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DATE: 31 JANUARY 2024

RE: Proposed Revisions to Department Administrative Procedures

● Section 300 – CONVENTION/CONFERENCES COMMITTEE

CURRENT:

- (a) The Convention/Conferences Committee will consist of the Chairman, Assistant Chairman, Department Adjutant, Department Sr Vice Commandant, Paymaster or Assistant Paymaster, Protocol Officer, representatives of the Department of Florida Marine Corps League Auxiliary and Military Order of Devil Dogs Florida Pack. (Rev 2023)**

PROPOSED REVISION:

- (a) Department of Florida Commandant will appoint the Convention Chair. The Convention Chair will select an Assistant and various Members and/or Associates to form a Convention Team. Selections to be approved by the Department BOT. Liaisons to the Convention Team will consist of Department Commandant, Department Adjutant, MCL Auxiliary Representative and MODD Florida Pack Representative. Convention Chair will work closely with DOF Credentials Chair and Paymaster.**

REASONING/RATIONALE:

Convention Chair needs to have a “working team” to take over various aspects of a Convention, such as: Registration Captain, Welcome Bag Captain, Convention Book Captain or Co-Captains, Hospitality Room Captain, etc. The Convention Chair also needs the Liaisons from Auxiliary & MODD to be aware of the needs of the AUX & MODD at Convention, and the Commandant & Adjutant for guidance and assistance as needed. The Convention Chair works with the Paymaster, but the Paymaster does not necessarily need to be a member of the Convention “Team”.

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CURRENT:

(b) The Convention/Conference Committee is responsible for receiving and reviewing all bids for sponsorship of Department Meetings.

PROPOSED REVISION:

(b) The Convention Chair, Department Commandant and Department Adjutant are responsible for receiving all Bids for sponsorship of Department Meetings, such as, but not limited to Spring & Fall Conferences.

REASONING/RATIONALE:

Per the Convention/Conference Planning Guide, Conference "Quick Steps" submit [email] a Conference Bid to the DOF Adjutant, DOF Commandant and DOF Convention Chair by the published deadline.

Need to keep things consistent between the Admin Procedures and the Planning Guide.

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CURRENT:

(b)4. Spring and Fall Conference bids must be in writing and follow the format outlined in the Department Planning Guide. All three [3] copies of the bids will be submitted to the Department Adjutant. One copy will be for retention by the Adjutant with two [2] copies forwarded by the Adjutant to Convention/Conference Chairman. Bids may be forwarded by E-mail.

PROPOSED REVISION:

(b)4. Spring & Fall Conference Bids can be submitted via E-mail to the Department Commandant, Department Adjutant and Department Convention Chair per deadline parameters as outlined in the Bid Request communication to all Detachments, MCL Auxiliary and Florida Pack. Bid Requests will be issued in January for the Fall Conference and in July for the Spring Conference. See DOF Convention/Conference Planning Guide for complete details.

REASONING/RATIONALE:

In one place it states that [3] copies must be submitted to the Adjutant and in the same paragraph is indicates Bids can be forwarded by E-mail.

Confusing ... hard-copies or electronic transmission ??

Needs to be consistency between the Admin Procedures and the Planning Guide.

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CURRENT:

(b)(5.) Bids for Sponsorship of the Fall Conference should be received prior to the scheduled Spring Conference of the current calendar year to be considered. Bids for Sponsorship of the Spring Conference should be received prior to the Fall Conference of the current calendar year to be considered.

PROPOSED REVISION:

(b)(5.) *ELIMINATE*

REASONING/RATIONALE:

IF the (b)(4.) change is approved, it states the “deadline dates/process” is indicated in the Bid Request that is sent out and the information about when to submit Bids is also outlined in the Planning Guide.

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CURRENT:

(b)(7.) Conference Bids must be approved by a vote of the membership. Prior to bids being considered for vote by the body, a site inspection shall be conducted by members of the Convention/Conference Committee.

PROPOSED REVISION:

(b)(7.) Bid Request will be reviewed by DOF Convention Chair & DOF Commandant

**If it is determined a “Site Inspection” is needed, it will be conducted per the outline in the Convention & Conference Planning Guide. If, after a “Site Inspection”, the property is deemed acceptable, the Bid will be presented at:
~DOF Spring Conference for a vote by the Membership on the location for the Fall Conference
~DOF Fall Conference for a vote by the Membership on the location for the Spring Conference**

REASONING/RATIONALE:

Site Inspections are not always needed and are not conducted by eight [8] members of a committee. Most Hotels will NOT offer/provide comp accommodations for more than two [2] or three [3] for a Site Inspection. Site Inspections are typically done by the Convention Chair, the DOF Commandant and the Assistant Convention Chair or other designee.

