

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

**MEMORANDUM**

**DATE:** June 2023 (Updated June 12, 2023)

**SUBJECT:** GENERAL INFORMATION ABOUT THE 2023 ALA NATIONAL CONVENTION

**CALL TO THE CONVENTION**

Please find enclosed the Call to the National Convention. Additional copies are available at [Call to National Convention](#)

**PRE-CONVENTION COMMITTEE MEETINGS**

As designated in the Standing Rules, Section II, Item 4b, the pre-convention committee meetings schedule is listed below.

Virtual Pre-Convention Committee Meetings

The following committees will meet virtually August 9 – 22 for their Pre-Convention Committee Meeting. Document will be updated with final Virtual Pre-Con schedule in mid-June:

Title	Pre-con Date	Pre-Con Start Time	End Time	Registration Link
AEF	Thursday, August 10, 2023	8:00 PM	8:45 PM	<a href="#">AEF Pre-Con Registration</a>
ALA Girls Nation	Thursday, August 17, 2023	6:30 PM	7:15 PM	<a href="#">ALA Girls Nation Pre-Con Registration</a>
Americanism	Monday, August 14, 2023	7:00 PM	7:45 PM	<a href="#">Americanism Pre-Con Registration</a>
Children & Youth	Tuesday, August 15, 2023	8:00 PM	8:45 PM	<a href="#">Children &amp; Youth Pre-Con Registration</a>
Community Service	Wednesday, August 16, 2023	9:00 PM	9:45 PM	<a href="#">Community Service Pre-Con Registration</a>
Education	Wednesday, August 9, 2023	8:00 PM	8:45 PM	<a href="#">Education Pre-Con Registration</a>
Finance	Tuesday, August 22, 2023	8:00 PM	8:45 PM	<a href="#">Finance Pre-Con Registration</a>
Juniors	Monday, August 14, 2023	8:00 PM	8:45 PM	<a href="#">Juniors Pre-Con Registration</a>
Leadership	Tuesday, August 15, 2023	7:00 PM	7:45 PM	<a href="#">Leadership Pre-Con Registration</a>
Legislative	Wednesday, August 9, 2023	7:00 PM	7:45 PM	<a href="#">Legislative Pre-Con Registration</a>
Membership	Monday, August 21, 2023	8:00 PM	8:45 PM	<a href="#">Membership Pre-Con Registration</a>
Chaplains	Tuesday, August 22, 2023	7:00 PM	7:45 PM	<a href="#">Chaplain Pre-Con Registration</a>
Historians	Thursday, August 17, 2023	8:30 PM	9:15 PM	<a href="#">Historian Pre-Con Registration</a>
National Security	Wednesday, August 16, 2023	8:00 PM	8:45 PM	<a href="#">National Security Pre-Con Registration</a>
Poppy	Wednesday, August 16, 2023	7:00 PM	7:45 PM	<a href="#">Poppy Pre-Con Registration</a>
Public Relations	Tuesday, August 15, 2023	6:00 PM	6:45 PM	<a href="#">Public Relations Pre-Con Registration</a>
VA&R	Thursday, August 10, 2023	7:00 PM	7:45 PM	<a href="#">VA&amp;R Pre-Con Registration</a>

Each department shall designate one official representative to attend the Virtual Pre-Convention Committee meetings. 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.

Any member may attend the pre-convention meetings. The recordings will be posted after the meeting on the ALA website.. Members should sign up using the online form **AVAILABLE IN JULY**.

#### In-Person Pre-Convention Committee Meetings

The following committees will meet in-person on Saturday, August 26:

Credentials Committee  
Rules Committee  
Resolutions Committee  
Constitution & Bylaws

The Credentials, Rules, Resolutions, and Constitution & Bylaws Pre-Convention Committee meetings will be the only pre-convention meetings held in person on Saturday, August 26, 2023, from 1030 a.m. – 3 p.m. in the Charlotte Convention Center. The Credentials, Rules and Resolutions Committee will meet concurrently (at the same time), while the Constitution & Bylaws Committee will be held that afternoon.

Each department secretary will indicate representatives to the in-person Pre-Convention Committee Meetings during delegate and alternate registration which opens in August. These individuals must be delegates or alternates to the National Convention.

#### **Roll Call and Voting Procedures:**

##### **Virtual Meetings**

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. The sergeant-at-arms is responsible for checking attendance, indicating on a virtual document any departments not represented.
- Voting will take place via chat voting – official representatives will indicate yes or no via typing in chat. Other individuals present have voice but no vote.

##### **In-Person Meetings**

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

#### **Constitution & Bylaws**

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.

### **NATIONAL EXECUTIVE COMMITTEE MEETINGS**

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

Date: Saturday, August 26, 2023  
Time: 8 a.m.  
Location: East 220 A-F, Charlotte Convention Center

#### **Post-Convention NEC Meeting (2023-2024 National Executive Committee)**

Date: Thursday, August 31, 2023  
Time: 8:30 a.m.  
Location: East 217, Charlotte Convention Center

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

The attire for attendees of all business meetings for the 2023 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 or a dress).

### **ALA NATIONAL HEADQUARTERS OFFICES**

American Legion Auxiliary National Headquarters office will be located:

Friday, August 25 – Thursday, August 31: Piedmont Ballroom, Charlotte 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
- The American Legion Auxiliary Luncheon Ticket Purchases
- Packet Pickup and Delivery Information

After August 1, 2023, 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 2023-2024 National Office