



THE AMERICAN LEGION

DEPARTMENT OF WISCONSIN

April 1, 2019

Re: 2019 Department Convention Information and Report Forms

Dear District Commanders and District Adjutants,

In order to better assist you for the upcoming Department Convention in Middleton, Wisconsin, July 17-21, 2019 we have prepared this letter for your guidance.

RESOLUTIONS: All Resolutions must be to Department Headquarters at least forty-five (45) days prior to the Convention (**June 4, 2019**), be typewritten and conform to the provisions of the Department Constitution as follows;

Department Constitution, Article V, Section 7

(a) The Policy committee, as established by the Department Bylaws, Article III, Section 4a, shall meet not more than forty-five (45) days prior to the annual Department Convention to consider all resolutions, of any nature whatsoever, that have been submitted or presented to the annual Convention, consolidate all resolutions of similar content, indicating the source of such consolidated resolutions, assign to proper committee with recommendations and submit the Resolving Clause of proposed resolutions, to all Posts in the Department not later than thirty (30) days prior to the Convention, through Department Headquarters.

(b) All resolutions must emanate from a Post, County, or District after favorable action at any authorized meeting thereof, or from the Department Executive Committee or any Department officer, or from the floor of the Convention, subject to Convention rules, except where otherwise provided.

(c) No resolution shall be considered at any annual Department Convention unless such resolution shall have been submitted to the Department Headquarters on a date not less than forty-five (45) days prior to the first day of such Convention. No exception from this rule shall be permitted unless such resolution shall be presented to such Convention by or with the consent of the Department Executive Committee, or unless unanimous consent of all Delegates present is obtained from the floor of the Convention.

CONVENTION COMMITTEE APPOINTMENTS: Please fill out the attached form and make a copy for your records. Kindly return the original to the Department Adjutant **BY JUNE 1, 2019**.

BALLOT CLERKS: The Election Commission requests that three (3) ballot clerks be assigned from each District. Please fill out the attached form and make a copy for your records. Kindly return the original to the Department Adjutant **BY JUNE 1, 2019**.

ASSISTANT SERGEANT AT ARMS: Each District is to supply ONE Assistant Sergeant At Arms to ensure that only the proper Legionnaires are admitted on to the Convention Floor while the sessions are underway. Please fill out the attached form and make a copy for your records. Please return the original to the Department Adjutant **BY JUNE 1, 2019.**

NOTE: All forms are available at <http://bit.ly/101STDEPTCONV>.

DISTRICT CAUCUSES: District Commanders shall call a meeting of the delegates from their respective Districts at a time and place to be announced for the purpose of electing floor leaders and reaffirming convention committee appointments as well as the discussion of such Convention business as may be appropriate. These meetings are not to interfere in any way with the Convention sessions.

FLOOR LEADERS: Unless the Department is otherwise notified, all District Commanders shall be recognized as floor leaders by the presiding officer of the Convention.

GUESTS: All members of The American Legion, Department of Wisconsin, in good standing, together with their families, will be admitted as guests to the Department Convention. Guests will be seated apart from delegates and can take no part in the proceedings of the Convention.

DEPARTMENT EXECUTIVE COMMITTEE: The Department Executive Committee will hold a meeting at the Madison Marriott West in Middleton, Wisconsin in the Michigan Room on Thursday, July 18, 2019 at 4:00 PM.

The terms of office of six (6) District Commanders serving on the DEC will expire with the adjournment of this Convention. The terms of office of the newly elected DEC will commence at the close of the Convention. A meeting of the newly elected DEC will be held Sunday, July 21, 2019 at the close of the convention at the Madison Marriott West in the Wisconsin room. **DISTRICT COMMANDERS OF THE EVEN NUMBERED DISTRICTS ARE ELECTED THIS YEAR.**

PRESS REPRESENTATIVES: All press representatives should report to the Department Adjutant at the Department Headquarters Convention office. A press table will be located in the convention hall and members of the Department Communications Committee will be available for assistance.

Sincerely,



Amber L. Nikolai
Department Adjutant