

Protocol Quiz (answers)



1. Protocol for sash ribbons, pins and corsages indicate:
 - a. The sash ribbon is worn by **various officers** on all levels.
 - b. The sash may be worn over a **suit coat**.
 - c. The sash is worn over the **right shoulder**.
 - d. **No pins** or decorations should be affixed to the sash.
 - e. The pin should be worn **over the heart**.
 - f. Members are encouraged to wear the pin of the **current office** or **the highest office** held by the member.
 - g. A corsage should be worn above the **Auxiliary pin**.
 - h. If a flag pin is worn, it should be above and **to the left** of the Auxiliary pin (as seen by another).
2. Protocol for the Presiding Officer dictates she:
 - a. should **prepare** and **follow** an agenda.
 - b. **start** and **end** the meeting on time.
 - c. conduct herself **professionally**.
 - d. demonstrate **knowledge** and understanding.
 - e. be prepared to **assist chairmen**, if needed.
 - f. recognize and **give credit** to chairman or committee responsible for the meeting.
 - g. **lead the applause** for the person coming to the podium.
 - h. and others show **special courtesies** to PNP and PDP to honor their service.
3. Protocol for members dictates that they:
 - a. **arrive on time** for the meeting.
 - b. dress **appropriately** for the event.
 - c. bring **agenda, paper** and **pen**.
 - d. be mindful of and follow **designated seating**.
 - e. make eye contact **80-90%** of the time to show you are paying attention.
 - f. be courteous to speakers by not texting, crocheting or carrying on **personal conversations**, etc.
 - g. rise and wait for recognition from the chair when wishing to **speak**.
 - h. use the title **president** or **chairman** when addressing a vice president or vice chairmen who is presiding in place of the president or chairman.
 - i. speak to the **Chair** not to other members.
 - j. be brief and **keep to the subject** when speaking.
4. Protocol for delegates dictates they should:
 - a. plan to attend **all sessions**.
 - b. be on time and in the proper **seating area**.
 - c. **study the call** and discuss issues with unit members.
 - d. take part in the **discussion**.
 - e. be prepared to **vote**.
 - f. **report back to their unit** after the meeting.
5. Protocol for guests indicates:
 - a. a **written** invitation should be sent to all guests who will speak or participate at a function of the department, district, county or unit.
 - b. the invitation should include type of meeting; attire for the event; what's expected of the speaker; **date, time** and **location** of the event; and travel information.

6. Protocol for the reception line:
 - a. the **President** or chairman heads the reception line.
 - b. the guest of honor is next to the President, to her **left**.
 - c. other guests follow according to **rank**.
 - d. each person in the reception line repeats to the person next in line the name of the person just **greeted**.
 - e. the reception line should be kept **short**.
 - f. in advancement of guests and officers, **Past Department Presidents** precede the current officers in the processional; officers follow according to rank of their office.
 - g. in advancement of guests and officers, the Department President is last in line preceded by the **National Executive Committeewoman**.
7. Protocol for escorting guests:
 - a. **double line** escorting has the Assistant Sergeant-at-Arms on the left and the Sergeant-at-Arms on the right; followed by the Distinguished Guest Chairman on the left and the Distinguished Guest on her right.
 - b. **single line** escorting has Sergeant-at-Arms, Distinguished Guest Chairman, Distinguished Guest, and Assistant Sergeant-at-Arms.
 - c. the person escorting the guest takes the guest's **left** arm in her **right** arm.
8. Protocol for introductions:
 - a. **guests of honor** are always introduced by the Department President or presiding officer.
 - b. it is a general rule to introduce **elected officers** before appointed officers or chairmen when making introductions.
 - c. if the guests or head table officers are each to say a few words, then recognize the **lowest ranking** guest or officer first and go up the line.
 - d. it is **appropriate** to state a specific maximum speaking time allotted for each person.
9. Protocol seating for guests indicate:
 - a. the presiding officer is always at the center of the head table or **to the right** of the podium.
 - b. the guest of honor is seated to the **right** of the presiding officer.
 - c. at a business session, it is **customary** to have the parliamentarian seated to the immediate right of the presiding officer.
 - d. the other guests or officers are seated right, left, right, etc. of the presiding officer, **according to rank**.
10. Protocol regarding corsages indicate:
 - a. While corsages are a tradition in many departments, it is not a **requirement**.
 - b. If corsages are to be worn, there should be enough for everyone at the **head table**.
 - c. If corsages are to be worn, a **designated person** should present the corsages to head table members before the start of the meeting.
11. Protocol for gifts indicate:
 - a. Gifts for the guests of honor should **pack easily**.
 - b. Room gifts for guests, such as **water and fruit**, are always welcome.
12. "Cutting the Colors:"
 - a. Many departments and units observe the custom of "Why We Don't Walk Between the Colors" that is fairly **unique** to The American Legion Family.
 - b. The **custom** is that the space between the United States Flag and the flags posted across from them and the space between the podium and the flags is meant to honor and respect our departed.
 - c. This custom is observed while the meeting is **in session**.
 - d. This custom is not in the **U.S. Flag Code**.