

**AMERICAN LEGION AUXILIARY
NATIONAL HEADQUARTERS
3450 FOUNDERS RD
INDIANAPOLIS, IN 46268**

MEMORANDUM

FROM: Linda Boone, National Secretary
DATE: May 2019
SUBJECT: **GENERAL INFORMATION ABOUT THE 2019 ALA NATIONAL CONVENTION**

CALL TO THE CONVENTION

Please find enclosed a copy of the Call to the National Convention. Additional copies are available at www.ALAforVeterans.org/Meetings/National-Convention/

DEPARTMENT PRE-CONVENTION COMMITTEE REPRESENTATIVES

Each department secretary will indicate representatives to the Pre-Convention Committee Meetings during delegate and alternate registration.

To allow representatives to attend more than one committee meeting, all committees have been assigned a time to meet. Groups A – J Pre-Convention Committee Meetings and the Constitution & Bylaws Pre-Convention Meeting will take place in the Indiana Convention Center.

PRE-CONVENTION ROLL CALL AND VOTING PROCEDURE

In order to provide an accurate roll call and to facilitate voting, the following procedure will be used for the Pre-Convention Committee Meetings:

In the front of each meeting room, 52 chairs will be reserved – one for the official representative (either a delegate or alternate) of each department. Cards bearing department names will be affixed to the chairs in alphabetical order. Other individuals present have voice but no vote.

The sergeant-at-arms is responsible for checking vacant chairs and indicating on a list the departments that are not represented. The department secretary electronically submits to ALA National Headquarters the name of the representative assigned to the Pre-Convention Committee Meeting; therefore, each department has an assigned chair, and it is not necessary to call the roll or pass a roll list.

Each time a national chairman presides, she will announce that only the official representatives to the appropriate meeting should be in the chairs, unless a member is replacing a previously assigned person from her department. The sergeant-at-arms will check the list each time a new chairman presides.

Since larger departments may have more than one person assigned to a group of Pre-Convention Committee Meetings (e.g., Mrs. Albright for Americanism, Mrs. Edwards for Education, and Mrs. Kelly for National Security), the national chairman will allow time for representatives to take their seats and make such changes, etc.

Voting will take place via voice vote. Votes may also be confirmed by a standing vote, show of hands, or roll call.

Pre-Convention Committee Meeting on Constitution & Bylaws

The Pre-Convention Committee Meeting on Constitution & Bylaws is held at a separate time from the other Pre-Convention Committee Meetings and is open to all delegates.

The purpose of the Pre-Convention Committee Meeting on Constitution & Bylaws is to receive and consider all proposed amendments to the governing documents to be presented to the convention body, and to verify that amendments adopted by the convention body are correctly incorporated into the governing documents. It is also to clarify the meaning of the proposals.

The Pre-Convention Committee Meeting on Constitution & Bylaws shall be open to all National Convention delegates and shall be held at a time that does not conflict with the meetings of all other pre-convention committees. Each proposed amendment shall be presented for explanation by a member of the Pre-Convention Committee on Constitution & Bylaws. Any delegate may ask a clarifying question. Such questions from non-members of the Pre-Convention Committee on Constitution & Bylaws shall be limited to clarifying the intent or purpose of a proposal. There shall be no debate on the merits of the proposal based on clarifying questions from non-members of the committee. Upon conclusion of open discussion regarding clarification of each proposed amendment, the committee may discuss the merits of the proposal and may vote to either a) recommend to the convention body that a proposed amendment be adopted; b) recommend to the convention body that a proposed amendment not be adopted; or c) make no recommendation to the convention body regarding a proposed amendment. Each member of the Pre-Convention Committee on Constitution & Bylaws and one representative assigned from each department shall be entitled to vote on the recommendation to be made to the convention body.

2019 PRE-CONVENTION COMMITTEE MEETING SCHEDULE

Saturday, August 24, 9:30 a.m. – Noon and 1:00 – 2:30 p.m.

All Pre-Convention Committee Meetings will take place at the Indiana Convention Center.

GROUP A:	Americanism	10:00 – 10:30 a.m.	Sagamore 5-7
	Education	10:40 – 11:10 a.m.	
	Community Service	11:20 – 11:50 a.m.	
GROUP B:	Children & Youth	10:00 – 10:30 a.m.	Room 101
	Junior Activities	10:40 – 11:10 a.m.	
	ALA Girls Nation	11:20 – 11:50 a.m.	
	Liaison to the Child Welfare Foundation	11:50 a.m. – Noon	
GROUP C:	Public Relations	10:00 – 10:30 a.m.	Room 102
	AEF	10:40 – 11:10 a.m.	
	Leadership	11:20 – 11:50 a.m.	
GROUP D:	Membership	10:00 a.m. – Noon	Room 104
GROUP E:	Legislative	10:00 – 10:30 a.m.	Room 105
	National Security	10:40 – 11:10 a.m.	
	Poppy	11:20 – 11:50 a.m.	
GROUP F:	Veterans Affairs & Rehabilitation	10:00 a.m. – Noon	Room 106
GROUP G:	National History Committee	10:00 – 10:30 a.m.	Room 108
	Historians	10:40 – 11:10 a.m.	
GROUP H:	Past Presidents Parley	10:00 – 10:30 a.m.	Room 107
	Chaplains	10:40 – 11:10 a.m.	
GROUP I:	Finance	10:00 – 10:30 a.m.	Room 110
	ALA Foundation	10:40 a.m. – Noon	
GROUP J:	Credentials	10:00 – 10:20 a.m.	Room 109
	Rules	10:20 – 10:30 a.m.	
	Resolutions	10:30 a.m. – Noon	
Constitution & Bylaws Pre-Convention Meeting			1:00 – 2:30 pm Sagamore 5-7

NATIONAL EXECUTIVE COMMITTEE MEETINGS

Pre-Convention NEC Meeting (2018-2019 National Executive Committee)

Date: Saturday, August 24, 2019
Time: 8 a.m.
Location: Sagamore 5-7, Indiana Convention Center

Post-Convention NEC Meeting (2019-2020 National Executive Committee)

Date: Thursday, August 29, 2019
Time: 9 a.m. (Tentative)
Location: Rooms 109-110, Indiana Convention Center

DRESS CODE FOR NATIONAL CONVENTION

The attire for attendees of all business meetings for the 2019 National Convention is business casual. Please: no jeans, shorts, or tank tops.

For those individuals appearing on stage during the general session or presiding at a meeting, the national president asks that you wear business attire (suit with a skirt, pants, or a dress).

ALA NATIONAL HEADQUARTERS OFFICES

American Legion Auxiliary National Headquarters office will be located:

Monday, August 19 - Thursday, August 29: Reception Room, Indiana Convention Center

ONLINE SUBMISSION – NATIONAL CONVENTION INFORMATION, REGISTRATION, AND TICKETING

A website link will be provided to department secretaries in June for submission of the following:

- National Convention Department Pages
- States Dinner Ticket Purchases
- Woman of the Year Luncheon Ticket Purchases
- Packet Pickup and Delivery Information

On/after July 29, 2019, once the delegate strength has been determined by each department, instructions will be sent to register and certify delegates and alternates via the online system. Auxiliary departments will also be able to register guests utilizing the same online system. This system will enable departments to register guests and designate their delegates or alternates for pre-convention committee meeting representatives.

DISTRIBUTION

National Officers
Past National Presidents
National Executive Committeewomen
National Chairmen
National Committee Members
Department Presidents
Department Secretaries
National Convention Chairman
Candidates for 2019-2020 National Office