



American Legion Auxiliary-Department of Wisconsin  
97<sup>th</sup> Annual American Legion Auxiliary Convention



Saturday, July 15, 2017 at 9:00 a.m.

**VOTING PROCEDURE**

- 1) Convention delegate registration will close at 8:00 am on Saturday, July 15, 2017.
- 2) Delegates and delegates-at-large will be verified by the Convention Credentials Committee. The Convention Credentials Committee shall be the final judge of qualification of a delegate.
- 3) Voting packets will be prepared for each district containing ballots equal to the total number of delegates and delegates-at-large registered and certified at 8:00 am on July 15, 2017.
- 4) An alternate shall have all privileges of the delegate when the delegate is not present. Alternates will be seated in a designated section for the convenience of a District President to locate and expedite a replacement delegate. Alternates may only replace delegates from within their own unit.
- 5) Voting will be at 9:00 am on Saturday, July 15, 2017 in the convention hall. Promptly at 9:00 am, the American Legion Auxiliary's convention hall entrance doors will be closed, with no one being allowed to enter or exit until the voting process is completed. Only delegates and delegates-at-large shall be seated in their respective district's delegation during voting.
- 6) Districts will be called in numerical order to pick up their voting packet from the Election Judges.
- 7) After all packets have been distributed, districts will commence the voting process. Delegates must present their voting credentials to receive a ballot.
- 8) Each District President shall appoint one teller from her district to assist with the election to be responsible for tabulating votes under the direction of the Judge of Elections. Immediately after voting has been declared ended, the Credentials Chairman, election judges and district tellers will move to a designated counting room to tabulate votes and convention business will resume.
- 9) The Judge of Elections will take results, compare numbers with the Credentials Chairman, and provide a written report to the Executive Secretary/Treasurer.
- 10) The Credentials Committee Chairman will give an oral report of total number of delegates, alternates and delegates-at-large by district that had registered to vote as of 8:00 am on July 15, 2017.
- 11) The Judge of Elections will give an oral report of the numerical results of the election and give the written report to the Department President.
- 12) The Department President will declare the winners of the election during the convention session on Saturday.