



**The American Legion
Department
of
South Carolina**

**Uniform Code of Procedure
For the Organization of the
Department Convention**

As amended May 29, 2022

THE AMERICAN LEGION UNIFORM CODE OF PROCEDURE FOR THE ORGANIZATION OF DEPARTMENT CONVENTIONS

CALL OF DEPARTMENT CONVENTION

I. Not less than ninety days (90) prior to the date of assembly of the Department Executive Committee (Article V, Section 1, Department Convention), the Department Adjutant shall issue an Official Call for the Department Convention. The Official Call for the Department Convention shall be served upon all Department Posts through the official address of such Department Posts as of record at Department Headquarters.

The Department Adjutant shall be authorized to issue copies of the Official Call to all other Department Officers, members of the Department Executive Committee, and other proper functionaries of the Department organization, Officers, and functionaries of all Posts, and to other proper persons and organizations having an interest or responsibility in connection with the Department-----addressed to such persons or organizations at an address of record at Department Headquarters.

II. The Official Call for the Department Convention shall contain within its context or in proper annexes, or supplements affixed to the Call, the following information and instructions:

- a.** The time and place of the assembly of Department Convention.
- b.** The purpose of the Department Convention including statement of the business to be transacted.
- c.** Official announcement of the time and place for the election of Department Officers.
- d.** The composition of the Department convention in terms of authorized delegates and other persons entitled to official status as members of the Department Convention as provided in the Department Constitution/By-Laws. Such statement shall also include instructions for issuance of official credentials, the time and place for filing the same and other pertinent and proper procedural detail.
- e.** The composition of the Department Convention in terms of authorized Convention committees and specifications of their assigned tasks as deemed appropriate by the Department Commander.
- f.** Such other official and pertinent information and instruction as shall properly apply to the orderly and efficient organization and operation of the Department Convention.

CONVENTION PROGRAM

I. Except as may be provided otherwise herein or as directed by the Department Executive Committee, the establishment and arrangement of the Program of Proceedings of the Department Convention shall be the duty and prerogative of the Department Commander. He/she is empowered to invite proper guests to the Convention on behalf of The American Legion, extend the privilege of addressing the Convention to appropriate speakers, and establishes the Order of Business of the Convention and to order and arrange incidental ceremonies consistent with and properly a part of the Convention.

II. In establishing the Order of Business the Department Commander shall restrict the schedule of Guest Speakers or business for the Saturday sessions of the Convention so as to not interfere or inhibit the elections of Department Officers. and shall not schedule any such speakers later than 11:00 a.m. of that session. The ceremony of Installation shall be arranged and scheduled at the conclusion of all other business of the Department Convention.

III. The Department Commander shall be authorized and empowered to assign specific tasks to Department Officers or to appoint such members of The American Legion to perform tasks as may to him/her appear necessary in the conduct of the Department Convention.

IV. The Department Commander shall publish in the Official Convention Program the Order of Business and events established by him/her including a time schedule for the same and shall cause such Order of Business to prevail except as properly altered by him for cause or set aside by the will of the Convention upon proper motion in accordance with the standing of special rules of the Convention as hereinafter provided.

OFFICIALS OF THE CONVENTION

I. The Presiding Officer of the Department Convention shall be the Department Commander of The American Legion, Department of South Carolina. He/she shall have power and authority to yield the Chair from time to time to a Department Vice Commander of The American Legion, Department of South Carolina for the conduct of official business of the Convention. He/she may yield the Chair to a Past Department Commander of The American Legion, Department of South Carolina or to any other delegate of the Department Convention for ceremonial purposes. In either instance due note thereof shall be included in the Minutes of Proceedings.

In the event that the Department Commander is not available to preside over the Department Convention, then Article VII, Section 4, of the Department Constitution shall apply.

II. The Department Adjutant shall be the Secretary of the Department Convention. He/she may yield this office from time to time to any assistant during the Convention by and with the consent of the Department Commander or other Presiding Officer then in the chair.

III. The Department Judge Advocate shall be Parliamentarian of the Department Convention. The Department Commander may appoint one or more Assistant Parliamentarians. Such Parliamentarians shall be members of The American Legion, Department of South Carolina.

IV. The Department Commander in conducting the proceedings and maintaining order in the Department Convention may convene assistants other than the Department Sergeant-at-Arms and Assistant Sergeant-at-Arms. Order and conduct of the Department Convention shall be the sole responsibility of the Department Commander or the Presiding Officer in the Chair.

