



PROCEDURE OF OFFICE DEPARTMENT OF OHIO CONFERENCE / CONVENTION CHAIR

The Conference/Convention Chair is responsible for the Department mailings and notice for the Conference/Convention book. The Executive Secretary will notify you of the deadlines for each. Please email a copy to the President, 1st Vice President and Parliamentarian for approval in Word format. Be sure to ask the assigned Auxiliaries for the \$25.00, early bird and raffle prizes, and make sure you remind all Auxiliaries that their delegates **MUST** show their membership cards – **NO EXCEPTIONS**. The hours for the registration desk to be open will be set by the President's Agenda. Make sure there are enough tables for registration and for the Ways and Means person for the raffles.

This is an appointed position made by the elected President. You will receive your room, three (3) nights if funds are available, and you have met the criteria according to the Department Standing Rules.

The Executive Secretary will send you the list of pre-registrations and you will be given a list of the Auxiliaries marked as to whether or not they are in good standing. Auxiliaries that have registered but **ARE NOT** in good standing, must be registered as guests. If there are any questions, contact the Executive Secretary.

Department Officers, PDPs, and District Officers **DO** need to fill out a delegate slip and submit it to the Executive Secretary. The Conference/Convention Chair is to fill out a delegate slip for visiting National Officers and guests. Visiting National Officers and visiting guests and PDPs do not have to pay registration. Checks for registration are to be payable to: **AMVETS LADIES AUXILIARY, OHIO DEPARTMENT.**

The Conference/Convention Chair is responsible for the printing of the name tags, which should show:

- Person's name
- Auxiliary number
- Delegate, Alternate or Guest

Department Officers' name tags should show:

- Person's name
- Auxiliary number
- State Office held.

*****REQUIREMENT***** ALL preregistration name tags are to be printed **BEFORE** arrival at the hotel. This is to prevent delays at the registration desk and to improve efficiency.

If any attendee is a "first time" Delegate, a "First Time" Ribbon will be applied to the bottom of their name tag. At Department Convention, all name tags shall have a Delegate ribbon placed on the bottom of the tag. Notify the Executive Secretary when these supplies need to be re-ordered.

It is suggested to have an assistant at the registration table to assist with name tags and passing out the Conference/Convention books. The Chair and assistant are responsible for having ALL delegates, Officers and guests sign a registration notebook when receiving their name tags at Fall and Mid-Winter Conferences. At Department Convention, the Credential book will be updated for number of delegates each Auxiliary is allowed prior to any elections or votes.

Any questions or requests at either function are directed to the Chair. The Chair is to attend the Officer's Meeting, to give a report as well as to pass out name tags and books.

At all Conferences/Conventions, the Chair calls the sessions to order and welcomes delegates and guests. At Fall and Mid-Winter Conference, the Officers are introduced (see example), introducing the President last. If a visiting National Officer or guests are present, the President will do the introductions. At Department Convention, the Officers are escorted in, with a visiting National President being introduced before the President. The Chair then turns the gavel over to the Department President, who calls the meeting to order.

The first Credential report is given Saturday at the first business session. Check with the President to see if she just wants the totals thus far - to include pre-registration, registration on Friday and Saturday morning. Prepare 4 copies: (1) President, (2) Parliamentarian, (3) Executive Secretary and (4) yourself.

The second Credential report is given at the Sunday morning business session. Be prepared to give a complete report, especially at Convention when voting and elections occur (coordinate with the President and Parliamentarian).

A financial report is to be given, including preregistration (Secretary will give you the total of preregistration), on-site registration, as well as totals of each raffle from the Ways and Means Chair. Monies are then given to the Executive Secretary. Prepare 5 copies: (1) President, (2) Parliamentarian, (3) Executive Secretary, (4) Treasurer and (5)

yourself. Retain all registration slips, as well as copies of all Credential reports and Financial reports for one (1) year.

All Department Officers are expected to attend the following events:

- Fall Conference:
 - Training Session held for Auxiliary
- Mid-Winter Conference:
 - Legislative Breakfast
 - Training Session held for Auxiliary
 - Joint Testimonial Dinner
- June Convention:
 - Memorial Service
 - Joint Opening Session with AMVETS, Sons of AMVETS, Riders & Juniors
 - Training Session held for Auxiliary
 - Honors & Awards Banquet

The \$25.00 gift raffle and Ways and Means raffle tickets will be sold Friday, Saturday and until registration closes Sunday morning. Remind the responsible Auxiliaries to place their Auxiliary number and mark which raffle the gift is for on the gift for identification purposes. Thank them after the financial report and remind the Auxiliaries who will be responsible at the next Conference or Convention. The rotation of the Auxiliaries responsible for the raffles will remain the same each year and is listed below:

- Fall Conference: Auxiliaries 4, 26, 27, 31, 40, 43, 45, 51, 95, 102, 104, 109, 112, 124, 176, 290, 777, 1312, 1928, 1971, 1979, 1985, 2000 and 2256.
- Mid-Winter Conference: Auxiliaries 12, 24, 25, 36, 37, 66, 71, 88, 96, 99, 120, 121, 148, 149, 444, 464, 726, 1338, 1789, 1969, 1983, 1986, 1988 and 2003.
- June Convention: Auxiliaries 17, 21, 22, 32, 39, 47, 48, 53, 54, 55, 59, 61, 69, 84, 87, 89, 93, 162, 222, 333, 698, 711, 1776, 1991 and 1994.

SUGGESTIONS:

1. Be prepared 15 minutes prior to the President's agenda
2. Have a back-up black and color cartridge for the printer at all times
3. Have extra copy paper

WELCOME TO FALL / MID-WINTER CONFERENCE

- Welcome
- Introduce Department Officers:
 - PDPs in chronological order and with their current offices
 - Junior AMVETS Coordinator
 - Sergeant At Arms
 - PRO/Historian
 - Chaplain/Scholarship
 - Treasurer
 - Americanism
 - 3rd Vice President
 - 2nd Vice President
 - 1st Vice President
 - Please stand and recognize your Department President

JUNE CONVENTION

- Line up all Officers in the hallway according to the following order PRIOR to the start time of the President's agenda
- Welcome
- Please stand and recognize your Department Officers as they are introduced:
 - PDPs in chronological order and with their current offices
 - Junior AMVETS Coordinator
 - Sergeant At Arms
 - PRO/Historian
 - Chaplain/Scholarship
 - Treasurer
 - Americanism
 - 3rd Vice President
 - 2nd Vice President
 - 1st Vice President
 - ****National President if present*
 - President
- Turn gavel over to the President

ELECTION PROCEDURE:

The Credentials Chair and the Sergeant-At-Arms need to work together, as a team, to ensure a smooth, seamless election occurs without room for any questions regarding the validity of the votes. Each of these two Officers should read, understand and know this procedure, all steps.

Sergeant-At-Arms, in preparing for elections:

- Lock the meeting room doors at the Order of the President and do not allow anyone in or out of the meeting room during the entire time the elections are occurring.
- Place one (1) table number card face down on each table.

Credentials Chair:

- Go to the podium microphone with the most recent and accurate Credentials Report in hand.
- Ask all Officers and Delegates to go to the tables on the floor, with all members of the same Auxiliary sitting together at a table. There can be multiple Auxiliaries represented at a single table as long as ALL members from each Auxiliary are AT THAT TABLE.
- Ask all Guests to remove themselves from the floor tables so as to not be confused with Delegates.
- The Guests can be utilized as Clerks and a Judge, if needed during the elections.

Verifying Voting Strength:

- As the Credentials Chair calls Auxiliary numbers from the Credentials Report, the Sergeant-At-Arms will go to the table where that Auxiliary is seated.
- The Credentials Chair will then read the numbers she has on the Credentials Report for that specific Auxiliary.
- ALL members of the Auxiliary number called will stand up and count off, beginning with 1. As each member counts off, they will be seated. Once all members of that specific Auxiliary have orally counted off, the Sergeant-At-Arms will verify the number of members that counted off.
- The Credentials Chair will accordingly update her Credentials Report as the numbers are verified by the Sergeant-At-Arms.
- Once all Auxiliaries have been called and ALL Delegates have counted off, the Credentials Chair will re-total the Credentials Report and give the numbers for:
 - Total Voting Strength
 - Majority
 - 2/3 Total

Voting:

- Each table is to be instructed to choose a Table Captain who will use the Table Number provided by the Sergeant-At-Arms when reporting votes, if needed.
- As the President announces the nominees for each office, IF there are multiple nominees for an office:
 - Each person at the table writes their choice for the office on a piece of paper and gives it to the Table Captain
 - The Table Captain totals the votes for each nominee from the papers she is provided
 - The Table Captain then goes to the floor microphone and announces:

- Table Number she represents
- The number of votes for each nominee
- Once back to the table, the Captain then destroys the written votes
- During this process, the Clerks and Judge keep track of the votes as they are announced by each Table Captain
- The Judge then informs the President of who received the most votes from the Delegates
- The President will announce the winner
- This process continues for each office, as needed, until all Department Officers for the following year have been duly and fairly elected.

After the election of the new President, if she has family members that want to come in to bring flowers or to congratulate her, the Sergeant-At-Arms may have them enter the floor during the election.

Revised – 06/2024 (JLMT)