



## 91<sup>st</sup> Annual American Legion Auxiliary Convention

### VOTING PROCEDURE

Saturday, July 16<sup>th</sup>, 9:00 a.m.

Radisson Paper Valley Hotel (Appleton) – Empire Room

- Convention Delegate Registration will be closed at 8:00 am, Saturday – July 16, 2011.
- Delegates and Delegates-at-large will be verified by the Credentials Committee.
- The Convention Credentials Committee shall be the final judge of qualification of a Delegate.
- All Delegates and Delegates-at-large will be seated in their respective District's delegation prior to 9:00 am – Saturday, July 16, 2011.
- An Alternate shall have all privileges of the Delegate when Delegate is not present.
- All Alternates will be seated in designated section for the convenience of a District Chairman to locate and expedite a replacement Delegate.
- The Credentials Committee will give the District President a list of registered Delegates-at-large, Delegates and Alternates for their respective districts.
- The Credentials Committee Chairman will give an oral report of total number of Delegates-at-large, Delegates and Alternates by district that had registered to vote as of 8:00 am July 16, 2011.
- Ballot packets will be prepared for each district; inside each packet shall be ballots equal to the total Delegates and Delegates-at-large registered and certified at 8:00 am July 16, 2011.
- 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.
- Voting will be at 9:00 am - Saturday, July 16, 2011 in the Empire Room.
- Districts will be called in numerical order to pick up their voting packet from the Election judges.
- After all packets have been distributed, Districts will have 30-minutes to complete the voting process.
- One Teller from each District, who has been appointed by the District President, will assist with the election and will be responsible for tabulating votes under the direction of Judge of Elections.
- Immediately after voting has been declared ended, Tellers, Election Judges & Credentials Chairman will move to the Crimson Room for voting tabulation.
- Judge of Elections will take results, compare numbers with Credentials Chairman and provide a written report to the Department Secretary/Treasurer.
- The Judge of Elections will give an oral report of the numerical results of the election and give the written report to the President.
- The President will declare the winners of the election during the Convention Session on Saturday.