



**AMERICAN LEGION NEWPORT HARBOR POST 291
EXECUTIVE BOARD MINUTES
THURSDAY MARCH 5, 2020**

SILENCE CELL PHONES

CALL TO ORDER: Appx. 1800 HRS

INVOCATION: Ken Wilson

PLEDGE OF ALLEGIANCE: Commander Jon Reynolds

ROLL CALL:

<input checked="" type="checkbox"/> Jon Reynolds, Commander	<input checked="" type="checkbox"/> Burt McChesney, Judge Advocate	<input checked="" type="checkbox"/> Rich Whitlinger, M.a.L.
<input checked="" type="checkbox"/> Bob Brennen, 1 st Vice	<input checked="" type="checkbox"/> Bob Wine, Finance Officer	<input checked="" type="checkbox"/> Robert Wright, M.a.L.
<input checked="" type="checkbox"/> Anthony Morales, 2 nd Vice (late)	<input checked="" type="checkbox"/> Bob Grundmeyer, Sgt-at-Arms	<input checked="" type="checkbox"/> Kevin Van Otterloo, M.a.L.
<input checked="" type="checkbox"/> Jim Updike, 3 rd Vice	<input checked="" type="checkbox"/> Chase Wickersham, Service Officer	<input checked="" type="checkbox"/> Wayne Zippi, M.a.L.
<input checked="" type="checkbox"/> Doug Nye, Jr. Past Comm	<input checked="" type="checkbox"/> Ken Wilson, Chaplain	<input checked="" type="checkbox"/> Eric Schroeder, M.a.L.
<input checked="" type="checkbox"/> Mike Berdine, Adjutant	<input type="checkbox"/> Rich Frauenzimmer, Historian	<input type="checkbox"/> Nick Giordano, M.a.L.

Excused: Rich Frauenzimmer, Nick Giordano

INTRODUCTION OF GUESTS & GUEST COMMENTS: Frank Reinhart, Hector Storman, Dave Zamudio, Mike Schubert

Guest Comments:

Hector Storman – Submitted the attached proposed Bylaws amendment and petition. Adjutant Berdine read the amendment procedure from the Bylaws.

Mike Schubert – Reviewed the upcoming Swift Boat visit and Vietnam Welcome Home Weekend plan.

Affiliates and Programs Reports:

- ❑ Auxiliary Unit 291 – First Vice Kendall Madsen – The Sweethearts Ball was a big success. Poppy stuffing March 30. Troop shipping is planned for May 16. Donations are being requested. Girls state project went well.
- ❑ SAL Squadron 291 – Commander Tim Sullivan – Donated \$7,500 to Make-A-Wish for flight lessons for a young man. Donated \$15,000 to First Marine Division Newport Beach Foundation, Pendleton, for barracks upgrades. Tim spoke about a visit to Probis {sic} Club. Two officers replaced.
- ❑ ALYC – Bruce Batcheller – Reported ALYC has 940 members. First sailboat race last weekend. First model yacht group meeting tonight. Whale Regatta and post-race social gathering planned for March 14. Cruise to Dana Point is the first weekend of April. Opening Day is May 3 with the theme of “The Good Old Days.” Bank balance is up to nearly \$132,000. Some maintenance is planned for Valor. Restarting Wounded Warrior events. ALYC wishes to use Valor for more Post Family cruises.

Minutes Approval

- All Board members received copies of the February 6, 2020 Executive Board Minutes
- The Commander asked for a motion to waive the reading of the Executive Board Minutes
 - M/S/C: The motion was approved.
- The Commander asked for a motion to approve the February 6, 2020 Executive Board Minutes
 - Two needed corrections were noted
 - M/S/C: The motion to approve the minutes with the two corrections was approved

Correspondence

- Adjutant Berdine read the following letter

Amgenian Legion Post 291 2/22/2020

Chase and others,

I reached out to the Legion for help with an expensive car repair, Catalytic Converter. Chase was very helpful by utilizing Post funds at half the amount of the repair. Over 1000 dollars. I am a Female Combat Veteran in treatment for Combat P.T.S.D. I am not working while in treatment and need my car for going back and forth between VA and appointments as well as seeing my dog in San Diego. He is in foster care.

I am so thankful to have the help needed so I can continue of my wellness journey.

