



Guide to Protocol, Parliamentary Procedures & Conduct Part 5

**(This slide show is a combination of a slide show from
National and Information Added from other sources)**



MISSION & VISION STATEMENT

MISSION

In the spirit of service, not self, the mission of the American Legion Auxiliary is to support The American Legion and to honor the sacrifice of those who serve by enhancing the lives of our veterans, military, and their families, both at home and abroad.

For God and Country, we advocate for veterans, educate our citizens, mentor youth, and promote patriotism, good citizenship, peace and security.

VISION

The vision of the American Legion Auxiliary is to support The American Legion while becoming the premier service organization and foundation of every community providing support for our veterans, our military, and their families by shaping a positive future in an atmosphere of fellowship, patriotism, peace and security.



UNIT MEMBERS GUIDE TO THE AMERICAN LEGION AUXILIARY DEPARTMENT OF OHIO LEADERSHIP PART 5

PART 1	THE UNIT
PART 2	THE DISTRICT
PART 3	THE DEPARTMENT
PART 4	CONDUCTING A MEETING
PART 5	PROTOCOL & CONDUCT
PART 6	THINKING ABOUT BEING UNIT/DISTRICT/DEPARTMENT LEADER
PART 7	MISCELLANEOUS

In reading all the Parts, you will find that there is repetition in many areas. This is done because it doesn't matter at what level you are working, much of the information is the same.



UNIT MEMBERS GUIDE TO THE AMERICAN LEGION AUXILIARY DEPARTMENT OF OHIO LEADERSHIP PART 5

Content

- **Ribbons & Pins**
- **Protocol – Presiding Officer**
- **Protocol – Members**
- **Protocol – Delegates**
- **Protocol – Guests**
- **Protocol – All Members**
- **Protocol & Parliamentary Procedure Working Together**
- **Conduct of Officers**
- **Conduct of Members**



Ribbons and Pins

Ribbons

- The sash ribbon is worn by various officers on all levels, past & present
- The sash is worn on formal occasions; never over a topcoat but may be worn over a suit coat
- The sash is worn over the right shoulder and under the left arm
- No pins or decorations should be affixed to the sash and it should hang crossed and secured by an invisible fastening on the underside

Pins

- If a flag pin is worn, it should be worn on the left side, above and to the left of the Auxiliary pin
- The Auxiliary pin should be worn on the left side, over the heart
- Members are encouraged to wear the pin of the current office or the highest office held by the member on the right side
- If a corsage is worn, it should be worn on the left side, above the Auxiliary pin since the corsage is considered a part of the dress once in place; but not above the flag pin



Protocol for The Presiding Officer (The Chair)

- Prepare and follow an agenda
- Start and end the meeting on time
- Conduct yourself professionally
- Demonstrate knowledge and understanding
- Courtesy and honor are always in order for Past Presidents at any level
- Be prepared to assist chairmen, if needed
- Recognize and give credit to chairman or committee responsible for the meeting
- Lead the applause for the person coming to the podium to speak
- Show special courtesies to PNP and PDP to honor their service



Protocol for Members

- Arrive on time for the meeting
- Dress appropriately for the event
- Bring agenda, paper & pen
- Be mindful of & follow designated seating
- Make eye contact 80-90% of the time to show you are paying attention
- Be courteous to speakers by not texting, crocheting or carrying on personal conversations, etc.
- Rise and wait for recognition from the chair when you wish to speak
- When addressing a vice president or vice chairmen who is presiding in place of the president or chairman, use the title president or chairman
- Speak to the chair not to other members
- Be brief and keep to the subject when speaking



Protocol for Delegates

- Plan to attend all sessions
- Be on time & in the proper seating area
- Study the call & discuss issues with unit members
- Take part in the discussion
- Be prepared to vote
- Report back to your unit after the meeting



Protocol for Guests

Invitations

- The President determines who the guest(s) will be
- A written invitation issued by the Secretary should be sent to all guests who will speak or participate at a function of your department, district, county or unit and make any other arrangements as necessary
- 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**
- The Distinguished Chairman at the direction of the President oversees the guest visit

Reception Line

- The President or chairman heads the line
- The guest of honor is next to the President, to her left
- Other guests follow according to rank
- Each person in the reception line repeats to the person next in line the name of the person just greeted
- The reception line should be kept short



Protocol for Guests (continued)

Escorting

Advancement of Officers & Guests

- Past Department Presidents precede the current officers in the processional; officers follow according to rank of their office
- The Department President is last in line preceded by the National Executive Committeewoman
- Double line escorting has the Assistant Sgt. At Arms on the left and the Sgt. At Arms on the right; followed by the Distinguished Guest Chairman on the left and the Distinguished Guest on her right
- Single line escorting has Sgt. At Arms, Distinguished Guest Chairman, Distinguished Guest, and Assistant Sgt. At Arms
- The person escorting the guest takes the guest's left arm in her right arm
- If escorting Legionnaire, pause so they may salute the colors
- "It is not mandatory for the Auxiliary to salute the colors, but the National Organization appreciates the demonstration of patriotism and respect"-*Post Officers Guide and Manual of Ceremonies*



Protocol for Guests (continued)

Introductions

- Guests of honor are always introduced by the Department President or presiding officer
- In making introductions, it is a general rule to introduce elected officers before appointed officers or chairmen
- If the guests or head table officers are each to say a few words, then recognize the lowest ranking guest or officer first & go up the line; if bow only, recognize highest to lowest
- Give short bio of speaker and their topic
- It is appropriate to state a specific maximum speaking time allotted for each person
- Introduce a guest that is not known to the audience. Present a guest who is known.

