

The American Legion

LOUISIANA DEPARTMENT CONVENTION

RULES AND PROCEDURE

The Committee on Rules and Procedure met January 18, 2008, at Alexandria, Louisiana, with S. G. "Bubbie" Messina Chairman presiding and agreed on the following:

1. Posts must comply with Article V, Section 3 and Article IX of the Department Constitution in order for their delegation to be eligible to vote on any matter during the Department Convention. **EACH POST MUST HAVE A CERTIFIED COPY OF ITS CONSTITUTION AND BY LAWS ON FILE IN DEPARTMENT HEADQUARTERS OR THE CREDENTIALS FROM THAT POST WILL NOT BE ACCEPTED AND THEIR DELEGATION WILL NOT BE ALLOWED TO VOTE.**
 2. Resolutions that propose to amend the Department Constitution, Bylaws, or the Fiscal Code must be submitted to the Department Adjutant no less than sixty (60) days prior to the Department Convention. The Department Adjutant will circulate a copy of the proposed amendment(s) to all posts of the Department and to all members of the Department Executive Committee no later than thirty (30) days prior to the Department Convention. All other resolutions must be presented to the Chairman of the Resolutions Committee or Department Headquarters Convention Office before **9:00 a.m., Saturday, June 7, 2008.**
- Resolutions and proposed amendments to the Department Constitution, Bylaws, and the Fiscal Code must be read at a general assembly of the convention at least twenty-four (24) hours prior to a vote thereon. An amendment or modification of the Fiscal Code shall refer to the section to be affected by number and title, a new section added shall be numbered in proper sequence and shall have generally a title indicative of the provisions thereof.
3. No one will be allowed to speak more than once on the same question, excepting the proponent.
 4. No one will be allowed to speak for more than three (3) minutes on any subject. Any further time required may be granted at the discretion of the presiding officer.
 5. The order of election of officers shall be as follows:
 - A. Alternate National Executive Committeeman (1) when scheduled
 - B. National Executive Committeeman (1) when scheduled
 - C. Sergeant at Arms (1)
 - D. Color Bearer (2)
 - E. Vice Commander (2)
 - F. Commander (1)
 6. Nominating speeches are to be limited to three (3) minutes.
 7. Seconding speeches are to be limited to two (2) minutes and only one seconding speech will be allowed for each nomination.
 8. Roll call votes will be by post in numerically paired order.
 9. Tally clerks selected by candidates shall report to the Department Adjutant prior to the beginning of the balloting. The Department Commander will appoint a *neutral* tally clerk who will act as the special recorder of a Tally Committee composed of a minimum of three (3) members.

10. Tally clerks will each be given a tally sheet on which they will record the number of votes for each candidate as they are voted from the floor and repeated by the Department Adjutant. The signature of the respective tally clerk will verify the authenticity of the tally sheet.

11. The Chairman of the respective Post Delegation, or another person so designated, will cast the post vote by speaking into a microphone (if available) provided for that purpose and:

- a. State the post name and number
- b. State his name and title
- c. Specify the votes cast for each candidate.

The total vote cast shall not exceed the total votes authorized and specified by the Department Adjutant. Delegates must be certified as paid by the Registration Chairman to be allowed to vote. Delegates listed on the Credentials Certificate must be certified as being duly registered by the Credentials Committee and further that they are physically present or properly represented by written signed proxies. Ex officio delegates must be duly registered and physically present to cast a vote.

12. Candidates receiving a majority of the votes cast shall be declared elected. In the event there are three (3) or more candidates for a single office and no candidate receives a majority of the votes cast, the two candidates receiving the highest number of votes shall engage in runoff elections until one candidate receives a majority of the votes cast.

13. In elections for plural offices, each delegate shall possess as many votes as there are offices to be filled. Voting delegates shall cast no more than one (1) vote per candidate and must cast their entire vote. During balloting, a voting post must cast its entire vote. A post may divide its vote, but the total vote cast shall be in the aggregate of the required multiple of its delegate strength. Candidates receiving a majority of votes cast shall be declared elected. The candidate receiving the least amount of votes shall be removed from the ballot. Run off elections shall be held between candidates not having received a majority vote until the proper number of candidates are elected to the offices to be filled.

14. Upon completion of the balloting and the results properly recorded, a post may be recognized for the purpose of changing its vote. Prior to the tally committee beginning to tally the votes, the Department Adjutant will call three (3) times requesting posts desiring to change their vote to announce their changes. If there are no changes the tally clerks will compare their sheets with each of the others. When all sheets have been tallied and agree, the tally clerks will sign their name on each page of their respective copy. (It is recommended that at least three (3) printing adding machines be available for the tabulating process.)

15. When the total vote for each candidate is certified correct, the *neutral* tally clerk will deliver all tally sheets to the Department Commander for the official announcement of the election.

16. After the results of the election are so announced, the Department Adjutant will ask if any candidate wishes to enter a protest. In the event a protest is made, the Department Commander will appoint a committee to verify the tally sheets. If the committee certifies that the announced results are correct, an election will be declared and no further protests will be entertained.

17. At the conclusion of the election process the Department Adjutant will present one copy of the official tally sheet, signed by all members of the tally committee, to the recorder of the Convention Proceedings. The Department Adjutant is hereby instructed to destroy the remaining tally sheets within twenty-four (24) hours after the adjournment of their associated Department Convention.

18. Delegates and Alternates to the National Convention shall be elected as follows:

A. The Department Commander, the Junior Past Department Commander, the National Executive Committeeman and the Department Adjutant shall be Delegates-at-Large:

B. Ten (10) Delegates-at-Large and five (5) Alternates-at-Large shall be elected from the Convention floor.

C. Five (5) Delegates-at-Large and Six (6) Alternates-at-Large from each district shall be elected during the respective District Spring Conference.