

**AMERICAN LEGION AUXILIARY  
NATIONAL HEADQUARTERS  
8945 N. MERIDIAN ST.  
INDIANAPOLIS, IN 46260**

**MEMORANDUM**

**FROM:** Mary "Dubbie" Buckler, National Secretary  
**DATE:** May 2018  
**SUBJECT:** **GENERAL INFORMATION ABOUT THE 2018 ALA NATIONAL CONVENTION**

**CALL TO THE CONVENTION**

Please find enclosed a copy of the Call to the National Convention. Additional copies are available at [www.ALAforVeterans.org/Meetings/National-Convention/](http://www.ALAforVeterans.org/Meetings/National-Convention/)

**DEPARTMENT PRE-CONVENTION COMMITTEE REPRESENTATIVES**

Each department secretary will indicate representatives to the Pre-Convention Committee Meetings during delegate and alternate registration.

To allow representatives to attend more than one committee meeting, all committees have been assigned a time to meet. Groups A – J Pre-Convention Committee Meetings and the Constitution & Bylaws Pre-Convention Meeting will take place in the Minneapolis Convention Center.

**PRE-CONVENTION ROLL CALL AND VOTING PROCEDURE**

In order to provide an accurate roll call and to facilitate voting, the following procedure will be used for the Pre-Convention Committee Meetings:

In the front of each meeting room, 52 chairs will be reserved – one for the official representative (either a delegate or alternate) of each department. Cards bearing department names will be affixed to the chairs in alphabetical order. Other individuals present have voice but no vote.

The sergeant-at-arms is responsible for checking vacant chairs and indicating on a list the departments that are not represented. The department secretary electronically submits to ALA National Headquarters the name of the representative assigned to the Pre-Convention Committee Meeting; therefore, each department has an assigned chair, and it is not necessary to call the roll or pass a roll list.

Each time a national chairman presides, she will announce that only the official representatives to the appropriate meeting should be in the chairs, unless a member is replacing a previously assigned person from her department. The sergeant-at-arms will check the list each time a new chairman presides.

Since larger departments may have more than one person assigned to a group of Pre-Convention Committee Meetings (e.g., Mrs. Albright for Americanism, Mrs. Edwards for Education, and Mrs. Kelly for National Security), the national chairman will allow time for representatives to take their seats and make such changes, etc.

Voting will take place via voice vote. Votes may also be confirmed by a standing vote, show of hands, or roll call.

**Pre-Convention Committee Meeting on Constitution & Bylaws**

The Pre-Convention Committee Meeting on Constitution & Bylaws is held at a separate time from the other Pre-Convention Committee Meetings and is open to all delegates.

The purpose of the Pre-Convention Committee Meeting on Constitution & Bylaws is to receive and consider all proposed amendments to the governing documents to be presented to the convention body, and to verify that amendments adopted by the convention body are correctly incorporated into the governing documents. It is also to clarify the meaning of the proposals.

The Pre-Convention Committee Meeting on Constitution & Bylaws shall be open to all National Convention delegates and shall be held at a time that does not conflict with the meetings of all other pre-convention committees. Each proposed amendment shall be presented for explanation by a member of the Pre-Convention Committee on Constitution & Bylaws. Any delegate may ask a clarifying question. Such questions from non-members of the Pre-Convention Committee on Constitution & Bylaws shall be limited to clarifying the intent or purpose of a proposal. There shall be no debate on the merits of the proposal based on clarifying questions from non-members of the committee. Upon conclusion of open discussion regarding clarification of each proposed amendment, the committee may discuss the merits of the proposal and may vote to either a) recommend to the convention body that a proposed amendment be adopted; b) recommend to the convention body that a proposed amendment not be adopted; or c) make no recommendation to the convention body regarding a proposed amendment. Each member of the Pre-Convention Committee on Constitution & Bylaws and one representative assigned from each department shall be entitled to vote on the recommendation to be made to the convention body.