With all Sincerity and love

Debbie and Delia

oxoxox

Committee Reports

- Finance Committee – Bob Wine
 - Meeting held February 26
 - No significant issues to report
- House Committee – Mike Berdine
 - Women's restroom refurbished
 - Floor tiles still a problem
 - Tuff Shed
 - Painting approved
 - New POS
 - Big improvement over old POS
 - City Seawall Project
 - Overview of changes
 - Costs being negotiated
 - Maintaining membership count is an ongoing concern
- Donations – Chase Wickersham
 - Discussion per attached handouts
 - High requests for assistance
 - Donations motions

AL291 Post Donations to Veteran Organizations
2020 Budget

	Requested	Approved
El Toro Sea Cadets	\$ 2,500	\$ 2,500
Veteran Business Network 3/19	\$ 1,800	\$ 1,800
Veteran Business Network 7/14	\$ 1,800	\$ 1,800
Veteran Business Network 9/17	\$ 1,800	\$ 1,800
Swift Boat / Sailors Association	\$ 1,000	\$ 1,000
Swift Boat / Maritime Museum + fuel	\$ 3,500	\$ 3,500
Swift Boat Supplies	\$ 500	\$ 500
City of Anaheim and others for veteran events	\$ 5,000	\$ 1,000
NB Police Association	\$ 500	\$ 500
Exchange Club of NB / flags	\$ 2,100	\$ 2,100
3/S Marines and others	\$ 2,000	\$ 500
Young Marines Tustin	\$ 1,000	\$ 500
Homefront America	\$ 2,500	\$ 1,000
Fruitful Futures Project	\$ 2,000	\$ 1,000
USO	\$ 1,000	\$ 500
OCVMFC events	\$ 2,000	\$ -
AL Posts in OC events	\$ 2,000	\$ 1,000
Dist 29 AL events and campaigns	\$ 2,000	\$ 500
Emergency Assistance to other AL Posts in OC	\$ 5,000	\$ 1,000
Local School Veteran events	\$ 2,000	\$ 500
Navy League support	\$ 1,000	\$ 500
Army recruiting battalion events	\$ 1,000	\$ -
JFTB events	\$ 1,000	\$ -
VEAF marketing costs	\$ 5,000	\$ -
Misc events during the year		\$ 3,300
Totals	\$ 50,000	\$ 25,000

3/27 CHOC FOUNDS \$1,000 ✓

4/4 CHOC GUIDANCE CENTER \$1,000 ✓

- A motion was made to authorize a total of \$5,000 for Swift Boat support (\$1,000, \$3,500 and \$500 per above Budget document)
 - M/S/C: The motion was approved was made to authorize a total of \$5,000 for Swift Boat support

- ❑ Donations – Chase Wickersham - conti
 - ❑ A motion was made to authorize a total contribution of \$1,800 for the March 9 Veterans Business Network event
 - ❑ M/S/C: The motion was approved to authorize a total of \$1,800 for the March 9 Veterans Business Network event
 - ❑ A motion was made to authorize a total contribution of \$1,000 to the CHOC Follies
 - ❑ M/S/C: The motion was approved to authorize a total contribution of \$1,000 to the CHOC Follies
 - ❑ A motion was made to authorize a total contribution of \$1,000 to the Child Guidance Center
 - ❑ M/S/C: The motion was approved to authorize a total contribution of \$1,000 to the Child Guidance Center
 - ❑ A motion was made to authorize a total contribution of \$500 to the Newport Beach Police Association
 - ❑ M/S/C: The motion was approved to authorize a total contribution of \$500 to the Newport Beach Police Association
 - ❑ A motion was made to initiate a Veterans Emergency Assistance Fund starting March 30
 - ❑ M/S/C: The motion was approved to initiate a Veterans Emergency Assistance Fund starting March 30
- ❑ Marketing and Communications – Chase Wickersham
 - ❑ Have had three meetings
 - ❑ Seeking outside support for Vietnam weekend
 - ❑ Sent 35 solicitation requests
 - ❑ 10 contribution commitments – total of \$7,500

Commander Comments/Announcements

Actions Completed

- **Great American Insurance Group — General and Excess Liability**
- **Toast — New POS (replacing Aloha) — Installed**
- ***Sea Breeze* — February 2020 Issue — Published**

1/1/1 12:00 Thu 8 Mar 20
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Commander Comments/Announcements – continued

Recent Events

- Midwinter Regatta (ALYC) 1200 Sat 15 Feb
- Sweethearts Ball (Auxiliary) 1700 Sat 15 Feb
- Leap Year Party (Post) 1700 Sat 29 Feb

