

Convention

Holiday Inn
6001 Rockside Rd.
Independence, Ohio
July 10–July 12, 2025



AMERICAN
LEGION
AUXILIARY

A Community of Volunteers Serving Veterans, Military, and their Families

Thursday July 10, 2025

9:00 am – 11:00 am	Finance Meeting
12:00 – 4:00 pm	DEC meeting
2:00 pm – 6:00 pm	Registration
Hours to be posted in Session Program	HQ Office Open
5:00 – 6:00 pm	Dept. Chairman's Meeting
6:00 – 7:30 pm	Credentials
6:30pm – 10:00 pm	DEC Dinner

Friday July 11, 2025

Hours to be posted in Session Program	HQ Office Open
8:00 am – 1:00 pm	Registration
5:00 pm – 7:00 pm	Registration
8:00 – 9:00 am	Preconvention Meetings
9:15 – 10:15 am	District Caucuses -even numbers
10:30 – 11:30 am	District Caucuses -odd numbers
1:00 – 4:30 pm	General Session
6:00 pm –	Joint Opening Session
8:00 – 10:00 pm	Credentials

Saturday July 12, 2025

Hours to be posted in Session Program	HQ Office Open
7:30 – 9:00 am	Registration
8:00 am – 12:00 pm	General Session
10:00 am – 12:00 pm	Tellers
1:00 – 4:00 pm	DEC meeting

THE AMERICAN LEGION
DEPARTMENT OF



DEPARTMENT HEADQUARTERS: 60 BIG RUN ROAD, DELAWARE, OHIO 43015-8007
PHONE: 740-362-7478 | FAX: 740-362-1429 | EMAIL: LEGION@OHIOLEGION.COM

2025 Department Convention July 11th – July 13th, 2025

The American Legion Department of Ohio
&
The American Legion Department of Ohio Auxiliary

Holiday Inn Cleveland South
6001 Rockside Rd
Independence, OH 44131

Deadline for Registration is June 10th.

*To make reservations please call 216-524-8050 and reference “The American Legion Department of Ohio Convention”
The discounted group rate is \$129.00/night + tax.*

The Department Convention Call will be mailed to each Post in April 2025.
All Post Delegates and Alternates must be registered 15 days prior to Convention.
Delegate and Alternate registration deadline is June 27th!

For more information, contact Christie White at
Programs@ohiolegion.com or call (740) 362-7478. You may also visit the website at
<https://www.ohiolegion.com/events/department-conferences-conventions/>.

Members and non-members are welcome to attend the convention and any meetings offered

** Call Headquarters if you experience difficulties when making hotel reservations.

SEE YOU THERE!



A Community of Volunteers Serving Veterans, Military, and their Families

2023 DEPARTMENT CONVENTION DELEGATE AND ALTERNATE PRE-PAID REGISTRATION FORM

Please complete the form and return it to Department Headquarters by June 21, 2025, with payment of \$10.00 per Delegate and Alternate.

DO NOT LIST DELEGATES-AT-LARGE ON THIS FORM.

The Delegate and Alternate Certification Forms must also be completed and returned to Department Headquarters. Visitors and those that are not pre-registered will have a fee of \$15.00 at the Convention.

List Delegates Below

Please be sure the name is spelled correctly, and you use the correct Member ID#

ID#

NAME

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____

List Alternates Below

Please be sure the name is spelled correctly, and you use the correct Member ID#

ID#

NAME

1. _____
2. _____
3. _____
4. _____
5. _____
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12. _____
13. _____
14. _____

I, _____, Unit President, verify the above are members in good standing and were duly elected as Delegates and Alternates to the 2024-2025 American Legion Auxiliary Department Convention.

Date _____ Check # _____ Amount Paid _____ Unit # _____ District # _____



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**AMERICAN LEGION AUXILIARY
Department of Ohio, Inc.**

**2024-2025 DEPARTMENT CONVENTION
ALTERNATE TO DELEGATE CERTIFICATION**

If your Unit is replacing a Delegate with a previously registered Alternate, please complete this form and return to Department Headquarters by June 21, 2025. After that date the Alternate is to bring this completed form and their 2025 Membership Card to the Registration Table at Department Convention. Only the Unit President, District President, or Department Officer may certify.

I, _____
(Officer Name) (Title)

certify that

(Alternate Name) (Membership ID #)

is replacing

(Alternate Name) (Membership ID #)

as Delegate to the 2024-2025 American Legion Auxiliary Department of Ohio Convention.

(Officer Signature) (Date)

UNIT # _____ DISTRICT # _____



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2024-2025 Department Convention Program

Sponsor an Ad in this Year's 2024-2025 Auxiliary Convention Program

This year the Legion and the Auxiliary will be doing separate programs. The Auxiliary's Program will be a black and white booklet containing the complete convention schedule and an abbreviated Legion Schedule. You have an opportunity to advertise your Unit or Organization. All proceeds will help defray convention expenses.

