



**AMERICAN LEGION AUXILIARY  
DEPARTMENT OF OREGON**

**DISTRICT CAUCUS AND DEPARTMENT CONVENTION  
INFORMATION  
CONVENTION June 27-30, 2018  
Three Rivers Casino  
Florence, 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 2018 Department Convention.

**DELEGATES AND DELGATES-AT-LARGE 2018 CONVENTION FEES**

Units are required to pay a \$4 **delegate fee** for each of their entitled delegates and delegates-at-large, whether they will all will attend convention or not. The fees must be received by American Legion Auxiliary, Department Headquarters no later than **May 27, 2018** 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 are required to pay a \$15 **convention registration fee** for each delegate and delegate-at-large. Guests attending are required to pay a \$7.50 fee. **The registration form that will come out soon, will include instructions on how to pay the delegate fee and the registration fee.**

**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 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 thirty 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 Committeewoman, Alternate National Executive Committeewoman, 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 her Unit shall be delegates-at-large** with vote to be exercised with their respective Unit, except the Department President who shall vote as chairman of the Department Convention.
- 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. One person may check-in for the entire Unit delegation. No other check-in will be required throughout the 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.

### **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

### **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 department convention.