



AMERICAN LEGION AUXILIARY DEPARTMENT OF OREGON

DISTRICT CAUCUS AND DEPARTMENT CONVENTION INFORMATION CONVENTION June 14th – 17th, 2023 The Mill Casino | North Bend, OR

The time is **here** to plan for District Caucuses in preparation for the Department Convention to be held in June. This outlines **changes to the delegate credentials process** for the 2023 Department Convention.

DELEGATES AND DELGATES-AT-LARGE 2023 CONVENTION FEES

Units are required to pay a \$10 **delegate fee** for each of their entitled delegates and delegates-at-large, whether they will all attend convention or not. The fees must be received by American Legion Auxiliary, Department Headquarters no later than **May 15, 2023** *in order for the Unit delegates to be able to cast votes at the Department Convention.* **No on-site delegate fee for voting registration will be allowed.**

Units, **members, or guests** are required to **register in advance to attend the convention.** Each delegate, alternate and delegate-at-large attending **are required to pay a \$20.00 fee.** Guests attending are required to pay a \$7.50 fee, (see registration form for instructions, **these fees are set by The American Legion, Department of Oregon**).

STANDING RULES

K. DEPARTMENT CONVENTION

1. The date and place of the Department Convention of the American Legion Auxiliary shall conform to that of The American Legion, Department of Oregon.
2. Representation at the Department Convention shall be by Units. Each Unit shall be entitled to two delegates and two alternates for their charter and one additional delegate and one additional alternate for each fifty members, or major fraction thereof, whose current Department and National dues have been paid and received by the Department 30 days prior to the holding of the Department Convention. Each Unit shall have as many votes as it is entitled to delegates.
3. In addition to the above, the Department President, Department Vice President, each District President, National Executive Committee person, Department Chaplain, Department Historian, Department Parliamentarian, Department Sgt-at-Arms, Department Assistant Sgt.-at-Arms, each Past Department President, and each Department Chairman in good standing with their Unit shall be delegates-at-large with vote to be exercised with their respective Unit. A delegate-at-large must be present to cast their own ballot.
4. Each delegate, alternate, and delegate- at- large shall pay the delegate fee set by American Legion Auxiliary.
5. Each delegate, alternate, and delegate-at- large shall pay the registration fee set by The American Legion Department Executive Committee for The American Legion and its Auxiliary Convention.
6. A quorum shall exist when 40% of the Units are represented by having paid their Department Convention delegates fees.
7. Any Unit owing money to Department Headquarters shall forfeit their right to vote at Department Convention if these fees are not remitted prior to voting at Convention. (Resolution 1998)

CREDENTIALS PROCESS AT THE CONVENTION will be a required check-in on the morning of the first business session or at any session that requires a vote. One person may check-in for the entire Unit delegation. Delegates at-Large must personally check in each time.

CONSTITUTION

ARTICLE IV

DEPARTMENT OFFICERS

Section 4. The Department Convention shall elect annually by ballot, District Presidents, and District Vice Presidents. A term shall start upon adjournment of the department convention.

DISTRICT CAUCUS INFORMATION

Roll call of the Units at a District Caucus shall be taken to ascertain the voting strength of the District as represented. All members from a Unit in attendance are entitled to vote on issues on the District Caucus agenda. Please note that delegates and delegates-at-large to the Department Convention are for Department Convention only and not to be used as the District voting authority.

STANDING RULES

J. DISTRICT INFORMATION

2. District Caucus Rules

- a) District Caucuses shall be held within 45 days before Department Convention, except in the event it shall become necessary to conform to the call of The American Legion Caucus.
- b) Roll call of the Units shall be taken to ascertain the representation of Units.
- c) The nomination of the District President and the District Vice President shall be by ballot when more than one candidate has been nominated. Nominees will be elected during the department convention.

District Presidents need to file a timely report, via email, to Department Headquarters after the District Caucus is held to report on the nominees for District President and Vice President, so they can be placed on the ballot for elections at the department convention.