V 01.0 1200 Thu 5 Mar 20

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Upcoming Events

- Next GMM — First Nominations Wed 11 Mar
- Department Executive Committee (DEC) North Oceanside Post 760
 - Finance Ways and Means Committee Fri 13 Mar
 - DEC Sat 14 Mar
 - DEC Sun 15 Mar
- St. Patrick's Day (Post) Tue 17 Mar
- Veterans Business Network (VBN) Thu 19 Mar
- Swift Boat PCF 816 at Post Marina Guest Dock Thu 26 Mar
- Troop Shipping (Auxiliary) Sat 28 Mar
- Vietnam Welcome Home Party (Post) Sat 28 Mar
- Next E-Board Meeting Thu 2 Apr
- Next Month GMM — Second (Final) Nominations Wed 8 Apr
- Easter Sun 12 Apr

V 01.0 1200 Thu 5 Mar 20

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Comments / Announcements

- Election 2020
 - Election Committee for 2020
 - Mike Lipscombe, Chair Former Adjutant and Service Officer
 - John Lindgren Former Adjutant and Member at Large
 - Bob Carolan Former Post 291 Commander and Dept JA
 - Election Rules To be approved
 - Campaign Rules To be approved
- Strategic Planning Meeting: Post 291 Family organizations leadership
- Memorial Day:
 - Master of Ceremonies: Mike Villani
 - Speaker: MajGen Stephen T. Sargent, USAF, Ret.
- Emergency Equipment Survey — Kevin Van Otterloo; Dennis DeRosia
- Coronavirus — Potential Impacts
 - Personal Hygiene Supplies — Paper towels; toilet paper; sanitizer
 - Customer traffic volume
- Post 291 Membership Goal for 2019-2020: **4,096**

V 01.0 1200 Thu 5 Mar 20

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OFFICERS' REPORTS

ADJUTANT – Mike Berdine

- ❑ No report

1ST VICE COMMANDER – Bob Brennen– Membership

- ❑ General discussion per PowerPoint

Post 291 Membership Summary			
February 2020			
•	Membership — Friday 31 January 2020		3,715
○	Plus:		
•	New Members	16	
•	Member Renewals	84	
•	Transfers In	16	
•	TOTAL ACCESSIONS		126
○	Minus:		
•	Member Deaths	7	
•	Delined to Renew	(636 not included in 1/31 begining balance)	
•	Transfers Out	3	
•	TOTAL ATTRITIONS		10
•	Membership — Saturday 29 February 2020		3,831

V 01.0 1200 Thu 5 Mar 20 10

2ND VICE COMMANDER – Anthony Morales - Speaking about upcoming events and bands.

- ❑ Spoke about need to have 80's and 90's music
- ❑ Evaluating benefit of noise absorbing rear wall

3RD VICE COMMANDER – Jim Updike - Speaking on Americanism, youth and children, Boys State, and the Oratorical Contest.

- ❑ Boys State and Oratorical Committee
 - ❑ Boys State
 - ❑ Goal of 25 participants
 - ❑ 29-30 applications received
 - ❑ Dates moved from March 28 and 29 to March 21 and 22

JR. PAST COMMANDER – Doug Nye

- ❑ No report

OFFICERS' REPORTS

FINANCE OFFICER – Bob Wine

- ☐ Distributed current business Profit and Loss Statement

AL 291 BUSINESS P&L BY CLASS								3/4/2020		
YTD 2020	ADMIN	BAR	RESTAUR	BANQUET	TOT REST BANQ	HALL	CUSTODIAL	MARINA	TOTAL	PYC
TOT INC	3,752	98,289	104,980	57,832	162,812	23,810		79,813	368,476	303,905
COGS		62,103	133,372	42,932	176,305				238,407	245,550
GP	3,752	36,186	-28,393	14,900	-13,492	23,810		79,813	130,069	58,356
GP %		37%	-27%	26%	-8%					
EXPENSES	23,101	22,475	17,975	5,388	23,364	15,258	21,106	31,977	137,281	144,314
NET ORD INCOME	-19,349	13,710	-46,368	9,512	-36,856	8,552	-21,106	47,836	-7,212	-85,959
OTHER INC	45,442		2,226		2,226				47,667	62,665
OTHER EX										0
NET INCOME	26,092	13,710	-44,142	9,512	-34,630	8,552	-21,106	47,836	40,455	-23,294
			PYC							
BANK BALANCE	1m305k		1m95k							
OPERATING ACCT	119k		37k							
MEMBERSHIP ACCT	99k		36k							
RESERVE ACCT	962k		907k							

- ☐ Reviewed City of Newport Beach audit

HISTORIAN – Rich Frauenzimmer - Speaking on the pictorial history of the Post.