V. The Department Commander shall be empowered and authorized to designate the Official Color Guard of the Convention, and such other functionaries as may be necessary to the proper conduct of proceedings and ceremonials as may be scheduled or directed by him.

PRELIMINARY ORGANIZATION OF THE DEPARTMENT CONVENTION

I. Delegates to a Department Convention shall be accredited in writing to the Department Adjutant in the number and manner prescribed by Article V, Sections 5 and 6 of the Department Constitution. The rights of Posts to make and accredit substitutions for absentee delegates or alternate delegates shall be recognized by the Department Adjutant at the time of the certification required by the Credentials Committee/Rules Committees or at any time prior to opening of the first session of the Department Convention.

II. The Department Adjutant, within the limits of the Department Constitution, is authorized to design and circulate such proper forms as may be required to record and certify the accreditation of delegates and alternate delegates. He/she is further authorized to establish such reasonable and proper administrative rules as may be necessary in assembling the official list of delegates and alternates accredited and entitled to be seated in the Department Convention. All such forms or other administrative requirements shall be certified officially by the Post Commander and Post Adjutant at the times specified by the Department Constitution, or the Department Adjutant.

Disputes concerning the accreditation of delegates and alternate delegates shall be referred to the Credentials Committee.

CONVENTION COMMITTEES

I. The following Convention Committees shall be established as Standing Convention Committees as prescribed in Article VI, Sections 1 and 2, Convention Committees as outlined in the Department By-Laws.

- a.** Committee on Credentials.
- b.** Committee on rules.
- c.** Constitutional/By-Laws
- d.** Resolutions Committee
- e.** Finance Committee

II. The Department Commander or the Department Executive Committee may from time to time establish Special Convention Committees for specific purposes. Such Special Committees shall serve only during the Convention for which they are appointed.

III. The Convention Committees shall proceed to business promptly under such internal organization as the Committee shall decide and under such rules of order as it shall establish.

IV. Department Committee Chairman's should endeavor to complete their tasks and compose their final report in narrative form at least thirty (30) days prior to the state of the convention. These final reports will be incorporated into the "Committee Chairman's Report" booklet and will be disseminated to all delegates. The committee Chairman will present their reports on the floor of the Department Convention when called upon by the Department Commander or person presiding at the Chair.

V. A delegate desiring to appear and be heard on a subject before a Convention Committee shall first apply to the Committee chairman or to the Department Adjutant, the Convention Secretary.

DUTIES OF STANDING CONVENTION COMMITTEES

I. Constitution/By-Laws

To study and make recommendations to the Department Convention concerning all matters pertaining to proposed changes in the Constitution and By-Laws of The American Legion, Department of South Carolina.

Any proposed amendment to the Constitution and By-Laws of The American Legion, Department of South Carolina shall first receive an affirmative vote of the Convention Committee on Constitutional Amendments of a least two-thirds of the votes cast by that Committee; for that Committee to adopt any such proposed Constitutional Amendment.

II. Committee on Credentials

To receive from the Department Adjutant a statement of the number of delegates to which the several Posts are entitled under the Constitution, to verify and recommend approval of the same, including adjustment of disputes thereon and to report to the Department Convention at its first session.

To formulate and recommend matters of policy to the convention.

III. Finance

To formulate and recommend matters of policy to the Convention concerning the financial affairs of The American Legion, Department of South Carolina, including reception of the reports of the Chairman, Finance Committee and the Department Finance Committee, and the fixing of annual dues of the Department Organization.

IV. Committee on Rules

To consider and devise special rules of order for the Department Convention not provided for in the Standing Rules of Order as may be required or directed by the Department Judge Advocate for the purpose of processing issues or the special business of the Convention for which they were adopted.

Organization of Department Convention Delegates

I. Post Delegation at the Department Convention shall be organized according to the following:

a. Each Post shall select from among its delegates a Delegation Chairman and shall designate a Delegation secretary. Notice of such selection and designation shall be submitted in writing to the Department Adjutant not later than twenty-one (21) days prior to the opening session of the convention or the prior Thursday if the date falls on a Friday-Sunday.

b. Should any Post Delegation fail to make such selection or designation the Department Commander and Department Adjutant shall be deemed to be the Delegation Chairman and Secretary respectively.

