

American Legion Riders

Meeting Protocol

Developed by Jim Wineland

Tom Voelz
Northern Area Chairman
Department of Florida



American Legion Rider Chapter

- Purpose

- To promote motorcycle safety programs and provide a social atmosphere for members of the American Legion, American Legion Auxiliary, and the Sons of the American Legion.
- To participate in parades and other ceremonies which are in keeping with the aims and purposes of the American Legion.
- To organize and participate in charity events helping veterans, their families, and the local community.
- To use our association to promote and support the programs of the American Legion Family.





What are your duties as a Chapter Director or Assistant Director?

- He/She serves as the Chief Administrative Officer of the Chapter presiding over all meetings, Liaison to the American Legion Executive Committee of the sponsoring Post and supervises all ALR Chapter Affairs.



As the Chief Administrator, what is the first thing you should do before a scheduled meeting?

- Put together an agenda to cover the purpose of the meeting.
 - The agenda should be straight forward and to the point.
 - The agenda should develop the desired outcome of the meeting.

Sample Agenda



Agenda Tuesday 7:00 PM November 1st Meeting, temporary schedule

- 1. Consider changing By-Laws to read “ALR meeting will be held once a month”**
- 2. If #1 passes consider the first Tuesday as our scheduled meeting date.**
- 3. November 11, Veteran’s day will, last day for HOW fund raiser.**
- 4. Christmas or New Year Party?**
- 5. Need help for steak bingo Friday November 11th**
- 6. Open**

Charities

- 1) Electric wheelchair to donate, Jazzy Select “GT”, “Clyde Lassen Veterans Home in St. Augustine”**
- 2) Kelly, discuss fund raiser**
- 3) Hart Felt Ministries**

Donations

- 1. Post 9, CMO’s Kids**
- 2. Post 202, Soldiers Freedom Outdoors**
- 3. Post 54, Toys for Tots**
- 4. 19th Street, Toys for Tots, December 3rd**

Scheduled Rides,

ALR Post 9, 2nd Annual CMO’s Kids Poker Run, Nov 5th

ALR Post 202, Poker Run to benefit Soldiers Freedom Outdoors, Nov 5th

ALR Post 54, Toys for Tots, Poker Run, November 12

19th Street Charities, December 3rd

Note, ALR Post 197, Harley drawing, Nov 5th



Once the agenda is assembled who do you send it to?

- All of the Riders in your Chapter and copy your Executive Board and Commander.

Why should you copy your Executive Board and Commander?

- ALR is a Post level program of the American Legion. Communication is the key to a good relationship between the ALR Chapter and Post Officers.



Once your meeting has an agenda, the next step is making sure we have a strategy for recording the minutes. Here are some tips on the content of meeting minutes.

- Particular information to gather can include:
 - Date, place, and starting time of the meeting
 - Purpose of the meeting, General or committee
 - Name of the Director or Assistant
 - List of attendees, sign in sheet
 - Any guests or participants, again sign in sheet
 - List absent officers
 - Approval of previous meetings and resolutions
 - Record principle points discussed, actions taken, and decisions made
 - Time of adjournment
 - Date, place, and time of next meeting if not scheduled

Meeting Protocol and the Motion Process

There are eight steps in making a motion:

- The member rises and addresses the chair.
- The chair recognizes the member.
- The member states the motion.
- Another member seconds the motion.
- The chair states the motion.
- The members debate the motion.
- The chair puts the question and the members vote.
- The chair announces the results of the vote.

Sounds simple, let's take it one step at a time.



Meeting Protocol and the Motion Process

- The member rises and addresses the chair: Members have the right to make a motion during a meeting almost anytime no other business is pending. The chair's responsibility is to know whether it is in order to entertain a particular main motion. When ready to make a motion, be sure no one else has the floor and then stand up and request the floor.
- The chair recognizes the member: The chair responds in a level tone and impartial manner by saying something along the lines of “the chair recognizes _____” The member rises to offers a motion.....
- The member states the motion: I move that...



Meeting Protocol and the Motion Process

- **Motions must be seconded. Another member seconds the motion. Note: If the motion does not receive a second, the motion is said to fall to the floor and simply does not come before the group. The meeting continues as if the motion never occurred.**
- **The chair states the motion. The chair repeats the motion and opens the floor for discussion.**
- **The members debate the motion. The member now has the floor to explain his/her motion. Other members may request the floor, one at time, and speak either for or against the motion.**



Meeting Protocol and the Motion Process

- The chair puts the motion to the members for a vote. The majority of the time it's a simple yes or no vote. There could be times when a hand or written vote is necessary. A non-smoking vote is one example.
- The chair announces the results. That's it; you're done with that one.