- ☐ Excused – No report

SERGEANT AT ARMS - BOB GRUNDMEYER

- ☐ No report

CHAPLAIN – Ken Wilson

- ☐ Will be officiating a COL this weekend
- ☐ Working on upcoming troop shipping
- ☐ Some problems

SERVICE OFFICER – Chase Wickersham -

- ☐ No report

JUDGE ADVOCATE – Burt McChesney

- ☐ No report

MEMBER AT LARGE

- ☐ No report

UNFINISHED BUSINESS

- ❑ A motion was made to approve and adopt the revised draft Post 291 Election Rules for 2020 and the Campaign Rules for 2020 as written
- ❑ Discussion about the concerns about limited voting hours/days as well as assigning campaign and election rule violation adjudication to E-Board members seeking re-election
 - ❑ Voting time increased from 1500 to 1900 hours to 1200 to 1900 hours
 - ❑ Adjudicating violations to be done by non-running E-Board members
- ❑ M/S/C: A motion was made to approve and adopt the revised draft Post 291 Election Rules for 2020 and the Campaign Rules for 2020 as written

NEW BUSINESS

- ❑ None

GOOD OF THE LEGION

- ❑ None

ADJOURNED: approximately 2010 hours.

To: Post 291 Executive Board
From: Post 291 members, listed and signed below.
Date: Date presented March 5, 2020
RE: Proposed Amendment P4, per section 15 of Post Bylaws

We the attached signed members of Post 291, demand the Post 291 bylaws be amended as Follows.

(beginning of amendment P4, Change 8.1.10 to read as follows:

Section 8.1.10. Six Members-At-Large- These elected officers shall:

1. Represent only the interests of the Post's general members at General, Special, and Executive board meetings,
2. Not be part of any election slate or group, nor support any election slate or group, but shall run as individuals,
3. Wear a badge displaying title and name, at all times,
4. Maintain contact with post members by attending post functions and post meetings,
5. Attend all committee meetings, as desired, participate in discussions as a non-committee members, with the right to make and second motions.
6. Be expert of Laws/Constitution/ Bylaws and notify, or report violators or initiate recall or judicial processes, if necessary,
7. Hold unofficial members meetings to address members major concerns and ways to increase voter participation,
8. Maintain contact with members through mail, email, post publications, and posting bulletins in post quarters.

(end of amendment)

Relevant Bylaws for amending bylaws.

(members may change the bylaws) 15.2. Post Initiated Amendments -Any amendment initiated by the Post shall not be in conflict with the policies of the National or Department American Legion. It shall not be in final force or effect until approved by the Constitution and Bylaws Commission of the Department, **but shall be temporarily enforced pending action thereon if not in conflict with the Constitution and Bylaws** or adopted policy of The American Legion, or the Department of California.

15.3. Amendments Procedure – The general procedure for enacting a Bylaws amendment that originates from this post shall use the following steps

- (1) Any group of twenty-five or more Post members may submit to the Executive Board a properly written amendment to these Bylaws.
- (2) At the next Board meeting the Board will vote on the amendment and it will require at least a two-thirds majority vote of those Board members present to pass. If the amendment does not pass then the Board shall send a written explanation to the petitioners.
- (3) If the amendment passes the Board vote then it shall be read at the next two General Meetings. Post members shall vote on the amendment after the second reading and it will require at least a two-thirds majority vote of those Post members present to pass.
- (4) If passed by Post members the Amendment will be sent to The American Legion Department of California for approval and, if approved, it will become part of the Bylaws.
- (5) If the Amendment fails at any step then it must be abandoned or returned to the first step for reconsideration.

(Members may overrule the Executive Board) Post Constitution Article V. Post Administration

Section 1. Authority. An Executive Board: (1) Shall administer the affairs of the Post according to the controlling documents described in Article I, (2) Shall consider all matters affecting the Post and shall make recommendations to the Post regarding major Post decisions, and (3) Is accountable to and reports directly to the Post membership on all major Post decisions. Post membership may overrule the Executive Board at a Post meeting by the process of making and seconding a motion, having a discussion, and then having a vote requiring a two-thirds majority of members present to pass.