c. The Post Delegation chairman shall preside over the Post Delegation caucuses, when convened in the Department Convention. He/she shall be recognized by the Presiding Officer as the floor leader of the delegation and shall be responsible under the Convention Rules for polling and announcing the vote of the Delegation. He/she shall be the principal authority in identifying the official delegates and alternates of the Post Delegation on questions of the right of the floor and shall otherwise be responsible for the proper conduct and representation of the Post Delegation in the Convention.

d. The Post Delegation Secretary shall receive all formal notices or other official communications in the name of the Post Delegation. He/she shall perform such other duties in accordance with his/her office as may be required of him/her under the Rules of the Convention or as prescribed by the Delegation Caucus.

e. The number of Delegates authorized for each Post shall follow the guidance according to Article V, Sections 5 and 6, Post Organization., according to the Department Constitution. The total number of Delegates will be based on the individual Post membership thirty-five (35) days prior to opening of the Department Convention or the prior Thursday if the date falls on a Friday-Sunday.

STANDING RULES OF CONVENTION

1. ROBERT'S RULES OF ORDER (NEWLY REVISED EDITION) shall be the authority on parliamentary procedure, with the following modifications:

2. All Department Posts in violation of any mandates of Department Policies (Department Convention/Conferences or Department Executive Committee) will be a Post not in good standing and all members of such Post will be denied voice and vote in all Department Conventions/Conferences and meetings until issue with the Post has been rectified by the Department Executive Committee.

3. A Delegate desiring to make a motion or address the Convention, shall rise, address the Chair as "Mr./Madam Commander" and state his/her name and the name of the Post he/she represents before proceeding.

4. Beepers, pagers, cell phones or electronic devices shall be silenced on the convention floor during any business session. Failure to do so may result in the Department Commander ordering the individual to be escorted from the room.

5. No Legionnaires will be allowed to move about the floor once a roll call has started. Each Delegate Chairman and/or Secretary will come forward to the nearest microphone once his/her Post # is called, announce his/her post's vote.

6. All Constitution and By-Laws and Resolutions must be reduced to writing and presented through the proper channels ninety days in advance of the opening of the Department Convention for dissemination to the individual Posts within thirty (30) days prior of the start of the Department Convention.

7. Debate on any one subject presented to the Convention shall be limited to three (3) minutes by each speaker. Such debate will be limited to an additional three (3) minutes for that speaker and no more than two (2) delegates from any one Post may be permitted to speak on any one subject.

8. The floor will be permitted but once to any individual delegate on any one subject, except by consent of two thirds (2/3) of the voting strength of the convention present, excepting that the Chairman of the Convention Committees may speak as frequently as may be necessary in connection with the reports of their committees. The Presiding Officer shall not entertain any motion which will curtail further debate without affording the Committee Chairman an opportunity for rebuttal.

9. No motion to table shall be put before the convention until at least two proponents of the original matter have had the opportunity to be heard by the convention.

10. Decisions on rules of Debate or parliamentary order shall be governed by the Department Judge Advocate, with his decision final.

11. On a decision of two thirds (2/3) vote by the delegates, a Roll Call may be granted. The Post Delegation Chairman shall poll his/her delegation on the floor and announce its vote.

12. Past Department Commanders and/or Medal of Honor recipient's votes will be cast with their individual Posts during roll call votes, provided that these Legionnaires are present and on the floor at the time of said vote for their extra vote to be counted. For the election of officers, Past Department Commanders and/or Medal of Honor recipients will cast their vote in accordance with Appendix I, Election Procedures for Department Convention.

13. The Post Voting Strength will be determined by membership received in Department headquarters by Close of Business, thirty-five (35) days prior to opening of the Department Convention or the prior Thursday if the date falls on a Friday-Sunday. In the event of a roll call vote, only those Posts that have a list of their delegates and alternates filed with the Credentials Committee will be allowed to vote. Voting sequence shall be by Post numerical order. The Unit Rule of Voting shall not be enforced in the Convention. This means that if you have fourteen (14) delegates and there are two (2) candidates on a particular issue, or two candidates before this Convention, ten (10) can vote one way, the other four (4) can vote the other way.

14. The election of Department Officers will be conducted in accordance with Appendix I, Election Procedures for Department Convention.

15. At the conclusion of each roll call, the voting process has concluded. Any Post/s casting an abstention vote and/or postponement will not be allowed to vote. Voting shall be by acclamation when requested by the Presiding Officer, or the Acting Presiding Officer.

16. Any statement indicating an endorsement for a candidate is prohibited in a concession or withdrawal speech.

17. The consent of two thirds (2/3) of the voting strength of the Convention is necessary for suspension of the standing rules of the Convention.

