

## **CONVENTION RULES COMMITTEE REPORT TO THE 2025 DEPARTMENT CONVENTION**

**THE COMMITTEE ON RULES FOR THE 106TH ANNUAL CONVENTION OF THE AMERICAN LEGION DEPARTMENT OF ARKANSAS HAS AGREED ON THIS REPORT, SUBMITTED HERE FOR YOUR CONSIDERATION.**

1. Recommend that Robert's Rules of Order be adopted for use during this convention, with certain modifications.
2. The order of business shall be conducted as outlined in the latest edition of the *Arkansas Legionnaire*, except when altered by action of the convention.
3. Voting strength of posts shall be based upon membership records accounted for by the department ten (10) days prior to opening day of this convention. The list of delegates and alternates from each post, shall be at department headquarters no later than noon on opening day. These lists will be accompanied by a registration fee of \$5.00 per delegate. Delegate fee must be paid in full on authorized delegates in order to vote your delegate strength. In the Department Convention each post with a current charter that meets all requirements for maintaining its charter as defined in the Department Policy Manual shall be entitled to one delegate and one delegate for each additional 25 members, or major fraction thereof, and to one alternate for each delegate. (ref; Sec. VI, para B. Policy)
4. When delegates address the convention for any purpose they must rise and while standing address the chair with its correct title of "Commander." Upon recognition, they are to clearly state their name, plus their post's name & number. Business is introduced by a motion, or by a resolution. The steps in making a motion and voting on it are as follows:
  - a. Obtain the floor – the member rises and addresses the presiding officer.
  - b. Make the motion – the member then states the motion. In order to state a motion properly, members should use the words "I move that..." when introducing a motion.
  - c. Second the motion – if anyone wishes the matter discussed. If the motion is not seconded, the motion is not before the assembly.
  - d. State the motion – the chair then states the motion
  - e. Discussion – after a motion has been stated by the chair, it is before the assembly for consideration and discussion. The maker of the motion has the right to open and close the debate. Discussion must relate to the immediately pending question.
  - f. Put the question – after sufficient opportunity has been given the debate, the chair repeats the motion and says, "are you ready for the question?"
  - g. Announce the vote – If in doubt as to the result, the chair calls for a rising vote, first for, and then against, the motion, asks the adjutant to count the votes, and then announces the results.
5. Any subject brought before the convention, not in line with and contrary to policies and principles of the American legion will be declared "out of order" by the Commander.
6. All those who have been recognized by the chair shall be entitled to a respectful hearing. The chair has authority to clear from the floor and to have the Sergeant-at-Arms escort from the convention anyone who causes a disturbance that may interfere with an orderly procedure of the convention.
7. In the event of a debate, concerning any subject, each speaker shall be limited to five (5) minutes.
8. Two (2) delegates only, from any delegation are allowed the floor for any subject at one time.
9. The floor is granted only once to any delegate speaking on one (1) subject; except as may be granted by a two-thirds vote of the convention. Also, excepting the chairmen of this convention committees, who may speak as often as necessary in connection with reports of their respective committees.
10. In preparation for a roll-call, the delegation chairmen shall poll their delegates, who are on the floor at the time in order to announce their delegation vote, when called for.
11. If a poll of their post is demanded by a delegate, the convention secretary shall conduct an individual poll of the delegates and no discussion of the question is allowed.
12. Anyone without credentials as delegate, or as alternate, who may act in the absence of a delegate, shall not participate in any manner on any subject nor vote in this convention. An alternate may serve on any convention committee, however, as a direct participant and in addition to the other delegates.
13. Delegations may arrive at a vote in any manner they see fit but must announce the vote in full units; no fractions!
14. A unit rule of voting by post shall not be enforced in the convention, over the objection of any delegate from that particular post.
15. Voting shall be by acclamation, unless a demand for the roll-call is made by three (3) or more delegation chairmen.
16. Amendments or resolutions offered from the floor at the convention must be in writing and shall be referred to the appropriate committee for consideration.

17. Resolutions originating in the several posts shall not be considered at this convention, unless a copy is received by the department adjutant at least ten (10) days prior to opening day of convention. Except the convention committees may originate and present resolutions they deem as proper.
18. When the final reports of convention committees and/or department officers have been approved, the nominations and election of officers shall be the next order of business.
19. The nomination of a candidate, for a department office shall be made from the floor of the convention. A post may present as many candidates as it chooses.
20. Nomination speeches are limited to five (5) minutes. Seconding speeches of two (2) minutes duration and no more than two (2) seconding speeches per candidate.
21. Nominations and elections of officers shall proceed in this order:
  - DEPARTMENT HISTORIAN
  - DEPARTMENT FOURTH VICE COMMANDER (NE)
  - DEPARTMENT THIRD VICE COMMANDER (NW)
  - DEPARTMENT SECOND VICE COMMANDER (SW)
  - DEPARTMENT FIRST VICE COMMANDER (SE)
  - DEPARTMENT COMMANDER
22. Should more than (2) candidates be nominated for an office, the balloting continues until one (1) candidate receives a majority of votes; yeah. If no candidate receives a majority of votes, then the candidate with the lowest number shall be dropped after each subsequent ballot.
23. Those elected shall be installed immediately and before any further business is conducted (ref; Art. II, Sect 1, Bylaws)

**DELEGATES TO THE NATIONAL CONVENTION**

24. The number of delegates allowed is determined by the membership of each Department as shown at national headquarters thirty (30) days before opening day of National Convention. Each Department is allowed one (1) delegate per 1,000 members or a major fraction thereof, plus five (5) for the Charter and one (1) for the National Executive Committeeman; who's a constitutional delegate voting with the state delegation.

MEMBERSHIP DIVIDED BY 1,000 = DELEGATES  
 PLUS THE CHARTER = 5 DELEGATES  
 PLUS THE NECMAN = 1 DELEGATE

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TOTAL NUMBER ALLOWED = \_\_\_\_\_

The Tenth Department Convention adopted a resolution providing for each district to elect one (1) delegate and one alternate to the National Convention. We recommend those delegates and alternates, elected at their district conventions, be now confirmed. We recommend too, that the Department Commander, Immediate Past Commander and the Department Adjutant be designated as delegates. All other delegates shall be nominated by a committee appointed by the department commander and being subject to approval by this convention.

To be considered by the nominating committee, those Legionnaires planning to attend National Convention and National Committee meetings (as assigned) should turn-in their names to the convention secretary after adoption of his report. The Immediate Past Commander is chairman of the National Convention delegation and the Department Adjutant shall be the convention secretary. The chairman is authorized to fill vacancies in this delegation at the time delegates are certified to the National Adjutant.

If you are interested in attending the National American Legion Convention, please contact Department Adjutant at (501) 375-1104 and he will be able to tell you about the costs which will be incurred. National Convention will be held in Tampa, Florida, August 22 – August 28, 2025. We will be staying at the Hilton Tampa Downtown, Tampa, FL. You will be required to pay your own transportation and accommodations. Hotel rate for Legionnaires is \$129.00 per night single or double (tax not included) but must be booked through the Department Adjutant.