(Members may remove officers) By laws 7.9. Recall- All officers, including the Jr. Past Commander, can be recalled (relieved from responsibility and authority of a board member) by majority vote of members in Good Standing present at a General Meeting following the Recall announcement at a previous General Meeting. **A petition signed by twenty five Post members or by at least two-thirds of all Voting-eligible elected officers can initiate a recall. After the Board receives the petition the subject officer must be notified and offered an opportunity to resign.** If the officer resigns the recall is terminated. If the officer does not resign then the Board must schedule a recall election at a General Meeting. If the recall passes the officer is no longer on the Board and a search for a replacement officer commences. If the recall fails then the officer retains the office. The Board cannot obstruct a recall petition.

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P4
Post 291 ByLaw Amendment Signatures

No.	Member Name	AL ID	Member Signature	Email	Phone
1	Hector Stornow	204447026	<i>[Signature]</i>		
2	EDWARD NEFFELROAD	204347807	<i>[Signature]</i>		
3	Phil Gorman	205121685	<i>[Signature]</i>		
4	Brian Whitfield "Coach"	203953467	<i>[Signature]</i>		
5	Philippe Beland	11181895	<i>[Signature]</i>		
6	John Freeman	204447026	<i>[Signature]</i>		204 736924
7	Darryl Spellacy	204447026	<i>[Signature]</i>		
8	FRANK CAPRANO	203911121	<i>[Signature]</i>		
9	JACK MATHIAS	203272722	<i>[Signature]</i>		
10	Dennis Heck	203806128	<i>[Signature]</i>		
11	Tony Lamento	205920282	<i>[Signature]</i>		
12	Jim Moss	204447026	<i>[Signature]</i>		
13	Robert Lindberg	204447026	<i>[Signature]</i>		
14	Paul Steinwiler	203928209	<i>[Signature]</i>		
15	FRANK C. NABIA	204447026	<i>[Signature]</i>		
16	Kent Rogers	204071700	<i>[Signature]</i>		
17	Kevin Graham	205021175	<i>[Signature]</i>		
18	Greg M.L. Koc	19871100	<i>[Signature]</i>		
19	James C. Johnston	207620	<i>[Signature]</i>		
20	Harold R. Keyes	203416115	<i>[Signature]</i>		
21	Phil Benson	2004258	<i>[Signature]</i>		
22	Steve Plagins	2099447	<i>[Signature]</i>		step
23	James C. Johnston	207620	<i>[Signature]</i>		
24	SEAN C. SPELL	204447026	<i>[Signature]</i>		
25	Phil Benson	2004258	<i>[Signature]</i>		
26	JAMES D. LACKHART	201320235	<i>[Signature]</i>		
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P4
Post 291 ByLaw Amendment Signatures

No.	Member Name	AL ID	Member Signature	Email	Phone
1	ROLAND REIS	20271117	<i>[Signature]</i>	rolly396@ix.netcom.com	616 850 0596
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P4
Post 291 ByLaw Amendment Signatures

No.	Member Name	AL ID	Member Signature	Email	Phone
1	<i>Neil S. Haddad</i>	2012-11175	<i>Neil S. Haddad</i>		
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P4
Post 291 ByLaw Amendment Signatures

No.	Member Name	AL ID	Member Signature	Email	Phone
1	<i>Neil S. Haddad</i>	2012-11175	<i>Neil S. Haddad</i>		
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AL291 Donation Committee Minutes

Tuesday, February 18, 2020

6:00 p.m. – 6:15 p.m.

Location: AL291 – HUT

Purpose Statement: Newport Harbor Post No. 291 of the American Legion was organized to encourage its members and the local community to "assist primarily veterans and active duty military personnel in need." The committee will approve grants and financial aid to veterans and military families. The Donation Committee consists of (7) Post members in good standing to oversee, recommend and approve all charitable distributions of AL291.

