

**IMPORTANT**

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**CALL**  
**NINETY-EIGHTH ANNUAL DEPARTMENT CONVENTION**  
**OF**  
**THE AMERICAN LEGION, DEPARTMENT OF VIRGINIA, INC.**

The Ninety Eighth Annual Department Convention of The American Legion, Department of Virginia, Inc., is hereby called to meet on July 7-10, 2016 in Richmond, Virginia with the Double Tree, as the Headquarters Hotel.

\* Please note that registration will begin at 12:00 Noon, Thursday, July 7, 2016 and Standing Committees as well as Convention Committees will meet on Friday, July 8, 2016.

**PURPOSE**

The Annual Department Convention, as the legislative body of the Department of Virginia, is called for the following purposes: to set the programs of the Department; to amend the Constitution and Bylaws; to elect a Department Commander, Department Vice Commanders, Department Chaplain, and Department Sergeant-at-Arms; to elect Delegates and Alternates to the NINETY-EIGHTH National Convention; to elect, in alternate years, a National Executive Committeeman; and an Alternate National Executive Committeeman; and to transact such other business as may be brought before it.

**REPRESENTATION**

(As set forth in the Constitution and Bylaws of the Department of Virginia, Inc.)

ARTICLE IV, Sec. 2. "In the Department Convention, each Post shall be entitled to two votes and to an additional vote for each fifty members whose annual dues have been received by the Department Headquarters fifteen (15) days prior to the opening of said Convention; but no Post shall be entitled to representation in the Convention which shall not have so paid Department and National dues for at least fifteen members nor shall any Post be entitled to representation therein which shall not have paid to Department Headquarters prior to the Convention all Department and National dues collected by it during the current or preceding year, or any other sums by it to the Department."

**DEPARTMENT EXECUTIVE COMMITTEE**

A meeting of the Department Executive Committee, as now constituted, is hereby called and will be held in Parlor D of the Double Tree at 11:00 AM, Friday, July 8, 2016.

A meeting of the new Department Executive Committee will be held in Parlor D of the Double Tree on Sunday, July 10, 2016 immediately after the Religious Service.

**DEPARTMENT FINANCE COMMITTEE**

A meeting of the Department Finance Committee, as now constituted, is hereby called by direction of the Chairman of the Finance Committee and will be held in Parlor F of the Double Tree, at 9:00 AM, Friday, July 8, 2016, for the purpose of finalizing preparation of a budget for consideration of the Convention Finance Committee, and such other business as it may properly consider.

**HOUSING**

A registration fee of \$8.00 per person for Legionnaires and guests is required and must accompany all requests for reservations. Registration and Reservation Forms were distributed at the Spring Conference and were published in the Virginia Legionnaire May/June issue.

**CONVENTION COMMITTEES**

In conformity with the Uniform Code of Procedure for the Organization of Department Conventions of the Department of Virginia, The American Legion, Inc., Convention Committees are called for organization in advance of the opening session in the Convention City, with subsequent meetings as called by the Chairman.

Each Convention Committee shall elect a permanent Chairman and Secretary.

Each Post is entitled to one vote in each Convention Committee.

The following Convention Committees will meet at 1:00 PM, Friday, July 8, 2016:

Americanism – Parlor D  
Children and Youth – Parlor E  
Constitution and Bylaws – York  
Finance – Parlor H  
National Security – Chesterfield  
Resolutions – New River  
Veterans Affairs and Rehabilitation – Parlor F

The Convention Committee on Legislation will meet at 3:00 PM, Friday, July 8, 2016 in Parlor E.

The Resolutions Assignment Committee will meet in the Board Room and the Credentials Committee will meet in Midlothian at 9:00 AM, Friday, July 8, 2016.

EACH POST DELEGATION CHAIRMAN shall designate a Delegate or Alternate from his Post to serve on each of the Convention Committees, and shall notify such Delegates and Alternates of the time and place of such Convention Committee meeting.

#### TEMPORARY CHAIRMEN

Americanism – Thomas Queck  
Children and Youth – John Kokernak  
Constitution and Bylaws – Joe Vaccaro  
Finance – Doug Ramos  
National Security – Deloris Todman  
Legislation – Rick Oertel  
Resolutions – Dave Stein  
Veterans Affairs and Rehabilitation – Willie Ransom

#### ADMINISTRATIVE COMMITTEE CHAIRMEN

In conformance with the Uniform Code of Procedures for the Organization of Department Conventions, the Department Commander has appointed the following Administrative Committee Chairmen:

Credentials Co-Chairmen – John Kokernak (53) and Bob Hannon (49)  
Resolutions Assignment – Thomas Saunders, (29)

#### CREDENTIALS

A Credential Certificate has been sent to each Post Adjutant to be filled out in duplicate. The original (white copy) **MUST** be mailed to reach Department Headquarters, 1708 Commonwealth Avenue, Richmond, Virginia 23230, on or before June 24th. Failure to do so will jeopardize the voting qualification of the Post. The duplicate (gray copy) shall be given to the POST DELEGATION CHAIRMAN, who shall bring it to the Department Convention.

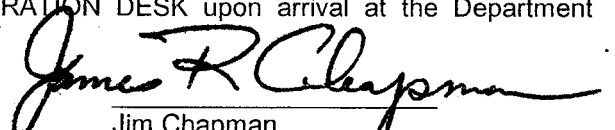
Department Headquarters will provide each POST ADJUTANT with ten- (10) official Credential Cards regardless of the number of Delegates and Alternates to which a Post may be authorized.

Each delegate and alternate **MUST** turn into the Department Headquarters office the credential card upon arrival in order that the delegate's Post may be qualified to vote in the convention proceedings.

To expedite preparation of the official voting roll, each Post is urged to have at least one Delegate or Alternate present his or her Credential Card to the Department Headquarters Office on Thursday, July 7, or early Friday, July 8.

#### GENERAL INSTRUCTIONS

1. Posts should elect their Delegates and Alternates on the basis of two votes per Post, plus one additional vote for each 50 members whose annual dues have been paid to Department Headquarters on or before June 24. One Delegate or Alternate may be elected for each vote to which the Post is entitled.
2. Immediately upon election of Delegates and Alternates, with one designated as Delegation Chairman, the Post Adjutant shall complete the Credential Certificate, mailing the original (WHITE) to Department Headquarters on or before June 24 and giving the duplicate (GRAY) to the Post Delegation Chairman.
3. The Post Adjutant will mail, immediately, to each Delegate and Alternate, a Credential Card, which shall be turned in at the Convention by such Delegate or Alternate.
4. The Post Delegation Chairman shall designate a Delegate or an Alternate to represent the Post on each Convention Committee advising him of the time and place of such meeting.
5. The Post Adjutant shall provide the Post Delegation Chairman with a copy of the UNIFORM CODE OF PROCEDURE, which includes the Permanent Organization of the Department Convention.
6. A detailed program will be provided at the REGISTRATION DESK upon arrival at the Department Convention.

  
Jim Chapman  
Department Commander

ATTEST:

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DALE D. CHAPMAN  
Department Adjutant

Distribution: 1 to each member of Department Executive Committees  
1 to each member of Department Finance Committee  
1 to each Chairman of Standing Committees  
1 to each Temporary Chairman, Convention Committees  
1 to each Post Commander  
1 to each Post Adjutant  
1 to each Past Department Commander  
1 to each Past National Executive Committeeman  
1 to each Chairman, Convention Administrative Committees