18. Any amendment to any resolution or report originating on the floor shall be presented in writing and transmitted to the Presiding Officer at the time of the introduction of such amendment.

19. Special rules applying to specific issues or order of business, shall be written and presented to the Convention by the rules Committee for adoption by majority vote at least one hour before such issue, or order, is to be considered unless such rule is agreed to by unanimous consent of the final session.

Special rules shall prevail only in the Convention adopting them.

Any delegate may apply for a special rule to the Rules Committee for such special rule provided the rule is presented in writing, be read once from the platform, and shall lie upon the table at least one hour before the vote thereon is taken.

20. Those recognized by the Department Commander or Presiding Officer, shall be entitled to a respectful hearing, and the chair shall have the authority to clear the gallery or the floor or have the Sergeant-At-Arms or other legal authority escort from the Convention any one creating a disturbance or interfering with orderly procedure.

21. This being governed by the Department Constitution and By-Laws, and Parliamentary Procedure according to Robert's Rules of Order, latest edition.

CONSTITUTION AND BY-LAWS AND RESOLUTIONS TO BE CONSIDERED BY THE DEPARTMENT CONVENTION

1. All amendments/resolutions to be considered shall be submitted upon a proper form and shall be numbered for identification as provided by the Department Adjutant.

2. Amendments/Resolutions shall be approved by the Department, Department Executive Committee, Post or any standing or Special Committee of the convention. These must be submitted in advance of the Department Convention as prescribed in Article XIII, Sections 1 and 2, Amendments of the Department Constitution and Article VIII, Sections 1 and 2, Amendments

of the Department By-Laws, shall be filed with the Department Adjutant who shall refer them to the Constitution/By-Laws or Resolutions committees.

3. Amendments/Resolutions emanating from a Department Convention shall be forwarded to the National Adjutant in conformity with the provisions of Resolution No. 50 (NEC, May, 1965) ---- --to be in his hands fourteen (14) days prior to the opening session of the National Convention.

4. Amendments/Resolutions originating with and approved by a Department Convention, shall be received, assigned, and processed through the Department Adjutant for record and assigned number.

5. The Department Adjutant shall maintain a Convention Register of all Resolutions received, assigned, and processed which shall identify each amendment/Resolution by number, indicate the Committee to which the Amendment/Resolution was referred, and the originating source.

6. In the disposition of resolutions considered, Convention Committees shall present them in the following manner: Approved, Approved as Amended, Consolidated, referred, Received and Recorded, and Rejected. The term "received and recorded" shall be applied to resolutions which reiterate or reaffirm a present policy position of The American Legion. (Res. No. 6, NEC-----Oct. 1966)

7. All Resolutions assigned to, or originating with Convention Committees, shall be identified in the Committee Reports to the Convention with a statement of Committee Disposition.

AMENDMENTS TO THE UNIFORM CODE OF PROCEDURE

This Uniform Code of Procedure may be amended by action of the Department Executive Committee during regularly session of said committee.

RULES RESCINDED

That the Department Executive committee shall provide a Uniform Code of Procedure for the orderly organization and operation of Department Conventions as approved by the delegates at the annual Department Convention held in June 29, 2001, with continuing power of revision, and said Code shall be applicable at all Department Conventions.

The American Legion
Department of South Carolina

APPENDIX I

Election Procedures For Department Convention

I. **PURPOSE.** This document defines the procedures for the election of Department Officers at the Annual Department Convention as approved by the Department Executive Committee. This document must conform to the provisions of The American Legion Department of South Carolina's Constitution and By-Laws. Any changes to the Department Constitution and By-Laws, will supersede the provisions of this document.

II. **OVERVIEW.**

A. The election of officers will be conducted by written ballot.

B. Candidates for offices will include any eligible member that declares they are seeking the office or by nominations made from the floor of the convention. Such nominations will be made as the last order of business during the Friday afternoon session.

C. The Department Adjutant will arrange for a separate "voting station" to be set up for the conduct of the elections. Voting will be conducted in accordance with these procedures and will not be conducted on the convention floor.

D. Offices to be elected are:

1. National Executive Committeeman (odd years)
2. Alternate National Committeeman (even years)
3. Commander
4. 1st Vice Commander
5. 2nd Vice Commander
6. 3rd Vice Commander
7. 4th Vice Commander
8. Department Historian

E. Candidates will not be allowed to campaign in any manner once the voting station has opened. After the voting station has opened, candidates will only be allowed in the voting areas if they are casting votes for their post or voting as a Past Department Commander.

