

# JUNIOR LEADERSHIP TRAINING

## AMERICAN LEGION AUXILIARY

### PARLIAMENTARY PROCEDURE

**adjourn** – to end a meeting officially. When the business was finished, the meeting **adjourned**.

**agenda** – a list of the order of business to be considered. The last item on the **agenda** is discussion of a fundraiser.

**amendment** – a proposal to change a motion. An **amendment** limiting the price of the gift to \$15.00 was defeated.

**carried** – supported by the necessary number of members for acceptance by the group. The motion that we hold a dance was **carried**.

**chair** – short form of the word chairman used to refer to the member conducting the meeting. A member stood and addressed the **chair**.

**floor** - the privilege of speaking. Please do not interrupt while the secretary has the **floor**.

**majority vote** – more than one half the legal votes cast. A **majority vote** is the required vote for most group decisions.

**minutes** – a record of the meeting that is kept by the secretary. The secretary will read the **minutes** of the last meeting.

**nomination** – the proposal of a member for an office. Jane Smith was placed in **nomination** for the office of Unit President.

**plurality vote** – the greatest number of votes cast for a candidate in an election involving three or more candidates. Sue Brown won the election by a **plurality vote**.

**ex officio** – by virtue of her office. The President is **ex officio** a member of the Membership Committee.

**ballot** – a written vote. The officers will be elected by **ballot**.

**gavel** – the traditional mallet used by the presiding officer to maintain order. The President called the meeting to order with one rap of the **gavel**.

**ratify** – to officially approve. The members will **ratify** the President's selection of a Convention Chairman at the next meeting.

**second** – endorsement of a motion. A motion has been made and **seconded** that \$25.00 be donated to the American Red Cross.

**unanimous** – a vote completely for or against. Mary Smith was the **unanimous** choice of the Unit for President.

**quorum** – the number of members needed to hold a meeting as stated in the by-laws of an organization. No meeting was held last month since a **quorum** was not in attendance.

**question** – proposal for action presented in the form of a motion. Following a brief discussion, the President asked, "Are you ready for the **question**?"

**tellers** – members selected by the chairman to collect and count votes. Jane and Mary were selected as **tellers** for the election.

## ORDER OF BUSINESS

Roll Call (Announce but omit due to absence of membership list)  
Reading and approval of minutes of previous meetings  
Reports of officers and committees  
Reading of communications  
Unfinished business/New business  
Remarks by Instructor/Guest  
Announcements

## Motions

There are eight simple steps in presenting a (main) motion.

1. The member rises and addresses the Chair (Chairman).
2. The member is recognized by the Chair.
3. The member states her proposal.
4. Another member seconds the motion.
5. The motion is restated by the Chair.
6. The chairman conducts the discussion.
7. The chairman puts the question to a vote.
8. The chairman announces the result.

The following procedure is followed when presenting amendments.

**Step #1:** The motion is made, seconded, and opened for discussion. “I move that the club donate \$25.00 to Boys Town.”

**Step #2:** The amendment is made, seconded, and open for discussion. “I move to amend the motion by changing \$25.00 to \$15.00.”

**Step #3:** The chairman asks: “Is there further discussion?” Hearing none, she asks: “Are you ready for the question?”

**Step #4:** Hearing no objection, the chairman restates the amendment. “It has been moved and seconded to amend the motion by changing \$25.00 to \$15.00.” She, then, instructs those in favor to say “Aye” and, following their response, those opposed to say, “No.”

**Step #5:** The chairman states: “The Ayes have it. The amendment is carried and the motion now reads, ‘I move that the club donate \$15.00 to Boys Town.’” or “The No’s have it. The amendment is defeated and the motion remains unchanged: ‘I move that the club donate \$25.00 to Boys Town.’”

**Step #6:** The chairman, then, returns to a discussion, or debate, of the motion which is followed by a call for the vote, the vote, and announcement of the results.

## NOMINATIONS:

Note the following:

1. Nominations require no second.
2. Voting can be by hand or by written ballot.
3. Tellers are appointed by the President to count written ballots.

# Flag Etiquette

## GUIDELINES FOR AMERICAN LEGION AUXILIARY MEETINGS

**The flag of the United States of America should never be allowed to touch the floor.**

When carrying the flag of the United States of America, the left hand is placed up on the staff, the right hand straight down and firmly on staff.

When the flag of the United States of America is advanced or retired with other flags or banners, the flag of the United States is always to its own right.

The eagle on top of the staff always points in the direction it is moving; hence, the eagle flies. When posted, the eagle faces the audience.

When advancing the flag of the United States of America and the Auxiliary banner, always cross in front of the President's station, the flag of the United States of America crossing closest to the President's station.

Post the flag of the United States of America first and, then, immediately post the banner. Do not touch flag or banner after posting but allow them to hang free.

Once flag and banner are posted, the color bearers take one step back and salute before returning to stations.

Post colors are always posted inside Auxiliary colors at joint functions.

When retiring colors, stop about three feet from the colors, salute the flag before retiring the colors.

Step to your left, to the side and slightly behind the flag of the United States of America to remove it from the standard.

Never step between the flag and the banner. (This practice is referred to as "breaking colors" and is considered disrespectful.)

Do not cross in front of the President's station when retiring colors as the flag of the United States of America is, already, on its own right.

The flag and banner should not be rolled, but folded against the staff and secured with a cord when retired.

Salute the flag by standing at attention with your right hand over your heart when a salute is called for, when the flag of the United States is in motion, when the Pledge of Allegiance is recited, and when the National Anthem is played or sung.

When a crowded hall dictates the necessity of advancing colors in single file, the line advances from the right and retires from the right.

# Protocol

## A GUIDELINE FOR AMERICAN LEGION AUXILIARY MEETINGS

The presiding officer is always seated in the center.

Guests and officers are usually seated according to rank; the highest ranking to the right of the presiding officers and the lesser ranking to her left.

The most distinguished guest is seated to the right of the presiding officer. (The one exception to this is during the business portion of a meeting in the event that a Parliamentarian is acting).

A guest not known to the assembly is introduced and one already known is presented.

When presenting or introducing guests for recognition only, begin with the highest ranking guest; when guests are to speak, no matter how briefly, begin with the lowest ranking guest.

The Sergeant-at-Arms or Distinguished Guest Chairman, when escorting, will keep the guest on her right. If she takes hold of the guest's arm it will be the left arm. The distinguished guest is always escorted alone.

Any gifts which are to be presented to a guest are presented at the conclusion of her message.

Guests should never be expected to participate in raffles.

The Distinguished Guest Chairman or other appointed member should be at the door to receive guests arriving and to present a corsage if one is to be presented. The meeting should begin on time.

A reception line to honor a distinguished guest is headed by the person chairing the reception who takes the names of members and identifies each for the Distinguished Guest Chairman who, in turn, presents members to the presiding officer. The presiding officer, then, introduces members to the distinguished guest.

Demand respect from the membership both when conducting the meeting and during the guest's message. Use the gavel when needed, but only when needed, to maintain order in the assembly.

The American Legion Auxiliary pin is worn over the heart.

No decoration other than a corsage or Flag Pin is worn above the pin.