Seating

- The presiding officer is always at the center of the head table or to the right of the podium
- The guest of honor is seated to the right of the presiding officer
- A special chairman giving a program is to be seated to the left of the presiding officer if there is a honored guest seated on the right
- At a business session, it is customary to have the parliamentarian seated to the immediate right of the presiding officer
- Other guests or officers are seated right, left, right, etc. of the presiding officer, according to rank
- If there are large number of honored guests is too large use two head tables; but guest of honor is always on the right of the presiding officer



Protocol for Guests (continued)

Corsage

- While corsages are a tradition in many departments, it is not a requirement; if treasury is low, forget them
- If corsages are to be worn, there should be enough for everyone at the head table
- If corsages are to be worn, a designated person should present the corsages to head table members before the start of the meeting
- Think neutral color; but, a poppy corsage is always in order

Gifts

- Gifts for the guests of honor should pack easily
- Room gifts such as water and fruit are always welcome



Protocol All Members Should Know

- If the Vice President assumes the chair, she is addressed as “Madam President”
- You never **“turn the gavel”** over to anyone.
- Don’t allow anyone to be seated in the President’s chair unless they are assuming the chair
- Never leave the podium empty. Once the guest/speaker is introduced step back or be seated.
- Always address your remarks to **“the Chair”**.
- When a person cuts the colors, remember that this is NOT a breach of the flag code. This is a American Legion tradition, so please avoid the “loud gasping”
- Support your president and the others efforts
- Extend the hand of the ALA to the AL
- Do not criticize but educate members when:
 - they say “they sell poppies”
 - they fly the eagle backwards



Protocol & Parliamentary Precedure Working Together

- Calling for acceptance of the President's address-- accept by presiding officer without vote - states "from the sound of applause, the report is accepted"
- Do not need a negative vote on a courtesy resolution...they are accepted by affirmative vote
- Say only "are there any corrections" period...changes, omissions, additions etc are corrections
- Always state the date of the last minutes to be read
- Do not say that a vote was passed unanimously, rather the vote passed without dissenting vote
- Don't state a motion prior to a second
- No second is required when a motion or resolution comes from a committee
- No second on a motion, fails the motion



Protocol & Parliamentary Precedure Working Together (continued)

- As PRESIDENT
 - ✓ Remain neutral in discussions
 - ✓ If she wants to speak, the VP must assume the Chair
 - ✓ She cannot return as the Chair until after the vote
 - ✓ Be fair to all Units/Districts when making appointments
 - ✓ Appoint members who will do the job
 - ✓ Always be prepared to speak, just in case you are called on
 - ✓ Visit or communicate with as many units as possible
 - ✓ Learn people's names and correct pronunciation
 - ✓ Make sure you understand the finances
 - ✓ Remember -- you are the voice and the face of the American Legion Auxiliary
 - ✓ Remember – you only get one chance to make a good impression



Protocol & Parliamentary Procedure Working Together (continued)

- As an Officer
 - ✓ Support the President and make the appropriate motions and seconds
 - ✓ Pay attention at the meetings
 - ✓ Seek respect, not popularity – you cannot be friends with everyone – you were elected for leadership qualities, exhibit them
 - ✓ When seated on the dais:
 - ❖ No gum chewing
 - ❖ No talking among yourselves
 - ❖ No eating
 - ❖ Look interested
 - ❖ Watch your body language
 - ❖ Wear a “head table” face



Protocol & Parliamentary Precedure Working Together (continued)

- As an Officer
 - ✓ Pay attention to appearance & image
 - ✓ Be aware of tone, grammar and sentence structure when writing
 - ✓ Never give opinion without facts and hearing both sides
 - ✓ Put yourself out there and meet people; work the room
 - ✓ Keep positive and don't criticize in public



CONDUCT OF OFFICERS & MEMBERS

Appropriate Conduct That Leads to Good Will and a Successful Meeting

- Respect all officers & members
- Listen to and respect the opinions of others
- Do not speak across the floor to other members
- Do not speak to your neighbor while someone is giving a report
- Do not monopolize meetings and never listen
- Obey the rules of the organization
- Seat yourself when asked to be seated
- Quiet down when asked by the “chair”
- Do not use the words “please take your chair” USE “please be seated”
- Do not use the words “I place the name of ???” USE “I nominate ???”



CONDUCT OF OFFICERS & MEMBERS

More Points to Consider For Appropriate Conduct That Leads to Good Will and a Successful Meeting

- When the “chair” asks you to go to the microphone – go quietly, quickly and listen to her instructions
- When you approach the microphone –state you name, unit and district
- During elections, listen to the voting instructions
- If you have a question, stand to be recognized by the “chair”?
- When you make a motion, say “I move that...”
- Make motion in a positive form? (Never say, I move that we don’t do this)
- Remain seated or standing until the meeting is declared adjourned
- Do you state facts, not what you think or believe



Why We Don't Walk Between the Colors

- Many departments and units observe this custom that is fairly unique to The American Legion Family
- 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 considered hallowed ground meant to honor and respect our departed
- This custom is observed while the meeting is in session
- It is not in the U. S. Flag Code