



AMERICAN LEGION AUXILIARY
Department of Ohio, Inc.

2014 DEPARTMENT CONVENTION RULES AND ORDER OF BUSINESS

1. All meetings of this convention shall be called to order at the designated time.
2. The Credentials Committee shall report at such times as directed by the Chair.
3. The Chair may have permission to deviate from the printed program when necessary or expedient.
4. The audience shall remain seated during the business of the Convention, unless participating in discussion or program. No one shall be permitted to enter or leave the hall during the presentation of reports or when a speaker has the floor.
5. The District President shall be Delegation Chairman of her District and shall be charged with the responsibility of seeing that only accredited delegates, wearing the official delegate badge, are seated with their delegation. If the delegate is to be temporarily absent from a meeting, she shall give her badge to her alternate who shall then take the delegate's place and report to the District President.
6. An Alternate who is to replace a delegate unable to attend the Convention, shall notify the registration committee (by written authorization from her Unit President or by a signed Delegate Replacement Form) that she is a registered alternate acting as a delegate, and notify her District President that she will be the official delegate.
7. Only voting members of the convention may make motions and address the assembly. To address the assembly, the voting member shall (1) rise, (2) go to a microphone, (3) address the Chair, (4) wait to be recognized by the Chair, and (5) give her name and Unit number.
8. Debate on any question shall be limited to THREE (3) minutes for each speaker. No person shall speak on the same question more than once without the consent of the Convention body. No District may speak more than once until all Districts have spoken who desire to do so. TOTAL DEBATE TIME on one question shall be limited to TWENTY (20) MINUTES.
9. Any Committee or individual recommending an appropriation of money shall confer with the Department Finance Committee before recommendation is presented.
10. Voting shall be by voice except when roll call is requested or when rules require a ballot vote (See #16).
11. Nominations for Department Offices shall be made from the floor. Nominating speeches shall be limited to three (3) minutes. There shall be no seconding speeches. Election of Department Officers shall be held on Saturday. A plurality vote (*largest number of votes*) shall elect (Article IV, Sections 2, 3, Department Constitution).
12. Each Department Officer Candidate may address the Department Convention for two (2) minutes when introduced.
13. Consideration of Endorsement of Candidates for National Offices shall be in accordance with effective Policy stipulations.

14. Nominations for consideration of Endorsement of Candidates for National Offices shall be made from the floor. Nominating speeches shall be limited to three (3) minutes. There shall be no seconding speeches. Election of Endorsed Candidates for National Offices shall be held on Saturday. A plurality vote shall elect.
15. Each Candidate for Endorsed National Officer may address the Department Convention for two (2) minutes when introduced.
16. Election of Department officers and Endorsed Candidates for National Office shall be by ballot when there is more than one candidate. When only one candidate is nominated, the chair shall call for a voice vote.
17. Nomination and election of additional Delegates and Alternates to the National Convention shall be made from the floor by District Presidents according to membership standing as of May 31, 2012. The first members nominated shall be delegates and those that follow shall be alternates. (Once the Delegates have been elected, Alternates will be elected continuing down the same membership standing list from where the last Delegate was elected. It will not return to the top of the standings until each district has elected or passed).
18. Only registered delegates, or authorized alternates acting as delegates, seated in the assigned location for each District are eligible to vote (verified by the District President).
19. Before elections, each District President shall poll her delegation. Discrepancies shall be reported and resolved by the District President with the Registration and Credentials Chairmen prior to voting. Any vote/ballot cast over the amount authorized on the credentials report will be disqualified. Districts will only receive ballots in the amount authorized by credentials.
20. No one will be permitted to enter or leave the Convention Hall during voting time. Delegates must remain in their own District, not leaving the section in which their District is located, except for dire emergency. Delegates may lose their vote if not in the proper voting section when voting by ballot occurs.
21. There shall be no public presentation of gifts during the Convention except the Past Department President's pin, unless by pre-arrangement with the Department President.
22. The current issue of Robert's Rules of Order Newly Revised shall be the parliamentary authority on all points not covered by these Convention Rules, the Department Constitution and Bylaws, and Department Policy.

DISTRIBUTION:

Department Executive Committee
Department Finance Committee
Department Convention Chairmen
Department Parliamentarian
Department Convention Parliamentarian
Department Headquarters Staff
All Registered members at Department Convention
Verbatim Reporter