Attendees: Chase Wickersham, Ken Wilson, Cory Vigil, Nick Giordano

A. Items approved or rejected:

1. Reviewed results for January including income and expenses. Reviewed the budget for 2020 and the VEAF balance which is now \$25,884.90.
2. Motion approved for Jennings (Marine) application for \$1,116 for rent to avoid eviction plus \$1000 shared with AL227 (\$500 from AL291) to get his van from creditor.
3. Motion approved for Fitchett (Army) application for emergency car repair \$600 shared with VFW9934 who paid the vendor \$1200.
4. Motion approved for Chartier (Army) application for \$641 for motel rent for two weeks to keep them from becoming homeless.
5. Motion approved for Lindsay-Armani (Navy) application for \$796 for one month rent so veteran and child will not be evicted.
6. Motion approved for Kay (Marine) application for rent assistance of \$2650. Veteran bed bound, wife supports the family but was recently hospitalized. Three agencies shared costs, AUSA for \$800, AL133 for \$800 and AL291 for \$1050.
7. Motion approved for Joseph (Marine) application for rental assistance of \$600.
8. Motion approved for Hegedus (Coast Guard) application for rental assistance of \$600.
9. Motion approved for Richardson (Navy) for nine days in a motel for \$687.
10. Motion approved for Bresnihan (Navy) for unpaid utility bills for \$545.
11. Motion approved for Ward (Marine) in a shelter needing \$25 gas card.
12. Motion approved for Moore (Army) whose application for \$1500 to fix an old car was rejected but a replacement car was found for \$700.

B. Good of the Order

C. Adjourn

Next meeting March 17, 2020, in the HUT

Monthly Update for Service Officer

	2019 Actuals	2020 Budget	2020 Actual thru Feb 29	% of 2020 Budget thru Feb 29
6510 Donations				
6519 Honor Guard	\$ 2,790.83	\$ 2,000.00	\$ 1,689.66	84%
6521 Unrestricted Service Officer Expense	\$ 27,069.00	\$ 25,000.00	\$ 10,480.83	42%
6515 Oratorical	\$ 500.00	\$ 500.00	\$ -	0%
6510 Donations other	\$ 26,171.91	\$ 25,000.00	\$ 2,500.00	10%
Total 6510 expenses	\$ 56,531.74	\$ 52,500.00	\$ 14,670.49	28%
4520 VAAF current balance			\$ 25,724.90	(as of 3/3)
6517 VAAF expenses			\$ 2,553.90	



Memorial Day 2020 VEAF campaign

Purpose Statement: Veteran Emergency Assistance Fund (VEAF) Memorial Day campaign will raise money for veterans and military families in need. Money received will be placed in a separate account which will only be used for VEAF purposes as approved by the Post Donation Committee.

Campaign dates: Start date March 30 and ending date May 25, Memorial Day, for eight weeks.

Target Audience: AL291 Veterans and local foundations

Campaign Actions:

- A. Emails to be sent weekly with stories about veterans served.
- B. Mail request sent once to those without email addresses or those who have opted out.
- C. Applications submitted to local foundations for support with presentations and follow up – 10 targets.
- D. Thank you letters sent to all contributors
- E. Personal presentations or phone calls to AL291 veterans in these zip codes:
92663 Lido 51,
92625 CDM 108,
92651 Laguna Beach 42
92662 Balboa Island 56

Tools needed: Must have a new Indemnity Agreement by April 15 with AL Charities in Indianapolis to allow donations to a 501(c)3.

Financial Goals: \$40,000



Post 291

Post 291 Campaign Rules

Newport Harbor Post 291 of The American Legion

Annual Post Election: Wednesday 13 May 2020

Authorization and Governance

Post 291 Bylaws, Article 7.5., Election of Officers, governs the annual Post 291 election of Post 291 Officers.

Post 291 Bylaws, Article 7.5.3., Campaigning for Office, governs campaigning for office for the annual Post 291 election of Post 291 Officers:

- Candidates for office may campaign based on their experience, philosophy, plans and ideas, and must treat other candidates with respect as members of the American Legion.

Specific Rules

Here are specific campaign rules that all candidates for Post 291 officer positions must follow and comply with. These rules are established to foster and ensure a fair, equitable, and civil campaign and the integrity of the election.

