



DATE: February 25, 2024

FROM: Sean Downey, Tony Poletti

TO: Department of Texas Adjutant

SUBJECT: Modification to Section 2005 of the Department Administrative Procedures

EXPLANATION of PROPOSED REVISION:

For years, it has been extremely difficult to establish a time and place for the Department Convention with the current bidding process. Most detachments have not submitted a bid, and the burden has been placed on a select few detachments to “step up” at the last minute to host. This proposal would replace the current bidding process and establish a rotation schedule called the “Convention Cycle”. Detachments may still submit bids if they wish to.

AS IT IS NOW

Section 2005. Time and Place. The time and place of each Department Convention shall be decided by the Delegates present and voting at a Department Convention two (2) years in advance, provided that, in an emergency, the present and voting Delegates may assign this duty to the Department Board of Trustees.

- A. In the event a Detachment which has committed itself to host a convention decides not to host such convention, then the Department Board of Trustees shall automatically assume the executive duty of selecting an alternate location, without requirement of above referenced vote; this action is subject to ratification at the next convention.
- B. Each Detachment Commandant shall be provided written notification by the Department Convention Committee of date and location of each pending convention at least sixty (60) days prior to the opening date of the convention. Such notification to include necessary forms for the Detachment's certification of authorized Delegates and Alternates to such convention.
- C. At the time proposed Department Convention bids and locations are presented to the Convention body for consideration, the Chairman of the Department Convention Committee shall announce to the body whether or not each bid meets all the requirements outlined in Section 265 and announce whether or not the Department Convention Committee believes that the proposed locations are



acceptable, and if not, why not. If more than one (1) bid is presented, the Committee should offer a ranking based on their site visits, airline accessibility, etc.

PROPOSED CHANGE

Section 2005. Time and Place. The time and place of each Department Convention shall be decided by a rotation schedule as outlined in Enclosure (11).

- A. If a detachment wishes to host a Convention outside of the set rotation schedule, the detachment must submit a request to the Convention Committee Chairperson.
 - a. The Convention Committee Chairperson must obtain approval from the district or detachment scheduled to host the convention in the requested year. If approved, the Convention Cycle will be adjusted so that the districts will switch places in schedule.
- B. Each Detachment Commandant shall be provided **electronic** notification by the Department Convention Committee of date and location of each pending convention at least sixty (60) days prior to the opening date of the convention. Such notification to include necessary forms for the Detachment's certification of authorized Delegates and Alternates to such convention.
- C. Each district or detachment must still meet all the requirements outlined in Section 2065.