Tabling a Motion



- Some individual may use this process to kill a motion that they do not want to address. Unless more information or clarification is needed. Try not to let this happen.
- The only reason to temporarily set aside a pending motion is to take care of something else deemed urgent. The motion to lay on the table is less about business being discussed than about the assembly needing to handle something else immediately.
- As an example, you are in the middle of handling the discussion related to a motion on floor and your guest speaker arrives.
- You can entertain a motion to table the pending motion.
- A motion to lay on the table, must be seconded, isn't debatable, isn't amendable, and requires a majority vote.
- If the pending motion is not brought back from the table at the next meeting the motion dies.



**Now that we have the ground rules in place,
let's get the meeting started!**

Procedure for Regular ALR Meetings

1. ONE RAP OF THE GAVEL, be seated
2. SGT-AT-ARMS, INVITE ALL MEMBERS AND GUESTS TO THE MEETING HALL
3. THREE RAPS OF THE GAVEL, Please Stand
4. With our Nations COLORS IN PLACE, HAND SALUTE - **TWO**
5. UNCOVER - THE CHAPLAIN WILL OFFER THE PRAYER



Procedure for Regular ALR Meetings

6. Resolution 288, adopted at the 67th National Convention, calls for designating a POW/MIA “Empty Chair” at all official meetings of the American Legion, as a Physical symbol of the thousands of American POW/MIAs still unaccounted for from all of the wars and conflicts involving the United States of America.

Accordingly, at this time the SGT @ Arms will place the POW/MIA flag on the “Empty Chair” as a reminder for all of us to spare no effort to secure the release of any American Prisoners from captivity, the repatriation of the remains of those who died bravely in defense of liberty and a full accounting of those missing. Let us dedicate ourselves for this vital endeavor.



Procedure for Regular ALR Meetings

7. THE SGT-AT-ARMS WILL LEAD THE PLEDGE OF ALLEGIANCE
-COVER

8. ONE RAP OF THE GAVEL, maybe seated

9. I NOW DECLARE AMERICAN LEGION RIDERS,
_____, DEPARTMENT OF FLORIDA, REGULARLY
CONVENED.

10. SGT-AT-ARMS ARE THERE ANY GUESTS OR NEW MEMBERS
TO BE INTRODUCED?

11. OFFICERS AND COMMITTEE CHAIRMEN REPORTS.



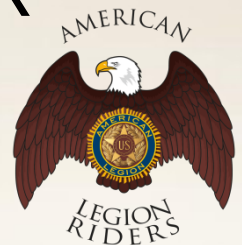
Procedure for Regular ALR Meetings

- DIRECTOR
- ASSISTANT DIRECTOR
- SECRETARY
 - Roll call, reading of the previous minutes, Motion to except
- TREASURER
 - ARE THERE ANY QUESTIONS OR CORRECTIONS?
 - Motion to accept the reading of the Treasurer report, subject to Audit...
- MEMBERSHIP
- CHAPLAIN
- ROAD CAPTAIN
- SAFETY OFFICER
- HISTORIAN
- SGT-AT-ARMS
- EVENT COORDINATOR
- QUARTERMASTER



Procedure for Regular ALR Meetings

12. NOMINATIONS FOR VACANT OFFICERS
13. UNFINISHED/OLD BUSINESS?
14. NEW BUSINESS AND CORRESPONDENCE?
15. FOR THE GOOD OF THE AMERICAN LEGION RIDERS?
16. IS THERE ANY FURTHER BUSINESS TO COME BEFORE THIS ASSEMBLY? IF NOT, I WILL ACCEPT A MOTION FROM THE FLOOR TO ADJOURN.
17. THREE TAPS OF THE GAVEL
UNCOVER
18. THE SGT-AT -ARMS WILL RETRIEVE THE POW/MIA COVER FROM THE EMPTY CHAIR



Procedure for Regular ALR Meetings

19. CHAPLAIN, WILL YOU LEAD US IN PRAYER?
COVER

20. With our Nations COLORS IN PLACE, HAND SALUTE,
TWO

21. I NOW DECLARE THIS MEETING OF THE AMERICAN LEGION
RIDERS ASSOCIATION, FLORIDA CHAPTER _____, ADJOURNED.

22. ONE RAP OF THE GAVEL



Do's & Don'ts

- Do
 - Maintain control
 - Respect whomever has the floor
 - Limit lengthy non-productive discussions (members may call to vote)
 - Use “moving on” when needed



Do's & Don'ts

- Don't
 - Go about other business when someone else has the floor
 - Drag out the meeting (member's time is valuable)
 - With cute stories
 - “Is there anything else”?
 - Letting people ramble



Your Experience? Questions?

