



ELECTION OF OFFICERS

Election of officers should be held at a general meeting of the Detachment. National and Department by-laws require that elections be held, and officer installation reports be submitted, during the months of October through May of each calendar year. If a new Detachment is formed, or a Detachment is reactivated in the June through September time frame, installation and reports are made at that time. However, in subsequent years, elections need to be scheduled October through May.

The National by-laws require that the offices of Commandant, Senior Vice Commandant, Junior Vice Commandant, and Judge Advocate be elective offices to be held by regular members in good standing (Marines). These officers, along with the Junior Past Commandant (normally the immediate past Commandant) comprise the Board of Trustees of the Detachment. The Detachment, in the Detachment by-laws, may designate other officer positions for election or appointment, and whether regular or associate members may hold that office. Other required officer positions include Adjutant, Paymaster, or Adjutant/Paymaster, Sergeant-at-Arms, and Chaplain.

Upon installation, an Installation Report should be immediately prepared which identifies the officers' names, addresses, and phone numbers. The report should be initialled by the installing officer, and distributed as instructed on the bottom of the form. The Detachment Adjutant should be responsible for this function. In addition to the required distribution, it is suggested that copies be made and sent to the Department Paymaster, and the Department News Editor.