III. **PROCEDURES**

A. **Nominations/Announcements**

1. **National Executive Committeeman or Alternate NEC**

a. Any member in good standing can announce and run for NEC or Alt NEC by submitting a letter and copy of their DD214 to Department Headquarters 45 days prior to the Department Convention. Announced candidates will have their names pre-printed on the election ballots.

b. Any member in good standing can be nominated from the floor of the Department Convention for NEC or Alt NEC. **Nominees must have a copy of their DD214 available at the time of nomination.**

c. **Nominations from the floor will occur as the last order of business during the Friday afternoon session. Candidates nominated from the floor will not have their names pre-printed on the ballots and therefore will be write-in candidates.**

2. **Commander, 1st, 2nd and 3rd Vice Commander**
 - a. No nominations will be allowed for these offices prior to the vote of accession as per the Department Constitution. Incumbent officers must announce their intentions to serve in the next higher position 45 days prior to the Department Convention. Announced officers will have their names pre-printed on the ballots.
 - b. **If an announced officer does not receive a simple majority vote of certified delegates to ascend to the next higher office, then nominations will be opened to the floor.** In such case, any member in good standing can be nominated from the floor of the Department Convention. The officer that did not receive a simple majority vote to ascend must also be nominated from the floor. **Nominees must have a copy of their DD214 available at the time of nomination.**
3. **4th Vice Commander**
 - a. Any member in good standing can announce and run for 4th Vice Commander by submitting a letter and copy of their DD214 to Department Headquarters 45 days prior to the Department Convention. Announced candidates will have their names pre-printed on the election ballots.
 - b. Any member in good standing can be nominated from the floor of the Department Convention for 4th Vice Commander. **Nominees must have a copy of their DD214 available at the time of nomination.**
 - c. **Nominations from the floor will occur as the last order of business during the Friday afternoon session. Candidates nominated from the floor will not have their names pre-printed on the ballots and therefore will be write-in candidates.**
4. **Department Historian**
 - a. Any member in good standing can announce and run for Department Historian by submitting a letter and copy of their DD214 to Department Headquarters 45 days prior to the Department Convention. Announced candidates will have their names pre-printed on the election ballots.
 - b. Any member in good standing can be nominated from the floor of the Department Convention for Department Historian. **Nominees must have a copy of their DD214 available at the time of nomination.**
 - c. **Nominations from the floor will occur as the last order of business during the Friday afternoon session. Candidates nominated from the floor will not have their names pre-printed on the ballots and therefore will be write-in candidates.**

B. Voting Station and Vote Count

1. The Department Commander, with the approval of the Department Executive Committee, will appoint a Convention Election Committee to oversee and conduct the voting and vote count during the convention. This committee shall be composed of a chairman and as many poll workers as necessary to conduct operations. At a minimum the committee shall have:

- a. Committee Chairman
- b. 3 members for Check-in/Credentials review
- c. 3 members to handle voting
- d. 3 members to tabulate votes

2. **Voting will take place on Saturday morning of the convention from 7:30 am until 9:30 am. All delegation representatives that are in line prior to 9:30 am will be allowed to vote. Any delegation representative that arrives after 9:30 am will not be allowed to vote. If unforeseen circumstances arise, the voting hours may be extended upon the request of the Committee Chairman and approval of the Department Adjutant and Department Commander.**

3. The Voting Station will consist of three areas:

- a. Check-in/credentials review.
- b. Voting
- c. Tabulation area

4. The Election Committee Chairman will ensure that access to voting areas is strictly controlled.

5. **Check-in/Credentials review**

a. Only the duly appointed Post Delegation Chairman or Secretary will be allowed to cast the votes for their post. Should neither be in attendance, a letter must be filed with the Department Headquarters, prior to May 15 giving the name of the individual authorized to cast the votes. After May 15, all changes must be made at the registration desk and approved by the Credentials Committee prior to the opening of the Department Convention.

b. Past Department Commanders and/or Medal of Honor recipients must be present at the check-in/credentials review at the same time as their Post Delegation Chairman or Secretary. Past Department Commanders and/or Medal of Honor recipients will cast separate ballots, but their vote must be cast at the same time as their post vote is cast.

c. All voters will report to the check-in/credentials review area to receive the ballots for their post.

d. Voters must show a pictured ID for identification.

e. Poll workers will verify the ID against the list of authorized post representatives or Past Department Commanders. Once confirmed the voter will sign for the ballots and proceed to the voting tables. Poll workers will keep strict control of the ballots and only issue them to confirmed representative.

f. At the completion of voting, poll workers will turn-in signed sheets and a completed report of voters.

