



Nova Scotia/Nunavut Command
The Royal Canadian Legion

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All Branch Mail Out # 89

Date: December 13, 2022

TO: NS/NU Branches
NS/NU Executive Council
NS/NU Zone Commanders
NS/NU Past Presidents
NS/NU Command Staff

From: Valerie Mitchell-Veinotte
Executive Director
NS/NU Command, RCL

Subject: Major Awards

Message:

Please be reminded that the Ritual, Award and Protocol Manual was amended in October of this year and Legion Branches were advised through the all Branch E-mail communication.

One of the changes is in Section 207 b (as follows) pertaining to Branch minutes for major awards. The copy of the Minutes submitted in support of an application **must** contain **all** the information in this section. Effective in January of 2023, any Minutes received with major award applications missing this information will be returned to the submitting command seeking the required information.

To avoid any inconvenience it is requested that you remind your provincial chairs and Branches in your Command of this requirement.

207 b

The date and type of meeting where the award was approved, " that a copy of the minutes of the meeting where the application was approved are attached to the application form. The minutes must include the name(s) of the member(s) the award(s) being applied for, and the name of the nominator and seconder. **The minutes must also be signed by the appropriate signing authorities.** If it is the wish to keep the name(s) of the applicant(s) confidential, an 'in camera' provision could be utilized at an Executive Meeting to discuss the application(s). The Minutes of the 'in camera' portion of the meeting are to be included with the rest of the Executive Meeting minutes when submitting the application and must include the name(s) of the member(s) and the award(s) being applied for and the name of the nominator and seconder.

Blaine Kiley

Chair, DEC Ritual, Award and Protocol Committee