DEADLINE: JUNE 12, 2025

Fill out the form below and provide all information for Advertisement proof, or email to:

ohdeptsec@alaohio.org

Send Form to: Department Headquarters

1100 Brandywine Blvd. Bld. D

Zanesville, Ohio 43701

Unit/Organization Name:

Contact Person Name:

Phone:

Email: _____ (address where proof can be emailed)

AD Size

☐ ½ Page: \$50.00

☐ ¼ Page: \$25.00

☐ Business Card: \$15.00

☐ Small Square: \$10.00

Photo and Logos available on ads, **EXCEPT** for Small Square. Small Square is **TEXT ONLY**.

Amount Enclosed: \$ _____



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AMERICAN LEGION AUXILIARY
Department of Ohio, Inc.

2025 DEPARTMENT CONVENTION
DELEGATE-AT-LARGE PRE-PAID REGISTRATION FORM

Please complete this form and return it to Department Headquarters with your \$10.00 registration fee by **June 21, 2025**. If your Unit pays your registration fee, please have your Unit President submit this form with the Unit Delegate/Alternate Pre-Paid Registration Form.

NAME _____

ID # _____

TITLE _____

UNIT # _____ DISTRICT # _____

CHECK # _____ AMOUNT \$ _____

Return with payment to

American Legion Auxiliary
Department of Ohio, Inc.
1100 Brandywine Blvd. Bld. D
Zanesville OH 43701



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AMERICAN LEGION AUXILIARY

Department of Ohio, Inc.

2024-2025 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 their 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, they shall give their 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 they 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 their 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.



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**Department of Ohio, Inc.
1100 Brandywine Blvd., Bldg. D
Zanesville, Ohio 43702-2760
(740) 452-8245**

2025 RESOLUTIONS RULES

1. All resolutions presented shall be in writing and signed by two qualified delegates, or by action of a District or Department Committee, with the exception of courtesy resolutions.
2. The Resolutions Chairman appointed by the Department President shall receive all resolutions, study, number them in logical sequence eliminate duplication by combining, if necessary, make certain they are in correct form and refer them to the proper committee for action. The Committee shall, when necessary, determine the intent of the resolution and give the delegates, the Unit or District presenting the resolution the opportunity to explain it.
3. The Resolutions Chairman shall report to the Convention, as directed by the Department President, all resolutions properly presented to it. Courtesy resolutions shall be presented as one of the last items of business of the Convention.
4. The Convention delegates must first act upon any recommendation or resolution to be referred to The American Legion for consideration. Resolutions or recommendations in conflict with the policy of The American Legion shall not be considered.
5. Any resolution or recommendation involving the expenditure or appropriation of money shall be referred to the Department Finance Committee before being considered. The Department Finance Committee shall act upon the resolution or recommendation and mark its action on the resolution. The Finance Chairman will attest by signature.
6. Resolutions will be read during the Convention Prep Meeting by the Unit/District/Committee or Member presenting. No debate will be held during this time, only clarifying questions and answers to assist in the comprehension on the proposed resolution. A copy of each resolution will be provided to each of the District Presidents so that they may present during their District Caucus.
7. All resolutions submitted to the Department Headquarters will be presented by the Resolutions Chairman during the perspective program from which they have been assigned. If it is not germane to a specific program it will be included in the convention business agenda and presented by the Resolutions committee.
8. Resolutions may be presented from the floor when there is no pending business before the Convention, after which they shall be referred to the proper committee without discussion.
9. Any resolution rejected by the Resolution Committee will be stated as such and may be brought before the Convention by two-thirds vote of the Convention body.

AMERICAN LEGION AUXILIARY

1100 Brandywine Blvd., Bldg. D

Zanesville, Ohio 43701

DISTRICT # _____ UNIT # _____ UNIT NAME _____

2025 DEPARTMENT AND DISTRICT CONVENTION DELEGATE CERTIFICATION FORM

Delegates and Alternates are elected by each Unit to represent the Unit at Department and District Conventions. Please complete this form and return one copy to Department Headquarters by June 1st (see address above) and one copy to your District President at least one week prior to District Convention. Keep a copy for your records. Do not include Delegates-At-Large on this list. Please type or print.

MEMBER ID #	DELEGATE NAME	PHONE #	EMAIL
1.			
2.			
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12.			
13.			
14.			

I, _____, Unit President, certify that the above members are in good standing and are duly elected as

Delegates to the 2025 American Legion Auxiliary, Department of Ohio, Department and District Conventions.

AMERICAN LEGION AUXILIARY

1100 Brandywine Blvd., Bldg. D
Zanesville, Ohio 43701

DISTRICT # _____ UNIT # _____ UNIT NAME _____

2025 DEPARTMENT AND DISTRICT CONVENTION ALTERNATE CERTIFICATION FORM

Delegates and Alternates are elected by each Unit to represent the Unit at Department and District Conventions. Please complete this form and return one copy to Department Headquarters by June 1st (see address above) and one copy to your District President at least one week prior to District Convention. Keep a copy for your records. Do not include Delegates-At-Large on this list. Please type or print.

MEMBER ID #	ALTERNATE NAME	PHONE #	EMAIL
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____
11. _____	_____	_____	_____
12. _____	_____	_____	_____
13. _____	_____	_____	_____
14. _____	_____	_____	_____

I, _____, Unit President, certify that the above members are in good standing and are duly elected as

Alternates to the 2025 American Legion Auxiliary, Department of Ohio, Department and District Conventions.