6. **Voting**

a. Voting tables will be set up in a secure area with enough space to allow voters privacy while casting their ballots. No talking will be allowed while casting their vote unless they have a question of the poll workers. **The use of cell phones is strictly prohibited in the voting area.**

b. Poll workers will assist voters with procedural questions but will in no way attempt to influence the vote cast.

c. A listing of write-in candidates nominated from the convention floor will be provided at each table.

d. Upon completion of their ballots, voters will turn the ballots into the designated poll worker for review. Poll worker will only review the legibility of the votes cast and ensure that the voting strength of the post was not surpassed. **Ballots from Past Department Commanders and/or Medal of Honor recipients must be given to the poll worker for review at the same time as their Post's ballots.**

e. Once the ballots for a post have been reviewed the poll worker will initial and keep the cover sheet for the post. The individual ballots will be returned to the voter. The voter will then place the ballots into the appropriate ballot box and immediately depart the voting area. Once a ballot has been cast into the ballot box it cannot be changed.

f. All cover sheets will be turned into the Chairman. The Chairman will compute the total number of votes available to be cast based on the cover sheets turned in.

7. **Tabulation**

a. An area for tabulating the vote will be established by the Chairman with strict access control.

b. A minimum of three tabulators will count each ballot. Votes will be entered into a spreadsheet utilizing laptops provided by the Department. At no time will votes be entered into any other computers or storage devices.

c. Discrepancies on ballots will be brought to the attention of the Committee Chairman for resolution. If the intent of the voter is not clear, or the votes cast exceed the authorized strength, the Chairman will declare the ballot as rejected. A file and record of all rejected ballots will be maintained.

- d. The committee chairman will verify each spreadsheet. The vote tally for each office will be considered as complete when all three tabulators spreadsheet totals match and the total is reconciled with the cover sheet total.
- e. The Chairman will certify the vote results and immediately turn-in the results to the Department Adjutant.
- f. The Department Adjutant will announce the results of the elections as soon as practical to the convention.

8. Observers

- a. Each Candidate for office will be allowed to designate and individual to observe the voting process. Candidates will notify the Department Adjutant as to the identify of their selected observer prior to the opening of the Voting Station.
- b. Observers will not in any way interfere with the voting process. If they have questions or issues, they will be brought to the attention of the Committee Chairman.
- c. Observers will be allowed to view the tabulation area but will not be allowed into the actual tabulation area. In addition, the observers will not be allowed any writing materiel or use of a cell phone in any manner.

C. ADDITIONAL ELECTIONS

- 1. Commander, 1st, 2nd and 3rd Vice Commanders
 - a. If an incumbent Commander, 1st, 2nd and 3rd Vice Commander positions does not receive a simple majority vote to ascend to the next higher office, a new election for that office will be required. The requirement will be announced to the floor of the convention as soon as possible.
 - b. For such an election, the floor will be opened back up for nominations.as per Section III A. 2. above. **Upon completion of nominations, the Department Adjutant will determine and announce when the Voting Station will be reopened.** All attempts should be made to reopen the Voting Station as soon as practical.
- 2. All Other Offices
 - a. Additional elections may be required if one candidate does not receive a simple majority of the votes for a race. In such a situation, the results will be announced, and the floor will be informed that an additional election is required.
 - b. Per Roberts Rules of Order, under no circumstances will a candidate be asked to withdraw from the race. A candidate can, however, voluntarily withdraw their name from the race.
- 3. **Ballots for all additional elections will not have any candidates' names pre-printed on the ballot. A list of candidate's names will be provided at the voting tables.**
- 4. **Additional elections will be repeated as many times as necessary until one candidate receives a majority of the votes cast.**

IV. CHANGES TO PROCEDURES

A. If an Amendment to the Department Constitution and By-Laws is approved at the Department Convention that would change this document and is effective immediately, then, this document will be change immediately to reflect the changes. Such changes will be announced to the Convention floor prior to the start of the nomination process.

B. This document can be changed by a 2/3 vote of the certified delegates at the Department Convention, following the procedures contained in the Convention Code of Procedures.

C. This document can also be changed by a majority vote of the Department Executive Committee. Posts must be notified of such changes, in writing, at least 30 days prior to the Department Convention.