

The American Legion,
Department of Wisconsin
2930 American Legion Dr.
Portage WI 53901
(608) 745-1090
wilegion.org



Founded on four pillars:

- Veterans Affairs & Rehabilitation
- National Security
 - Americanism
- Children & Youth

The mission of The American Legion, Department of Wisconsin is to provide service to veterans, their families and their communities.

April 1, 2021

Re: 2021 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 14-18, 2021 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 1, 2021**), 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, 2021**.

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, 2021**.

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, 2021.**

NOTE: All forms are available at <https://wilegion.org/department-convention/>.

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 15, 2021 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 18, 2021 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.

Very Respectfully,

Your Headquarters Team



**THE AMERICAN LEGION
DEPARTMENT OF WISCONSIN**

CONVENTION COMMITTEE APPOINTMENTS

DISTRICT: _____

Convention Committee	Name of Member	Post #
Americanism		
Children & Youth		
Constitutional Amendments		
Finance		
Legislative		
Membership		
National Security		
Resolutions		
Veterans Affairs & Rehabilitation		

District Commander Signature

The Convention Committees will be meeting on Friday, July 16, 2021 at 2:00 p.m. It is extremely important all members of the Convention Committees be notified of their selection and report to their designated committee meeting. Please impress upon appointees the importance of serving on a Convention Committee as a representative of your District. **Please refer to the attached list of Convention Committee Organizers to check if your District has a designated organizer for the committees.** The designated organizer should be appointed to represent the District on the Convention Committee. Please fill out and return this form to the Department Adjutant **by June 1, 2021** and retain a copy for your records.

Also available online at <https://wilegion.org/department-convention/>.

CONVENTION COMMITTEE ORGANIZERS

By virtue of their Standing Committee Appointments, the following individuals have been appointed as Organizers or Alternate Organizers for the 2021 Convention Committees.

CONVENTION COMMITTEE	ORGANIZER	ALTERNATE
Americanism	Jeff Puddy (6)	Roger Mathison (7)
Children & Youth	Nellie DeBaker (9)	Mark Degner (2)
Constitutional Amendments	Robert Batty (2)	Chuck Cooney (4)
Finance	Jim Chapin (12)	Tom Lay (1)
Legislative	Paul Fisk (2)	Cathy Gorst (8)
Membership	Larry Larson (10)	James Waltich (4)
National/Homeland Security	Leo Endres (3)	Bob Bohr (8)
Resolutions	Ted DeMicchi (1)	Roy Helms (6)
VA&R	David Gough (3)	Bill Crowley (7)



**THE AMERICAN LEGION
DEPARTMENT OF WISCONSIN**

BALLOT CLERK CERTIFICATION FORM

The Election Commission requests three (3) ballot clerks from each District. Ballot Clerks are to meet at the Madison Marriott West in Middleton, Wisconsin, in the Geneva room on Friday July 16, 2021 at 4:30 PM. **Please select Clerks who will be able to attend.** Please select those who have had previous experience or those qualified for this duty.

This form must be completed, signed by the District Commander and returned to the Department Adjutant **by June 1, 2021.**

I hereby certify that the Legionnaires listed below will act as Ballot clerks representing their District.

DISTRICT: _____

1. _____
2. _____
3. _____

DATE: _____

District Commander Signature

In addition to the other instructions you have received concerning ballot clerks; it would be appreciated if you would relay the following information to your delegates.

1. Ballot clerks and members of the Election Commission, once the tallying has begun, **WILL NOT BE PERMITTED TO LEAVE THE POLLING AREA UNTIL OFFICIAL RESULTS HAVE BEEN SUBMITTED TO THE DEPARTMENT ADJUTANT.**
2. After counting and verifying the ballots, the Supervisor of Election shall submit the Official results of all votes cast for all candidates for Department Offices to the Department Adjutant.
3. No campaigning on behalf of any candidate, campaign posters, or other material and Literature is allowed within 50 feet of the election hall as determined by the Election Commission.

Also available online at <https://wilegion.org/department-convention/>.



**THE AMERICAN LEGION
DEPARTMENT OF WISCONSIN**

DEPARTMENT ASSISTANT SERGEANT AT ARMS

By action of the Executive Committee on May 8, 1965 to provide for controlled access to the Convention Floor while the sessions are underway, admittance will be restricted to Delegates, Alternates, and Department Officers showing an official Delegate stamp on their name badge.

To enforce this policy, it will be necessary for each District to supply ONE Assistant Sergeant at Arms for the Department Convention.

Please instruct your District Representatives to report to the Department Sergeant at Arms for instructions and assignments at **8:00 AM, Friday, July 16, 2021** in the Michigan room where the Convention Sessions are held.

Please return this completed form to the Department Adjutant **by June 1, 2021.**

District: _____

Assistant Sergeant-At-Arms _____

District Commander Signature

Also available online at <https://wilegion.org/department-convention/>.

DEPARTMENT STANDING COMMITTEE APPOINTMENTS

2021 Appointment Recommendations

Please use the list below to recommend Legionnaires interested in serving the Department on one of the Department Standing Committees. Please consider the ability and aptitude of your selections for committee positions. **KEEP IN MIND THIS IN NO WAY CONSTITUTES A COMMITTEE APPOINTMENT.** The suggestions made on this form are only recommendations to the incoming Department Commander. Appointments range from one to three-year appointments. Also enclosed is a copy of the Standing Committee Application form for you to duplicate as needed (also available at wilegion.org-Get Connected-committees & Commissions). This application is to be filled out by all who are interested in serving. Please send **these recommendations, along with their applications**, to Department Headquarters, P.O. Box 388, Portage, WI 53901, by **June 1, 2021 (May be submitted up to July 1, 2021)**.

DISTRICT: _____

COMMITTEE	NAME	POST #
Americanism		
Camp American Legion		
Children & Youth		
Communications		
Convention & Activities		
Finance		
Fundraising		
Hospital		
Legislative		
Membership		
National Security		
Policy		
Religious Emphasis		
VA&R		
Program Chairmen		
A&G Testing		
Boy Scouts		
Blood Donor		
County Youth Government		
Education/Scholarship		
Employment		
Homeless Veterans		
Oratorical		
SAL		
Shooting Sports		