

1. The Department Legislative Chairman's expense allowance shall be as adopted in the annual budget. The Chairman shall submit an end-of-year statement of the expenses incurred and proposed recommendations affecting the program budget for the next year to the Finance Committee by May 1.
2. The Department Chairman **may** attend the American Legion Auxiliary Washington DC Conference sponsored by the National organization. The Chairman's expenses cannot exceed the amount budgeted annually to help defray the cost of attending the American Legion Auxiliary Washington DC Conference. **(2024)**
3. The Committee shall make a positive effort to become familiar with and support all veteran legislation sponsored by The American Legion, Department and National, and the American Legion Auxiliary as requested.
4. Units and Districts working on legislation of a local nature which may be assigned to them by a Post or District of The American Legion shall secure the assignment in writing before proceeding, and a copy shall be sent to the Department Chairman. (1992)
5. The Department Chairman shall seek the cooperation of the Department Public Relations Chairman and those Chairmen directing programs which are affected by legislation for successful community coverage.
6. Legislative Chairmen on all levels shall alert the membership with information and requests of The American Legion as transmitted by The Dispatch and The American Legion Legislative Action Alerts. Legislative Chairmen shall consider these requests of legislative matters a need for Chairmen to act immediately and shall urge the membership to respond with cards, letters, and e-mails when requested. (2018)
7. Units and Districts shall be urged to **sign up for the American Legislative Action Alerts emails and encourage Unit Chairmen and Unit Presidents to also sign up and share the information with members. (2024)**
8. Mid-Year Report Forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by December 1st. District report forms are to be sent to the Department Chairman by December 15th. (2023)
9. End of Year report forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by the second Friday in April. District report forms are to be sent to the Department Chairman by May 1st. Department Chairmen reports are to be sent to their Division Chairman and the National Committee Chairman by May 15th. (2019)