American Legion Riders

Meeting Agenda & Protocol

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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 charitable events such as helping veterans and their families, and the local community.
  - To use our association to promote and support the programs of the American Legion Family.

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

- He/She serves as the chief administrative officer of the Chapter, presides over all meetings, liaison to the American Legion Executive Committee of the sponsoring Post, and supervises all ALR chapter affairs.

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As the Chapter Director, What should you do before a scheduled meeting?

- Put together an agenda to cover the purpose of the meeting. Ask for input from the Chapter. (This will cause them to prepare and formulate ideas ahead of time and help keep the meeting on track. It will also assure ample meeting time is set aside to cover the concerns of the members.)
  - The agenda should be straightforward and to the point.
  - The agenda should develop the desired outcome of the meeting.
  - Bring open items/**old business** forward from previous month
  - Introduce **new business**. (New events, activities, and tasks going forward)

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I.	Call to order	Director
II.	Opening Ceremonies	Director
	a. Colors	Director
	b. Prayer (uncover)	Volunteer
	c. POW/MIA	Sergeant-at-Arms
	d. Pledge of Allegiance	Membership
	e. Riders Creed (cover)	Membership
III.	Roll call – Quorum?	Adjutant
	a. Correspondence	
IV.	New Members	Adjutant
V.	Introduction of Guests	Assist. Director
VI.	Reading of the minutes (Posted online)	Adjutant
VII.	Finance Report	Finance Officer
VIII.	Officer Reports	Officers
	a. Has everyone paid? – buddy check	
	Membership	
IX.	Old Business	Director
	a. Bylaws - SOP's	Chairperson
	b. Quartermaster	Director
	c. Charity and events update	Chairpersons
	d. Shirts	Road Captain
X.	New Business	Director
	a. Upcoming events	Adjutant
	b. Chapter fundraising	Chairperson
	c. Nominations	Chairperson
	d. Safety	RC/Safety Officer-

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

- All of the Riders in your Chapter.
- Copy to your Post 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.

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Director's Agenda

- Director should have a detailed agenda to assure all areas are covered in sufficient detail.
  - **Old business** - Describes method of completing old business during upcoming meeting and expected outcome.
  - Lists **New Business** items along with assignments, committee chairs, and expected outcome at meeting or by a targeted date. Introduce events and charities the Chapter will support
  - **Good of the Riders**: Upcoming calendar activities/events

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Sample Director's 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

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Once your meeting has an agenda, the next step is making sure you have a strategy for recording the minutes, here are some tips on the content of meeting minutes. (see example in the handouts)

- Particular information to gather can include:
  - ***It may be helpful to mirror the meeting agenda when creating the minutes***
  - Date, place, and starting time of the meeting.
  - Purpose of the meeting, general or committee.
  - Name of Officers in attendance.
  - List of absent officers.
  - List of attendees - sign in sheet.
  - All participants and guests– should sign in. (Sergeant at Arms should accomplish this)
  - Approval of previous meeting minutes, financials and resolutions.
  - Record points discussed, actions taken, and decisions made.
  - Upcoming Rides/Events
  - Time of adjournment.
  - Date, place, and time of next meeting if not scheduled.

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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 asks who is for or against the motion and the members vote.**
- **The chair announces the results of the vote.**

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

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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 and in a level tone and impartial manner by saying something along the lines of "the chair recognizes _____" The member rises to offer a motion.**

- **The member states the motion: I move that…**

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Meeting Protocol and the Motion Process

- **Another member seconds the motion. Motions must be seconded. 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 motion. Other members may request the floor, one at time, and speak either for or against the motion.**

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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.**

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Tabling a Motion

- **Some individuals 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.**
- **Recommendation, keep it simple, each motion should live or die on its own merit.**

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

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Procedure for Regular ALR Meetings

1. One rap of the gavel - be seated
2. Sergeant-at-Arms - secure 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

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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 Sergeant-at-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.

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Procedure for Regular ALR Meetings

7. The Sergeant-at-Arms will lead the pledge of allegiance – cover

(optionally may then want to recite the Riders Creed)

8. One rap of the gavel - May be seated

9. I now declare American Legion Riders, _____, Department of Florida, regularly convened.

10. Secretary - roll call of officers.

Procedure for Regular ALR Meetings

11. Sergeant-at-Arms are there any guests or new members to be introduced?
12. Officers and Committee chairmen reports
    - Adjutant
        - Reading of the previous minutes. In lieu of reading at meeting, minutes can be emailed to the membership – be sure to have a copy available at the meeting.
        - Motion to except, second, vote, approved
    - Finance Officer
        - Review previous month's activity, Deposits & disbursements
        - Are there any questions or corrections?
        - Motion to accept the reading of the treasurer report subject to audit…
    - Director
    - Assistant Director
    - Membership
    - Chaplain
    - Road Captain
    - Safety Officer
    - Historian
    - Sergeant-at-Arms
    - Event Coordinator
    - Quartermaster

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Procedure for Regular ALR Meetings

14. Nominations for vacant officer positions
15. Old or unfinished business?
16. New business and correspondence?
17. For the good of the American Legion Riders?
18. Is there any further business to come before this assembly? if not, I will accept a motion from the floor to adjourn.
19. Three taps of the gavel
20. The Sergeant-at-Arms will retrieve the POW/MIA cover from the empty chair

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Procedure for Regular ALR Meetings

21. **Uncover** - Chaplain, will you lead us in prayer?

22. **Cover** - with our Nation's colors in place, hand salute - two

23. I now declare this meeting of the American Legion Riders Chapter _____ adjourned. (State the time for the minutes.)

24. One rap of the gavel

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Dos & Don'ts

- **Do**
  - Maintain control
  - Allow only one to speak at a time
  - Respect whoever has the floor
  - Limit lengthy non-productive discussions or comments (members may call to vote)
  - Use "moving on" when needed

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Dos & 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
    - Ramble yourself

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Your Experience?

Questions?