**2018 PRE-CONVENTION COMMITTEE MEETING SCHEDULE**

**Saturday, August 25, 10:00 a.m. – Noon and 1:00 – 2:30 p.m.**

**All Pre-Convention Committee Meetings will take place at the Minneapolis Convention Center.**

<b>GROUP A:</b>	Americanism	10:00 – 10:30 a.m.	Room 208CD
	Education	10:40 – 11:10 a.m.	
	Community Service	11:20 – 11:50 a.m.	
<b>GROUP B:</b>	Junior Activities	10:00 – 10:30 a.m.	Room 205C
	ALA Girls Nation	10:40 – 11:10 a.m.	
	Children & Youth	11:20 – 11:50 a.m.	
	Liaison to the Child Welfare Foundation	11:50 am – Noon	
<b>GROUP C:</b>	Public Relations	10:00 – 10:30 a.m.	Room 205D
	AEF	10:40 – 11:10 a.m.	
	Leadership	11:20 – 11:50 a.m.	
<b>GROUP D:</b>	Membership	10:00 a.m. – Noon	Room 208AB
<b>GROUP E:</b>	National Security	10:00 – 10:30 a.m.	Room 205AB
	Legislative	10:40 – 11:10 a.m.	
	Poppy	11:20 – 11:50 a.m.	
<b>GROUP F:</b>	Veterans Affairs & Rehabilitation	10:00 a.m. – Noon	Room 211AD
<b>GROUP G:</b>	Historians	10:00 – 10:30 a.m.	Room 206AB
	National History Committee	10:40 – 11:10 a.m.	
<b>GROUP H:</b>	Past Presidents Parley	10:00 – 10:30 a.m.	Room 204AB
	Chaplains	10:40 – 11:10 a.m.	
<b>GROUP I:</b>	ALA Foundation	10:00 – 10:30 a.m.	Room 203AB
	Finance	10:40 a.m. – Noon	
<b>GROUP J:</b>	Credentials	10:00 – 10:20 a.m.	Room 207AB
	Rules	10:20 – 10:30 a.m.	
	Resolutions	10:30 a.m. – Noon	
<b>Constitution &amp; Bylaws Pre-Convention Meeting</b>		1:00 – 2:30 pm	Ballroom B

**NATIONAL EXECUTIVE COMMITTEE MEETINGS**

**Pre-Convention NEC Meeting (2017-2018 National Executive Committee)**

Date: Saturday, August 25, 2018  
Time: 8 a.m.  
Location: Ballroom B, Minneapolis Convention Center

**Post-Convention NEC Meeting (2018-2019 National Executive Committee)**

Date: Thursday, August 30, 2018  
Time: 8:30 a.m. (Tentative)  
Location: Room 211AD, Minneapolis Convention Center

**DRESS CODE FOR NATIONAL CONVENTION**

The attire for attendees of all business meetings for the 2018 National Convention is business casual. Please: no jeans, shorts, or tank tops.

For those individuals appearing on stage during the general session or presiding at a meeting, the national president asks that you wear business attire (suit with a skirt or pants or a dress).

**ALA NATIONAL HEADQUARTERS OFFICES**

American Legion Auxiliary National Headquarters office will be located:

Wednesday, August 22 - Thursday, August 30: Hall A, Minneapolis Convention Center

**ONLINE SUBMISSION – NATIONAL CONVENTION INFORMATION, REGISTRATION, AND TICKETING**

A website link will be provided to department secretaries in June for submission of the following:

- National Convention Department Pages
- States Dinner Ticket Purchases
- Woman of the Year Luncheon Ticket Purchases
- Packet Pickup and Delivery Information

On/after July 30, 2018, once the delegate strength has been determined by each department, instructions will be sent to register and certify delegates and alternates via the online system. Auxiliary departments will also be able to register guests utilizing the same online system. This system will enable departments to register guests and designate their delegates or alternates for pre-convention committee meeting representatives.

**DISTRIBUTION**

National Officers  
Past National Presidents  
National Executive Committeewomen  
National Chairmen  
National Committee Members  
Department Presidents  
Department Secretaries  
National Convention Chairman  
Candidates for 2018-2019 National Office