

CREDENTIALS CERTIFICATE

District \_\_\_\_\_

DELEGATES & ALTERNATES  
105th ANNUAL CONVENTION OF THE LOUISIANA  
DEPARTMENT OF THE AMERICAN LEGION  
June 5, 6, 7, & 8, 2025  
Alexandria, LA

Post \_\_\_\_\_ Number \_\_\_\_\_ City \_\_\_\_\_

To the Department Adjutant - Alexandria, LA:

These present hereby certify that the above Post has selected the following members, fully paid and otherwise in good standing, as delegates or alternates to represent it at the 105th Annual Convention of The Louisiana Department of The American Legion:

PERSON PRESENTING TO DEPARTMENT ADJUTANT MUST HAVE  
CURRENT MEMBERSHIP CARD IN HAND.

TYPE OR PRINT DELEGATES AND ALTERNATES and membership numbers – Pay for Delegates only, not Alternates

Delegates: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Alternates: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

These present, will further certify that all **NEWLY ELECTED POST OFFICERS FOR THE 2025-2026 YEAR** have been elected in accordance with Article IX of the Department Constitution.

NEW COMMANDER ID# \_\_\_\_\_ NEW ADJUTANT ID# \_\_\_\_\_

*Please furnish name/address/telephone number (including area code) even if officers are the same as last year for the following:*

New Commander \_\_\_\_\_  
\_\_\_\_\_

New Adjutant \_\_\_\_\_  
\_\_\_\_\_

Post Regular Meeting Date \_\_\_\_\_ Time \_\_\_\_\_

Meeting Place \_\_\_\_\_ Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Signature of certifying officer: Current Post Adjutant or Current Post Commander

Credentials Certificate and payment must be in Department Headquarters **on or before 4 PM, Monday, June 2nd, 2025** (Article V, Sec 3)  
(See instructions on back)

The Louisiana Department of The American Legion  
P. O. Box 3749  
Baton Rouge LA 70821

**\*\*Post should make a copy of this form and retain for their files\*\***

# INSTRUCTIONS FOR CREDENTIALS

(Some new procedures: please read before completing credentials)

1. Fill in post name, number and city of post location. Delegate voting strength for each Post is determined by Department membership report 30 days prior to Convention opening. (6 May 2025) Ref: Department Constitution, Article V, Section 2.
2. List delegates. ID (card) numbers are not required; however, they would be helpful. List 1 delegate for each authorized vote (4 votes, 4 delegates). Only the delegates listed will be able to vote. If 4 votes are authorized, all 4 votes must be exercised. Make use of proxy forms if necessary. Ex-officio delegates should be listed and marked as ex-officio.
3. **Fill in the listing for the new Commander and Adjutant for the coming year.** This will be used to document your post in the roster and include it on the mailing lists. **Do not put “same”, this information is used for roster listings. This part must still be filled out whether you send a delegation or not.** Ensure all entries as complete. Be sure that the *current* post commander or adjutant signs the certification.
4. **The Credentials Certificate and correct payment must be sent to Department and must be physically in the office no later than 4:00 p.m. on Monday, June 2nd, 2025.**

**No faxes or e-mails will be accepted.**

5. The Credentials Certificate must be accompanied with a payment of \$1.00 for each authorized delegate from your post as determined by post membership recorded by Department as of Tuesday, May 6th, 2025. **The minimum delegation authorized is four (4); therefore, the minimum payment required is \$4.00.** Ex-officio delegates from your post should be submitted with this copy and registration paid accordingly. **Payment in full may be made by check to: The Louisiana Department of the American Legion.** Forward Credentials Certificate and check to:

The Louisiana Department of The American Legion  
P. O. Box 3749  
Baton Rouge LA 70821

6. The enclosed proxy form may be duplicated as necessary. A proxy may be presented for consideration if a delegate is unable to be present and has properly endorsed it. **Bring proxy to convention – do not mail to Department.**

**\*\*\*PERSON PRESENTING POST CREDENTIALS MUST HAVE  
CURRENT MEMBERSHIP CARD ON PERSON\*\*\***

**VOTING STRENGTH** is computed 30 days prior to opening of Department Convention:

6 May 2025

15-100 = 4 votes	14 or less have no voting privileges
101-200 = 5	
201-300 = 6	3 for charter strength
301-400 = 7	1 for each 100 member or portion
401-500 = 8	thereof from the Department Constitution
501-600 = 9	
601-700 = 10	Ex-Officio votes will be added to Post votes
701-800 = 11	that the member belongs to
801-900 = 12	
901-1000 = 13	

Ex-officio:

Department officers: Commander, Adjutant, 2 Vice Commanders; Jr. Past Commander; NEC (not ANEC);

Judge Advocate is an ex-officio delegate from his/her respective post.

District Commanders, DEC members and Past Department Commanders are also ex-officio delegates from their respective posts per Article V, Section 2 of the Department Constitution.