



2025 Annual ALA Department Convention

Hyatt Regency/KI Center
333 Main Street, Green Bay, WI 54301
July 17-20, 2025

VOTING PROCEDURE

- 1) Convention delegate registration will close at 8:00 am on Saturday, July 19, 2025.
- 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 by 8:00 am on July 19, 2025.
- 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 19, 2025 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) Districts will commence the voting process after all packets have been distributed. Delegates must present their signed voting credentials to receive a ballot.
- 8) Immediately after voting has been declared ended, the Credentials Chairman, election judges and the tellers appointed by the Department President 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 19, 2025.
- 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.