

CONVENTION RULES 2025

1. All meetings of this Convention shall be called to order at the designated time, or as soon thereafter as a quorum is present.
2. The Chair may deviate from the printed program when necessary or expedient.
3. The Credentials Committee shall report at such times as directed by the Chair.
4. The audience shall remain seated during the business of the Convention. Doors will remain open unless noise interferes with the conducting of business. Delegates will be allowed to leave or enter the auditorium except when balloting or elections are being held, or when a speaker is speaking. There shall be no rhythmic applause when guests are presented to the platform, but spontaneous applause is encouraged.
5. No smoking is allowed on the floor of Convention at any time.
6. Admission to the business sessions at the Department Convention shall be restricted to those persons displaying the official Convention badge, or other acceptable official credentials.
7. A member wishing to address the Convention shall rise and address the Chair as “Madam or Mr. President”, give their name and Unit number, and wait to be recognized by the Chair.
8. Debate on any question shall be limited to two minutes for each speaker. No person shall speak on the same question more than twice without the consent of the Convention.
9. Each delegate shall be entitled to one vote. The vote of any delegate absent and not represented by an alternate shall be cast by the majority of the delegates present from that Unit, each Unit voting its full voting strength. No delegate shall represent more than one Unit.
10. Voting shall be by voice except when the Chair deems it necessary to use some other method or when a roll call is requested by the Chairman of three Unit delegations or except in the election of Department Officers, paid delegates, and unpaid delegates.
11. In the event of a voice vote the Unit delegation chairman, or in their absence, the leader of each delegation, will announce all votes.
12. Reports of Department Officers and Chairmen, with the exception of Finance, Membership, and Veterans Affairs & Rehabilitation, shall be limited to five minutes.
13. Any committee recommending an appropriation of money for any purpose shall confer with the Finance Committee before presenting recommendation to the Convention.

ELECTION RULES

14. Nomination of Department officers, paid delegates, unpaid delegates, and alternates to the National Convention shall be made from the floor at least six hours before the election is held. Paid delegates shall be listed separately on the ballot from other delegates and alternates. All delegates must reside in Arizona.
15. Should an endorsed candidate be absent due to unavoidable circumstances, the endorsing Unit may submit the nomination as if they were present.
16. Nominating speeches shall be LIMITED TO THREE MINUTES and no seconding speeches shall be permitted.
17. Units not having their current District, Department, and National mandates paid thirty days prior to Convention shall not be entitled to vote.
18. Each member of the Department Executive Committee shall be an ex-officio delegate to the Department Convention with one vote. The Department Secretary/Treasurer is a paid employee and not an officer and has no individual vote. (2000)
19. All Past Department Presidents in good standing in their local Units shall be life delegates to the Department Convention with one vote, provided they are in attendance.

20. A blank sample election ballot shall be given to members of the Department Executive Committee, all Past Department Presidents, and the Chairman of each Unit delegation at the time of nominations.

21. Doors shall be secured from the time official ballots are distributed until the Election Committee has retired from the meeting room.

22. When there is but one candidate for office, roll call may be dispensed with and the nominee declared elected. In the event there is more than one candidate for office, the ballots shall be deposited in the Ballot Box by members of the Department Executive Committee, Past Department Presidents, and the Chairman of each Unit delegation on roll call.

ELECTION BY BALLOT

23. A. The Department President shall appoint an Election Committee consisting of one election judge; two tellers/clerks. Each Candidate shall be allowed to have a representative in the counting room for observation only.
- B. The Department Secretary shall call the roll and give the number of votes certified by the Credentials Committee Chairman for each Unit as official ballots are distributed.
- C. Each delegate shall be entitled to one vote. NO VOTE MAY BE DIVIDED INTO PARTS. The vote of any absentee delegate shall be cast with the majority of the Unit delegation.
- D. When all ballots have been returned to the ballot box by roll call, the Department President shall declare the election closed.
- E. A majority of votes cast shall elect. IF no majority is received the candidate receiving the least number of votes will not be considered in the next round of voting.
- F. The Election Judge will give a written ballot report to the Department President. The Department President will declare the number of votes cast for each candidate and declare as elected the candidate who received the majority of votes cast. If no majority is received the voting process will begin again.
- G. Voted Ballots will be stored in the Department Office for a period of 30 days following an election and then destroyed by the Department Secretary.

RESOLUTIONS

24. All resolutions shall be presented as one "hard" copy signed by two qualified delegates and one unsigned "soft or electronic" copy. (2013) Resolutions presented by the vote of the Unit must be presented thirty days prior to the Convention. Courtesy Resolutions are exempt from these requirements.

25. The three-member Resolutions Committee appointed by the Department President shall receive all resolutions, study, number them in logical sequence, eliminate duplication by combining, if necessary, making certain they are in correct form and refer them to the proper committee for action.

26. Resolutions in conflict with the policy of The American Legion shall not be considered. Resolutions which are not properly executed will not be considered.

27. As per the Department Policies and Procedures, all properly executed resolutions are presented, with the respective chairman's and/or committee's comments, to the Department body for action.

28. Any resolution rejected by committee or by the Resolutions Committee as being in conflict with American Legion policy or as being improperly executed will be stated as such and may be brought before the Convention by two-thirds vote of the Convention body.

29. These rules may be amended during the Convention session by a two-thirds vote.

30. *Robert's Rules of Order, Newly Revised* shall be the parliamentary authority on all points not covered by these Convention rules, or the Department Constitution and Bylaws.

_____Chairman_____Member_____Member