Prohibitions and Restrictions - Campaigning

1. Campaign materials may be posted only on the Election Center white board after close of final nominations on Wednesday 8 April 2020.
2. No other campaign materials are allowed to be posted on any boards, walls, glass, windows, mirrors, fences, or other surfaces in Post rooms and property - including but not limited to the Bar, View Room, Fireside Room, patios, kitchen, Front Office, restrooms, Hut, and marina, as well as on any boat in the marina.
3. No printed campaign materials, holders, or stacks (piles) of campaign materials are allowed to be left on tables, bars, or other horizontal surfaces in Post rooms and property - including but not limited to the Main Hall, Bar, View Room, Fireside Room, patios, kitchen, Front Office, restrooms, Hut, and marina.
4. No campaign materials are allowed to be posted on any City or public property visible from the Post - including but not limited to Veterans Park, the public beach, and the public dock, and the pump-out dock.
5. No one is allowed to move, remove, or deface a candidate's posted materials.
6. Flyers, handbills, and other printed campaign materials may be no larger than 8½ inches by 11 inches.
7. Negative campaigning is strictly prohibited. Candidates must run on their own merits and record at the Post or other American Legion offices or positions.
8. Although events and gatherings at the Post offer opportunities for candidates to campaign, candidates and their supporters must be sensitive to those members and guests who are not interested or do not wish to engage in political or campaign discussions - and not annoy nor be aggressive toward those individuals.
9. Other than the three-minute speech allowed on the night of final nominations of Wednesday 8 April, candidates will not use Post audio/visual equipment - e.g., microphones, display screen, etc. - for campaign-related statements or announcements.

10. Candidates will not use audio/visual equipment of Post-hired bands nor the Hootmanny - e.g., microphones, display screen, etc. - for campaign-related statements or announcements.
11. Election "tickets" or slates (exclusive list of candidates) are not allowed to be posted or distributed unless the Election Committee has received written permission from each slate candidate to use his/her name on the election slate for the candidate.
12. Endorsements are not allowed to be used for a candidate or a candidate slate unless the endorsing person or endorsing organization has submitted a written statement of endorsement to the Election Committee. An endorsing organization must also include with its written statement a copy of approved minutes of the organization showing the organization's approval of the endorsement.
13. All campaign materials must be removed from the Post, and specifically the Election Central white board, no later than 3:00 pm Tuesday 12 May, the day before the election.
14. On Election Day, Wednesday 13 May, no campaign materials are allowed to be handed out on Post property, including the Post parking lot and marina. Any campaigning must be conducted off site - such as the sidewalk in front of the Post on 15th Street or in the alley leading to the Post parking lot.
15. If any candidate is found in violation of any of the Election Rules or Campaign Rules by the Election Committee, the Election Committee Chair shall notify the candidate immediately in writing or verbally of the specific violations, with instructions to curtail or correct the violations immediately or no later than 24 hours of the notification.
16. If the candidate in violation complies with the Election Committee instructions within 24 hours of the notification, there shall be no disciplinary actions. If the candidate in violation does not comply within 24 hours of notification, the Election Committee, at its discretion, may suspend the campaign of said candidate. The Election Committee Chair shall also inform the Adjutant and the Post Commander in writing that the candidate is not in compliance, and shall identify what further actions the Election Committee is taking or may take with respect to the candidate. The Post Commander will place the violation on the agenda for the next scheduled E-Board meeting, or call a Special E-Board meeting, depending on the timing of the violation and proximity to election date. The E-Board shall vote to impose a penalty of candidacy disqualification, with a simple majority vote of those members present whose names do not appear on the ballot. If passed, the violating candidate shall be disqualified from the election, and that person's name removed from the Ballot.

Authorized Campaign Activities

1. Campaign Speech. Each candidate will be allowed three minutes at the General Membership Meeting on the evening of final nominations on Wednesday 8 April to speak to the membership about his/her qualifications and platform.
2. Campaign Materials.
 - a. Candidates may post flyers, handbills, or other printed campaign materials no larger than 8½ inches by 11 inches, on the Election Center white board after close of final nominations on Wednesday 8 April 2020.
 - b. Candidates and their supporters may hand out campaign materials - e.g., flyers, handbills, business cards, trifold, or other printed campaign materials no larger than 8½ inches by 11 inches - directly to interested and receptive members or guests at the Post.
 - c. Candidates and their supporters may wear campaign buttons or badges of no more than four inches in diameter on their clothing.



Post 291

Post 291 Election Rules

Newport Harbor Post 291 of The American Legion
Annual Post Election: Wednesday 13 May 2020

Authorization and Governance

Post 291 Bylaws, Article 7.5., Election of Officers, governs the annual Post 291 election of Post 291 Officers.

