

**From: Joseph P. Fay**

**To: Department of Maryland Board of Trustees**

**Subject: Proposed Bylaw change/amendment.**

**Bylaw/Admin Procedure:**

Department of Maryland Administrative Procedures

Chapter Three - Department Staff

Section 300 – Standing Committees and Duties

Sub-Paragraphs: (e) DEPARTMENT ASSOCIATE OF THE YEAR COMMITTEE

Section: (2) Nominations

**Current Text:**

(2) Nominations – A letter of nomination for the Department Associate of the Year Award must be submitted in the following manner:

(a) Letters of Nominations will be accepted only from a Detachment

(b) There shall be only one nominee from each Detachment

(c) All Letters of Nomination shall contain a statement of certification from the Detachment Commandant and Adjutant stating the nominee for Department Associate of the Year was approved by the detachment by a majority vote.

(d) Each nomination submitted shall be placed in a sealed envelope and addressed to: “Chairperson, Department Associate of the Year Committee.”

(e) Each Letter of Nomination, so addressed, shall then be placed in an envelope and mailed, Certified Mail/Return Receipt Requested, to: Chairperson, Department Associate of the Year Committee, c/o Department Adjutant, Department Headquarters, at their address at that time, and post marked no later than the Monday preceding the Spring Department Staff Meeting, at which the nominee is to be judged. If delivered in person, the Letter of Nomination must be presented to the Department Adjutant prior to the start of said meeting or presented in person to the Chairperson prior to the start of said meeting.

(3) Duties – The Department Associate of the Year Committee shall:

(a) The Chairperson of the Department Associate of the Year Committee shall receive all Letters of Nomination from the Department Adjutant, insuring they are all sealed. All Letters of Nomination for Department Associate of the Year received from the Department Adjutant shall remain sealed until the Committee meets at the Department Spring Staff Meeting.

(b) Judge each nominee received from the Department Adjutant

(c) Attest by signature of each member of the Committee present, that the nominee was judged.

(d) Return, to the Department Adjutant in its respective envelope and sealed, the resume of each nominee.

**Proposed Amendment:**

(2) Nominations – A **letter/email** of nomination for the Department Associate of the Year Award must be submitted in the following manner:

**(a) Letters/Emails of Nominations will be accepted only from a Detachment**

(b) There shall be only one nominee from each Detachment

(c) All Letters/Emails of Nomination shall contain a statement of certification from the Detachment Commandant and Adjutant stating the nominee for Department Associate of the Year was approved by the detachment by a majority vote.

(d) Each Letter/Email nomination submitted shall be either placed in a sealed envelope and addressed to: "Chairperson, Department Associate of the Year Committee."

(e) Each Letter of Nomination, so addressed, shall then be placed in an envelope and mailed, Certified Mail/Return Receipt Requested, to: Chairperson, Department Associate of the Year Committee, c/o Department Adjutant, Department Headquarters, at their address at that time, and post marked no later than the Monday preceding the Spring Department Staff Meeting, at which the nominee is to be judged. If delivered in person, the Letter of Nomination must be presented to the Department Adjutant prior to the start of said meeting or presented in person to the Chairperson prior to the start of said meeting.

(3) Duties – The Department Associate of the Year Committee shall:

(a) The Chairperson of the Department Associate of the Year Committee shall receive all Letters/Emails of Nomination from the Department Adjutant, insuring they are all sealed. All Letters/Emails of Nomination for Department Associate of the Year received from the Department Adjutant shall remain sealed until the Committee meets at the Department Spring Staff Meeting.

(b) Judge each nominee received from the Department Adjutant

(c) Attest by signature of each member of the Committee present, that the nominee was judged.

(d) Return, to the Department Adjutant in its respective envelope and sealed, the resume of each nominee.

(4) Responsibilities

(a) The Department Associate of the Year Committee is responsible for the following:

(1) Presenting the Associate of the Year Award to the recipient at the closing banquet of the Convention

(b) The Department Commandant will assist the Department Associate of the Year Committee in the following manner:

(1) Accept all nominations which are submitted in accordance with the requirements of this section.

(2) Stamp the sealed enclosed envelope with a rubber stamp furnished by Department Headquarters which shall include but need not be limited to the following data information: – Date received by Department Adjutant – Space for assigned progressive number – Date the Committee received the nomination from the Adjutant – No less than five (5) lines on which the Committee members shall attest by signature that the nomination was considered – Date the Committee returned the sealed envelope to the Adjutant

(3) Ordering and purchasing of the Associate of the Year Award.

(4) A member in good standing, as used in this section, shall mean a associate member of the Marine Corps League who is in compliance with Article Six (6), Section 615 of the 2004 edition of the Marine Corps League's National Bylaws, as amended

**Amendment Rationale:**

Updating Bylaws to include electronic means of sending and receiving email nominations for the Department Associate of the Year.

**Sponsor/Proposer**

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