being signed by the Commandant.

Submitted by: \_\_\_\_\_  
Lee Hollrah, Chairman of Time and Place Committee  
Senior Vice Commandant, Department of Missouri  
Marine Corps League

This Administrative Procedure is effective as of 6 March 2004 by the direction of the Department of Missouri, Commandant.

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Wendell W. Webb, Commandant  
Department of Missouri  
Marine Corps League, Midwest Division