- The Election Committee has the responsibility to ensure the integrity of the election of Post Officers.
- The Election Committee is composed of three past Post Officers in good standing who are not candidates in the current election.
- The Commander nominates the three members of the Election Committee at the February General Membership Meeting-which occurs on Wednesday 12 February 2020.
- Election Committee nominees must be approved by majority vote of Post members at the February General Membership Meeting.

Specific Rules

Here are specific rules for the conduct of the campaign and election processes.

1. All candidates for elective office and appointed officers must be confirmed by the Election Committee that they hold valid Post 291 membership and are eligible to serve.
2. The Election Committee will obtain a consolidated Post membership roster to validate eligibility of Post members to vote.
3. Polls will be open and Post members may vote any time during the seven hour period 12:00 pm to 7:00 pm on the day of the election, Wednesday 13 May 2020.
4. Post members must be present to vote. Neither proxy voting nor absentee voting is permitted.
5. Ballots will be counted after the polls close at 7:00 pm Wednesday 13 May 2020. Preliminary counting of ballots may begin before 7:00 pm at the discretion of the Election Committee.
6. The election will follow the guidelines in The American Legion 2019 *Officer's Guide*, pages 118 to 120.
 - a. Ballots will be given to identified voting members only. The names of candidates for each office will be printed on the ballot. The identity of the voter must not be written or indicated in any way on the ballot since it is a secret vote.
 - b. The vote cast for each office must be preserved in such a manner that if the election is questioned, the votes may be verified by a recount. If printed ballots are used, the Election Committee places the voted ballots in a sealed packet together with its report (signed by at least a majority of the Election Committee) and delivers the packet, sealed, to the Adjutant. This sealed packet shall not be opened except by order of the Executive Board for the purpose of verifying the vote or destroying the packet.
 - c. The form of the report of the Election Committee for each office to be filled is as follows (example): "For Commander- Number of votes cast - 30; necessary for election - 16; Brown received 19, Jones received 10, Green received 1." After the vote for all officers has been read (largest vote for each office stated first), the names of the Election Committee members signing the report are read, the report is handed to the Commander, and the reporting member sits. The Commander announces who is elected.

7. The vote tabulation form has been very effective and successfully used in previous elections and can be used in subsequent elections.
8. Special paper will be used for ballots to minimize risk of duplication.
9. The area inside and outside the Post will be monitored for any non-legal campaign activity by a third party group (security) on Election Day and while polls are open.
10. Election results will be published, including vote count, in an all-Post 291 Constant Contact notice as well as published in the June 2020 *Sea Breeze*.
11. The Election Committee may appoint other Post 291 members in good standing who are not running for office to check membership cards, hand out ballots, and assist in counting and recording of ballots.
12. A Post member in good standing supporting a slate or candidate -but who is not a candidate - may request to observe the ballot counting in the closed ballot counting area(s). The Election Committee shall have the sole authority to accept or deny this request. Any observers admitted to the closed ballot counting area(s) shall not touch any ballots or equipment, shall remain well clear of the ballot counters and their equipment, and shall not in any way impede the ballot counting activity.
13. It shall be the sole responsibility of the three appointed members of the Election Committee to certify the results of the election.
14. The Election Committee is authorized to suspend a candidate from campaigning if that person refuses to comply with the Election Rules, the Campaign Rules, or instructions of the Election Committee. The Post Commander will place the violation on the agenda for the next scheduled E-Board meeting, or call a Special E-Board meeting, depending on the timing of the violation and proximity to election date. The E-Board shall vote to impose a penalty of candidacy disqualification, with a simple majority vote of those members present whose names do not appear on the ballot. If passed, the violating candidate shall be disqualified from the election, and that person's name removed from the Ballot.
15. The Election Committee is the sole authority for reviewing election materials and campaign materials for suitability and acceptability. The Executive Board shall have no role in this review process.
16. The Election Committee is the sole authority for arranging the use of the Post Membership list by candidates in accordance with California Corporate Code and Post 291 membership list usage procedures. The Executive Board shall have no role in this process.
17. The Executive Board will prohibit any communications from Post 291 resources such as amplified sound systems, AL291 website and Constant Contact email related to any campaigning by any candidates. A complete list will be published on the Post 291 website of confirmed candidates, along with their contact information (if they give permission), after final nominations on Wednesday 8 April. There shall be no email blasts from Post 291 nor other Post 291 website postings about any of the candidates or their candidacy activities during the campaign, which runs from initial nominations on Wednesday 11 March through the election on Wednesday 13 May.