

ORIGINAL
CONVENTION COPY

The American Legion Department of Texas

DUPLICATE
POST COPY

CERTIFICATION OF DELEGATES TO THE 104th ANNUAL CONVENTION

District _____

Division _____

Post Name & No. _____

Name of Town _____

We hereby certify that the following members of this Post were elected delegates to the 103rd Annual Convention of The American Legion, Department of Texas, Austin, July 12 - 16, 2023, at a meeting of said post held on the _____ day of _____, 2023. Each member **MUST** present **2023** Membership Card when registering at Convention.

The registration fee for all WWI, WWII & Korean War Veterans has been waived by the direction of the Department Executive Committee.

HAND CARRY ALL COPIES TO DEPARTMENT CONVENTION
DO NOT MAIL!

Post Delegate Voting Method: Pro Rata Rule _____ or Modified Unit Rule _____

PAST DEPARTMENT COMMANDERS – List all Past Department Commanders from your Post here.

Name	Card No.	Name	Card No.
1 _____	_____	3 _____	_____
2 _____	_____	4 _____	_____

POST DELEGATES

Name	Card No.	Name	Card No.
1 _____	_____	13 _____	_____
2 _____	_____	14 _____	_____
3 _____	_____	15 _____	_____
4 _____	_____	16 _____	_____
5 _____	_____	17 _____	_____
6 _____	_____	18 _____	_____
7 _____	_____	19 _____	_____
8 _____	_____	20 _____	_____
9 _____	_____	21 _____	_____
10 _____	_____	22 _____	_____
11 _____	_____	23 _____	_____
12 _____	_____	24 _____	_____

(Additional Delegates and/or Alternate Delegates names should be added on a separate sheet of paper)

Chairman of Post Delegation

Post Commander

Post Adjutant

INSTRUCTIONS - IMPORTANT

Make this report in duplicate immediately after delegates and alternates are elected, your Post Delegation Chairman must present both copies in person to the Credentials Committee at the Convention immediately upon arrival. The one copy will be retained by the Credential Committee and one copy (duplicate) will be retained by the Chairman of the Post Delegates. Please use typewriter or print plainly in ink. Both copies to be signed by the Post Commander, Post Adjutant, and Chairman of the Post Delegation. To avoid confusion place names on lines in regular order.

DELEGATE ALLOWANCE – DEPARTMENT CONVENTION

Article IX, Section 2, Department Constitution and Bylaws; provide that: “in the Department Convention each Post shall be entitled to two (2) delegates for the first fifteen (15) members. Post with less than fifteen (15) members shall be entitled to only one (1) delegate, each Post shall be entitled to one (1) additional delegate for each twenty-five (25) members or major fraction thereof, whose current dues have been received by the Department Headquarters thirty (30) days prior to the date of said convention, and one (1) alternate for each delegate. The registered and certified delegates present at the Department Convention may cast the total vote authorized for the Post.”

<u># of Member s</u>	<u># Votes</u>	<u># of Members</u>	<u># Votes</u>	<u># of Members</u>	<u># Votes</u>
15	2	753	32	1503	62
28	3	778	33	1528	63
53	4	803	34	1553	64
78	5	828	35	1578	65
103	6	853	36	1603	66
128	7	878	37	1628	67
153	8	903	38	1653	68
178	9	928	39	1678	69
203	10	953	40	1703	70
228	11	978	41	1728	71
253	12	1003	42	1753	72
278	13	1028	43	1778	73
303	14	1053	44	1803	74
328	15	1078	45	1828	75
353	16	1103	46	1853	76
378	17	1128	47	1878	77
403	18	1153	48	1903	78
428	19	1178	49	1928	79
453	20	1203	50	1953	80
478	21	1228	51	1978	81
503	22	1253	52	2003	82
528	23	1278	53	2028	83
553	24	1303	54	2053	84
578	25	1328	55	2078	85
603	26	1353	56	2103	86
628	27	1378	57	2128	87
653	28	1403	58	2153	88
678	29	1428	59	2178	89
703	30	1453	60	2203	90
728	31	1478	61	2228	91

POLICY ON DEPARTMENT CONVENTION REGISTRATION

1. All American Legion Delegates shall pay the full registration fee for each annual Department Convention, regardless of when they register at the Convention site, **with the exception of the World War I, World War II & Korean War Veterans. In appreciation of their contribution, their registration will be free.**
2. All members of The American Legion, American Legion Auxiliary, Sons of The American Legion or any Guest, who are not delegates but wish to attend any meeting during the department convention shall pay the full registration fee.
3. Official invited guests of the Department Commander will be provided complimentary registrations.

4. The advance registration fee for the 104th Annual Convention \$30.00 and must be received in Department Headquarters by June 24, 2023. No refunds will be made after that date. **The full registration fee thereafter and at the Convention site shall be \$40.00, with the exception of the World War I, World War II & Korean War Veterans. In appreciation of their contribution, their registration will be free.**
5. All adults (over the age of 18) and children wishing to register as guests for the convention shall pay the full registration fee and will be issued a guest badge, which permits admission to all Legion meetings and events.
6. The Department Commander and all Department Officials shall pay the full and/or advance registration fee of the convention the same as all other delegates.
7. Members of contesting Color Guards and the official Department Color Guard must pay a Department Convention delegate registration fee in advance with Post registration.
8. Department Employees shall handle all monies during registration for the convention and all convention events.
9. The Department Sergeant at Arms and his/her assistants will check all persons entering convention sessions, Commander's reception and all convention meeting /events and permit no one to enter without proper registration badge or tickets.
10. The SAL, Auxiliary and Jr. Auxiliary will conduct their own separate registration at the Department Convention; this includes their handling of their own advance registration.

