

WORKSHOP 2014

PROTOCOL

Protocol is a most important function in the American Legion Auxiliary. It is the obligations, etiquette and customs that impact the feelings and attitudes of our members. Protocol sets guidelines, priorities and determines the environment in which meetings will be conducted. If officers use protocol effectively and imaginatively, we can look to the smooth running of our organization with great hope and optimism.

This information was chosen to cover various types of situations. (click)

The American Legion Auxiliary sets up no policies of its own, always following those of the American Legion. Although often working independently on our own projects, the American Legion Auxiliary has no projects, which are apart from the aims of the American Legion. It is in every sense an "Auxiliary" to the American Legion.

Thus we are the "American Legion Auxiliary" not the Ladies Auxiliary, not the Women's Auxiliary, we are the "Auxiliary" to the American Legion. We are the American Legion Auxiliary.

We are the Department of Florida. Why is the word "Department" used?

Because there is a Department of Puerto Rico, the Philippines, etc – Look at your National News where the membership standings are listed – that is why we are not called "States", that it means in our case, the State of Florida.

(click)

DID YOU KNOW.... (click)

It is Sgt-at-Arms not Sgt-of-Arms.

We clap as ladies – not in cadence as legionnaires do. (click)

Remember, it is not MY Unit or District it is our or your Unit/District, it is not my Secretary, it is the Unit or District Secretary etc.

If someone makes a mistake, take them aside later, alone and nicely tell them. (click)

All Units, Districts, Departments have Chairmen. Their title is “Chairman” not Chairwomen, not Chairperson. (click)

DID YOU KNOW.... (click)

That when making a motion, it is “I Move that we....not I make a motion or I so move. (click)

The Presiding Officer asks for a second not “will someone second”. (click)

When a motion is introduced say: It is moved and seconded (repeat the motion so the assembly knows what they are voting on.)

The maker of a motion, also called the mover, may withdraw his or her motion at any time. The effect is the same as if the motion had never been made. (click)

Announce the result to the assembly. Not the ayes have it, but the motion is carried or the motion is defeated.

The chair may only vote to break a tie - or – if the vote will effect the outcome. If the vote is tied and the chair declines to vote, the motion is defeated. (click)

DID YOU KNOW... (click)

You introduce those not known to the assembly, such as a guest speaker (click)

You present those known to the assembly. (click)

When introducing guests – and they will not speak – you introduce from the highest to the lowest.

If they are going to speak, then you introduce from the lowest to the highest. That is so the last one heard is the highest ranking officer or guest.

Remember, When introducing it is current elected officers first, appointed officers second, then past officers. (click)

DID YOU KNOW.... (click)

When the Secretary takes the roll call – it is either absent or present – not excused. (click)

When taking minutes, it is not in her own words, does not report discussions or opinions. Minutes should be concise, short & sweet and to the point. They should state the date of the meeting, not these are the minutes of the last meeting. (click)

They should record motions made, who made the motion and that it was seconded and whether the motion passed or failed. You do not need to state who made the second.

If you suspend the reading of the minutes, they must be read at the next meeting.

There is no motion to approve the minutes – just that the minutes have been approved as read or if necessary as corrected.

Once approved the minutes should be signed by the President and Secretary. (click)

FLAG PINS, CORSAGES, PINS, SASHES

DID YOU KNOW.... (click)

The Flag Pin is worn on the left side over the heart. (click)

Corsages are worn on the left – but never above the Flag Pin. The corsage should be worn over the Officer or member pin. (click)

Auxiliary Pins should always be worn over the heart. Members should be encouraged to wear their Auxiliary Pins. You should wear the current office in which you are serving or have just completed, but if you have more than one, you should wear the highest office. (click)

Now if you have all three, they should be worn in this order:

Flag (click) Corsage (click) Auxiliary Pin (click)

Picture shown is how they would look when you wear them. (click)

Sashes are worn over the right shoulder, crossed from the front to back, no pins should be affixed to it, it is never knotted but affixed from underneath.

(click)

Ever get confused as to whether you do a Prayer or the Pledge first.

Always remember – FOR GOD & COUNTRY

1ST Prayer (God) 2nd Pledge (Country) (click)

When you are the speaker, do not ramble, do not overextend your welcome, know your place. And for that reason, this concludes my comments.