



# *MARINE CORPS LEAGUE OF PENNSYLVANIA, INC.*

14 March 2021

To: Chief Operating Officer, Marine Corps League  
 From: PDC James Powell, Department of Pennsylvania  
 Subject: Proposed Administrative Procedure Change

In accordance with **Section 10020. Amendments** of the **National Administrative Procedures** I am submitting the following change.

## **CURRENT:**

None.

## **PROPOSED:**

### **2019 NATIONAL ADMINISTRATIVE PROCEDURES ENCLOSURE (9)**

### **EMERGENCY STANDARD OPERATING PROCEDURES MARINE CORPS LEAGUE**

These guidelines are presented to establish a baseline and definition of appropriate operating procedures for the Marine Corps League while under emergency powers. These procedures are not all inclusive as each emergency has its own set of challenges and circumstances. They are setup to be a guide or baseline from which to operate during times of emergency.

**Board of Trustees (BOT)** – While operating under Emergency Powers the Board of Trustees shall have the authority to suspend any section or sub-section of the National Bylaws or National Administrative Procedures that it deems in the best interest of the membership of League. This can only be accomplished by a vote of the BOT with a vote 75% or higher voting in favor of suspending that section or sub-section. Each section or sub-section must be voted on individually.

**Headquarters** – The Headquarters Staff and Building should be operated normally if possible. Every leeway shall be given to the Chief Operating Officer (COO) and the Headquarter Office Manager (HOM) to accomplish this task.

**Meetings** – While under Emergency Powers the National Commandant is encouraged to conduct regular meetings of the Board of Trustees to keep all Board members apprised of the state of the League. If meetings of the National Membership (Mid-Winter or Annual Convention) are required to be cancelled; they can only be cancelled by a majority vote of the entire BOT.

**Elections/Installations** – If Elections and/or Installations cannot take place due to emergency conditions the National Board of Trustees shall by a majority vote shall provide instructions to Detachments and Department on how to proceed with Elections and Installations. The National Board of Trustees shall also by majority vote provide instruction on how the National Elections and Installation shall take place.

**Budgeting** – If the Annual Convention or Mid-Winter Conference is cancelled the National Budget shall be approved by the Board of Trustees by a majority vote until such time as it can be presented to the Membership.

**Awards** – Awards shall be processed normally and presented at the next meeting of the Membership. The Commandant shall also have the option of delivering the awards to the Department Commandants for delivery.

**National Marine of the Year(MOY)** – Since the National MOY Society operates under their own rules separate from other League awards, they will be the final arbiter of how to present their award.

**Chapter 9** – Under Emergency Powers the National Judge Advocate may suspend the time frames under which Chapter 9 operate. Since under times of emergency it may not be possible to adhere to the timing mechanisms in Chapter 9 it is only prudent that the Judge Advocate be given the power to follow through on a Chapter 9 in a manner that makes it possible for anyone involved to adhere to the rules.

**RATIONAL:**

Currently the Marine Corps League has no emergency procedures in place in the case of emergencies that would affect the functioning of the League.

Respectfully submitted,



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