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RE: Revision to Department Administrative Procedures

● Section 305 – DELEGATE REGISTRATION AT ANNUAL CONVENTION

CURRENT:

- (a) *halfway thru the paragraph*.....
Registration fees must be received by the Department not less than fifteen [15] days prior to the meeting date unless otherwise published in advance literature. The Registration Form contained in the Convention Information package will be forwarded to the Credentials Chair.

PROPOSED REVISION:

- (a) *halfway thru the paragraph*.....
Registration Fees must be received by the Convention Chair or the Registration Captain for processing not less than fifteen [15] days prior to the meeting date unless otherwise published in advance literature. A copy of the Registration Form is then forwarded to the Credentials Chair for review to determine Delegate status.

REASONING/RATIONALE:

This process keeps the “chain of custody” in tact and the Convention Team has what it needs and the Credentials Chair has what he needs to complete the job.

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CURRENT:

(b)(5.) The Department of Florida will be responsible for creating/producing, published and distributing a Program Book for Convention

PROPOSED REVISION:

(b)(5.) *ELIMINATE*

REASONING/RATIONALE:

**This line item appears under
“Each person wishing to register at the Convention will:”
The DOF publishing a Program Book for Convention has nothing to do with a person registering AT the Convention.**

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● Section 200 – STANDING COMMITTEES -- DUTIES

CURRENT:

(m) CREDENTIALS COMMITTEE – The Credentials Committee is responsible for assisting the Credentials Chair/Designate in verifying the eligibility of members registered as delegates or alternates for the Department’s annual convention. Registrations will be sent to an individual or detachment as coordinated by the Department’s Convention/Conferences Committee. The Registrations Form has space where the Credential Committee verifies that the member is in good standing and thus eligible to vote based on the voting strength of their detachment. The Credentials Chair, in coordination with the Department Paymaster will provide Committee members with detachment member rosters that include voting strengths. Updates based on Dues Transmittals received by the Paymaster will be provided to the Committee to make adjustments as necessary. Additional members to the Credentials Committee can be requested by the Committee Chair from and approved by the Commandant and Board of Trustees.

PROPOSED REVISION:

(m) CREDENTIALS COMMITTEE – The Credentials Committee is responsible for assisting the Credentials Chair/Designate in verifying the eligibility of members registered as delegates or alternates for the Department’s annual convention. Registration Forms will be sent to an individual or Detachment as coordinated by the Department’s Convention Chair. The Registrations Form has space where the Credential Committee verifies that the member is in good standing and thus eligible to vote based on the voting strength of their detachment. The Credentials Chair, in coordination with the Department Paymaster will provide **Credential [?] Committee members with detachment member rosters that include voting strengths. Updates based on Dues Transmittals received by the Paymaster will be provided to the **Credential [?]** Committee to make adjustments as necessary. Credentials Chair will coordinate with the Convention Chair as to Convention Attendee Delegate status. Additional members to the Credentials Committee can be requested by the Committee Chair from and approved by the Commandant and Board of Trustees.**

REASONING/RATIONALE:

IRL: Convention Registration Forms are distributed in the Convention Packet by the Convention Chair.

Where “Committee” is mentioned in the (m) paragraph, it needs to be clarified

Credential [?] Committee or Convention Chair. It is unclear which “Committee” is being mentioned.

After the Convention Chair and/or Registration Team Captain forwards copies of the received Convention Registration Forms, they are reviewed by the Credentials Chair and the Convention Chair and/or Registration Team Captain is advised whether the Attendee is a Delegate, an Alternate, or just an attendee.

I believe, maybe, the Credentials Chair provides a Summary Report to the DOF Adjutant and possibly the Protocol Officer before the start of the Convention Business Meeting. BUT I am not sure and not sure if this needs to be identified in paragraph (m)

Semper Fidelis,

Trisha Marsh

2024 Convention Chair

2017—2021 Convention Chair

Department of Florida Marine Corps League