



January 4, 2021

**MEMORANDUM**

TO: Post Commander & Post Adjutants  
FROM: Suzette M. Heller, Department Adjutant  
RE: Department Convention Call

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This is the 102<sup>nd</sup> Department Convention Call for Department Convention to be held at The Holiday Inn Cleveland South, 6001 Rockside Road, Independence, OH 44131, from July 8-11, 2021.

Please take note that we have organized the information and outlined the instructions clearly. As the Post Delegate Chairman or Secretary, you will be required to bring a receipt that you will receive from Department Headquarters as proof of certification of Delegates and Alternates. **The deadline for Certification of Delegates and Alternates is June 25, 2021.** If Department Headquarters does not have your Post Certification of Delegates and Alternates by this date, your Post will not be represented with a vote and will only be registered as a guest.

Due to COVID19 continued restrictions, we are mindful of the amount of people we will be allowed to have on the floor of the General Assembly at one time. Please be flexible. On Sunday, we may have to break the voting and roll call into timed sections so as not to jeopardize the health or level of comfort for any of our members, delegates, and candidates, and to avoid violating Ohio Public Health Orders. Considering there are three (3) candidates for Department 2<sup>nd</sup> Vice Commander, please be patient and prepared for potential minor adjustments to the schedule on Sunday, July 11<sup>th</sup>, which is the day we are predicting the majority of delegates and alternates to be present.

Regarding 2022 membership cards, Posts who have not submitted their Certification of Post Officers and Consolidated Post Report (CPR) to Department Headquarters may do so at Department Convention and will sign for and retrieve the Post membership cards on-site. These forms are REQUIRED for the issue of cards. If you complete the forms in advance and email/mail/drop-off directly to Department Headquarters, we will promptly mail the cards. The expected date of arrival for 2022 Membership Cards delivered to Department HQ is the first and second week of May. The soonest they will be available to the Post is the first week of June. You may make arrangements to pick up your cards at HQ by emailing the Membership Team at [Membership@ohiolegion.com](mailto:Membership@ohiolegion.com).

Thank you and I look forward to seeing you at the 102<sup>nd</sup> Department Convention!

Respectfully,

*Suzette M. Heller*

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