PROCEDURES FOR SELECTION OF POST VOTING METHOD

In accordance with the Prescribed Post Bylaws, Article IV – Delegate, each Post must select the method for the voting those delegates who do not attend the convention.

Section 1. Delegates and alternates to a Department, Division, or District Convention shall be elected by the Post at a regular meeting of the Post to be held not less than fifteen (15) days prior to the date of such convention. However, the Post, by two-thirds (2/3) vote of members present may authorize the Post Commander to appoint said delegates. The Post Commander shall, immediately upon their election or appointment, designate the chairman. Alternates for delegates shall have all the privileges of registered delegates except that of voting. A registered delegate is one who has received his/her credentials after his/her registration fee has been paid.

Section 2 Each duly registered delegate shall be entitled to one vote. At the time the delegates are elected, the Post will select either the Pro-Rata Rule or the Modified Unit Rule, as described below, as the method of voting for those delegates who do not attend the convention.

a. Modified Unit Rule Each duly registered delegate shall be entitled to one vote, unless there are less delegates than votes. Under those circumstances, each delegate will cast one vote, then any votes of absent delegates will be cast, in their entirety, in accordance with the majority of the delegates in attendance.

b. Pro Rata Rule Each duly registered delegate shall be entitled to one vote, unless there are less delegates than votes. Under those circumstances, each delegate present will be entitled to a portion of the total number of votes allocated to the Post that is directly proportionate to the percentage that the delegate represents of the total delegation present.

Section 3. The chairman of the delegation shall cast the entire delegate vote on any convention matter, after first polling the delegates present, so as to reflect the vote of each delegate present.

PROCEDURES FOR HANDLING RESOLUTIONS AT DEPARTMENT CONVENTION

1. At the opening session of the convention the first item on the agenda should be the report and adoption thereof of the Convention Rules Committee and in any event such report and adoption should be presented and passed on Friday.
2. All resolutions to be presented at the Department Convention should be in writing, certified to by subordinate units from which they are sent and filed at Department Headquarters at least thirty (30) days prior to the Department Convention.
3. All resolutions received by Department Headquarters for submission to the Department Convention will be assigned a number by the Department Adjutant prior to being delivered to the Department Resolutions Assignment Committee and such resolutions, once assigned a number, will continue to carry such number through the committee assigned to and on convention floor.

4. Any resolution to be presented to the Department Convention which has not been filed with Department Headquarters thirty days prior to such convention, may be presented to the Department Resolutions Assignment Committee not later than 8:00 A.M. on Friday at the Department Convention and on a two-thirds vote of the Resolutions Assignment Committee such resolution will be assigned to the proper committee for consideration at the convention.
5. That the Resolutions Assignment Committee shall have the authority to determine if the subject matter of the Resolution is germane to the program of The American Legion.
6. Where a resolution carries dual subject matter that pertains to two or more committees, the Resolutions Assignment Committee shall determine which committee has basic responsibility and refer same to that committee first, then indicate to that committee which additional committees the resolution should be referred and in what order.
7. All resolutions originating in Posts or District Executive Committees must be forwarded to the respective District Conventions for consideration by the Department Convention. Such District adopted resolutions need not be forwarded to the respective Division Convention for consideration unless specifically requested by the respective District Convention; however, irrespective of the action taken thereon by the Division Convention such District passed resolution will be forwarded to Department Headquarters for presentation to the Department Convention for consideration.
8. Division Conventions may originate resolutions as a subordinate unit and submit same to Department Headquarters for presentation to the Department Convention for consideration.
9. Each resolution submitted from a convention committee to the convention floor shall be in writing on forms provided by Department Headquarters and certified to by the committee chairman in four copies.
10. Resolutions emanating from a convention committee and submitted to the floor of the convention shall be accepted, rejected or referred. A number for such resolutions shall be obtained from the Resolutions Assignment Chairman.
11. The Department Adjutant shall maintain a Convention register of all resolutions received, assigned and processed which shall identify each resolution by number, indicating the committee to which the resolution was referred and the originating source.

In submitting resolutions, the following points should be carefully observed:

- a. A resolution shall deal with only one subject. Do not attempt to deal with more than one subject in the RESOLVING clauses.
 - b. All local RESOLVING clauses are to be omitted, substituting therein a clause resolving national action, i.e. the resolution as submitted should be worded for the Department Convention as follows:

RESOLVED, By The American Legion, Department of Texas in State Convention assembled in Austin, Texas, July 14, 15 and 16, 2023, That —
 - c. Each resolution is to be worded in full, including all WHEREAS clauses as well as the RESOLVING clauses.
 - d. Each resolution is to be signed in black ink and the originating source clearly typewritten or indicated, unless it is submitted as a computer file. Then the originating source is to be placed in the header of the form.
12. Each resolution should be supported by the identification of the individual or group originating the resolution, and also by a written statement or brief containing the supporting arguments in favor of the action sought, and clearly establishing the material relevance of the subject to the purpose for which The American Legion was formed.