

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

**MEMORANDUM**

**DATE:** June 2022

**SUBJECT: GENERAL INFORMATION ABOUT THE 2022 ALA NATIONAL CONVENTION**

**CALL TO THE CONVENTION**

Please find enclosed the Call to the National Convention. Additional copies are available at [Convention \(legion-aux.org\)](http://legion-aux.org)

**VIRTUAL PRE-CONVENTION COMMITTEE MEETINGS**

Pre-Convention Committee Meetings will be held virtually from August 10 – August 23 for the following committees as designated in the Standing Rules, Section II, Item 4b.

Virtual Pre-Convention Committee Name	Date of Virtual Meeting	Time (all times are Eastern Daylight Time)
ALA Girls Nation	Wednesday, August 17	9:00 – 9:45 PM
Americanism	Tuesday, August 16, 2022	7:00 – 7:45 PM
Auxiliary Emergency Fund	Friday, August 12, 2022	7:00 – 7:45 PM
Children & Youth	Monday, August 15, 2022	7:00 – 7:45 PM
Community Service	Monday, August 15, 2022	8:00 – 8:45 PM
Credentials	Wednesday, August 10, 2022	7:00 – 7:45 PM
Education	Wednesday, August 17, 2022	8:00 – 8:45 PM
Finance	Monday, August 22, 2022	7:00 – 7:45 PM
Junior Activities	Thursday, August 18, 2022	6:00 – 6:45 PM
Leadership	Wednesday, August 17, 2022	7:00 – 7:45 PM
Legislative	Friday, August 12, 2022	8:00 – 8:45 PM
Membership	Thursday, August 11, 2022	7:00 – 7:45 PM
National Chaplain	Sunday, August 21, 2022	6:00-6:45 PM
National Historian	Tuesday, August 16, 2022	6:00-6:45 PM
National Security	Thursday, August 18, 2022	7:00 -7:45 PM
Poppy	Thursday, August 11, 2022	8:00 – 8:45 PM
Public Relations	Tuesday, August 16, 2022	8:00 – 8:45 PM
Resolutions	Monday, August 22, 2022	8:00 – 8:45 PM
Rules	Wednesday, August 10, 2022	8:00 – 8:45 PM
Veterans Affairs & Rehabilitation	Thursday, August 18, 2022	8:00 – 8:45 PM

**Department Pre-Convention Committee Representatives for Virtual Meetings**

Each department shall designate one official representative to attend the Virtual Pre-Convention Committee meeting. The official representative does not need to be a delegate or alternate; however, only those official representatives who are convention delegates/alternates will be allowed to vote in the virtual pre-convention committee meetings.

Departments shall designate their official representative via an online form provided by ALA National Headquarters. [Official Representative- Pre-Convention Committee Meeting Registration](#)

Any member may attend the pre-convention meetings. The recordings will be posted after the meeting on the ALA Website in the ALA Academy. Members should sign up using the online form [Guest- Pre-Convention Committee Meeting Registration](#)

#### **Roll Call and Voting Procedure (Virtual Meetings)**

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

For attendance, each official representative will type their name, department, and official representative in the chat box in the Zoom meeting. The sergeant-at-arms is responsible for checking attendance, indicating on a virtual document any departments not represented.

All cameras will remain off, and microphones will remain muted.

Voting will take place via chat voting – official representatives will indicate yes or no via typing in chat. Votes may also be confirmed by a show of hands or roll call.

Other individuals present have voice but no vote.

#### **PRE-CONVENTION MEETING ON CONSTITUTION & BYLAWS**

The Constitution & Bylaws Pre-Convention Committee meeting will be the only pre-convention meeting held in person on Saturday, August 27, 2022, from 9:30 a.m. – 11:00 a.m. in the Hyatt Regency.

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. [ALA National Standing Rule II. National Convention, #4, (c)]

Each proposed amendment will be presented for explanation by a member of the Pre-Convention Committee on Constitution & Bylaws. Any delegate may ask questions only to clarify the intent or purpose of a proposed amendment. There will be no debate on the merits of the proposal. 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.

#### **Constitution & Bylaws Pre-Convention Committee Department Representative**

Each department secretary will indicate official representatives to the Pre-Convention Committee Meetings. The department representative for the Constitution & Bylaws Pre-Convention Committee Meeting must be a delegate or alternate to the National Convention.

Only the members of the Pre-Convention Committee on Constitution & Bylaws and one representative assigned from each department are entitled to vote on the recommendation to be made to the convention body.

#### **Roll Call and Voting Procedure (C&B)**

In order to provide an accurate roll call and to facilitate voting, the following procedure will be used for the Constitution & Bylaws 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. Due to limited space, there will only be room for the official representative of each department.

The sergeant-at-arms is responsible for checking vacant chairs and indicating on a list the departments 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.

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

#### **NATIONAL EXECUTIVE COMMITTEE MEETINGS**

##### **Pre-Convention NEC Meeting (2021-2022 National Executive Committee)**

Date: Saturday, August 27, 2022  
Time: 8:00 a.m.  
Location: Lakeshore A-C, Hyatt Regency Milwaukee

##### **Post-Convention NEC Meeting (2022-2023 National Executive Committee)**

Date: Thursday, September 1, 2022  
Time: 8:30 a.m.  
Location: Regency C-D, Hyatt Regency Milwaukee

#### **DRESS CODE FOR NATIONAL CONVENTION**

The attire for attendees of all business meetings for the 2022 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:

Friday, August 26 – Thursday, September 1: 201, Wisconsin 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
- Public Spirit Award Luncheon Ticket Purchases
- Packet Pickup and Delivery Information

On/after July 30, 2022, 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 Committee  
Alternate National Executive Committee  
National Chairmen  
National Committee Members  
Department Presidents  
Department Secretaries  
National Convention Chairman  
Candidates for 2022-2023 National Office