

***Instructions***  
***Certification of Post Delegates – Alternates***  
***June 13, 2019***

*Failure to adhere to the deadline may result in a Post being issued visitor credentials only and NOT permitted to vote*

Delegates and alternates to Department Convention, shall be elected and certified to the Department Headquarters and to the District Commander at least fifteen (15) days prior to the Department Convention. Failure to return this form before MIDNIGHT, June 13th shall be cause for the Credentials Committee to refuse to seat Post delegates and thereby cause the Post to lose their vote in the Convention Sessions.

**AUTHORIZED DELEGATES AND ALTERNATES:** Each Post shall be entitled to one delegate and one alternate for twenty-five (25) members, two delegates and two alternates for sixty-six (66) members and one delegate and one alternate for each additional one hundred (100) members. The name of *each* and *every* delegate selected/elected by the Post must be entered. Some Posts establish “AUTOMATIC” Delegate positions which are filled, by example, by the outgoing Post Commander, a Trustee, etc. ALL such individuals MUST BE entered as a Post Delegate.

If a delegate from a Post is not entered, NO voting credentials will be prepared by Department Headquarters.

\*\*This applies to Post members who are a member of the current Department Executive Committee or a Past Department Commander. These individuals must be listed as a delegate or alternate by the Post.

**Alternates:**

Unlike the number of delegates which are established based on the Post Membership, a Post may have any number of alternates.

The name of *each* and *every* Alternate selected/elected by a Post must be entered. If an alternate from a Post is not entered, NO alternate credentials will be prepared by Department Headquarters. At Department Convention, problems regarding a Post’s delegates and alternates will be reviewed by the Department Conventional Credentials Committee.

## **THE DECISION OF THE CREDENTIALS COMMITTEE WILL BE FINAL.**

All members of the Department Executive Committee shall be delegates to the Department Convention during their term of office, with vote, to be exercised with their respective Posts, provided they are certified and registered.

All Past Department Commanders, while in good standing with their respective Posts, shall be life delegates to all Department Conventions, with vote, to be exercised with their respective Posts, provided they are certified and registered.

**The membership books will close at noon, Wednesday May 29, for the purpose of computing delegates strength. Delegate voting credentials will be prepared only for the number of delegates established by the Post Membership as of this Membership Convention Report.**

### **IMPORTANT NOTICES**

1. If no one from your Post plans to attend Department Convention, do not enter any names as delegates or alternates on the “Certification of Post Delegates – Alternates” form. There are no repercussions for a Post not attending Department Convention, although every Post is encouraged to participate in the convention process.
2. Delegate and Alternate certification forms are reviewed by the Department Convention Credentials Committee upon receipt by Department Headquarters. Post will be notified if more Delegates than allowed by the Post Membership have been certified. It is the responsibility of the Post to correct the situation prior to the Department Convention.

**It is recommended that a Post make a copy of the Delegate-Alternate Certification Form and send this with a member of the Post to Department Convention in the event any problem or questions arise at Convention Registration.**

Please call Christie White at Department Headquarters at 740-362-7478 Ex 2 or email at [programs@ohiolegion.com](mailto:programs@ohiolegion.com) with any questions.