



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

March 21, 2022

Re: 2022 Department Convention Information and Report Forms

Dear District Commanders and District Adjutants,

In order to better assist you for the upcoming Department Convention in Green Bay, Wisconsin, July 13-17, 2022 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 (**May 31, 2022**), 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, along with the corresponding Standing Committee Applications, to the Department Adjutant **BY JUNE 1, 2022**.

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, 2022**.

ASSISTANT SERGEANT AT ARMS: Each District is to supply ONE Assistant Sergeant At Arms to assist on 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, 2022.**

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, 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 present cannot take part in any official business of the Convention.

DEPARTMENT EXECUTIVE COMMITTEE: The Department Executive Committee will hold a meeting at the Hyatt Regency/KI Center in Exhibition Hall C (KI-e) on Thursday, July 14, 2022 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 17, 2022 at the close of the convention at the Hyatt Regency/KI Center in Meeting Room B1 (KI-e). **DISTRICT COMMANDERS OF THE ODD 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 Marketing & 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 15, 2022 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 below 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, 2022** and retain a copy for your records.

By virtue of their Standing Committee Appointments, the following individuals have been appointed as Organizers or Alternate Organizers for the 2022 Convention Committees.

CONVENTION COMMITTEE	ORGANIZER	ALTERNATE
Americanism	Jeff Puddy (6)	Roger Mathison (7)
Children & Youth	Nellie DeBaker (9)	Nick Berg (4)
Constitutional Amendments	Al Richards (2)	Chuck Cooney (4)
Finance	Jim Chapin (12)	Robert Gammon (4)
Legislative	Paul Fisk (2)	Nathan Bond (1)
Membership	James Waltich (2)	Steve Kohnke (4)
National/Homeland Security	Bob Bohr (8)	Charlie Young (2)
Resolutions	Bob Batty (2)	Roy Helms (6)
VA&R	Clifford Stanisch (1)	Steve Krueger (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 Hyatt Regency/KI Center, Green Bay, WI in the Ballroom A4 (KI-e) on Friday July 15, 2022 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, 2022.**

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.

**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, each District is 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 15, 2022** in Exhibit Hall C (KI-e) where the Convention Sessions are held.

Please return this completed form to the Department Adjutant **by June 1, 2022.**

District: _____

Assistant Sergeant-At-Arms _____

District Commander Signature

DEPARTMENT STANDING COMMITTEE APPOINTMENTS

2022 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, 2022 (May be submitted up to July 1, 2022)**.

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		