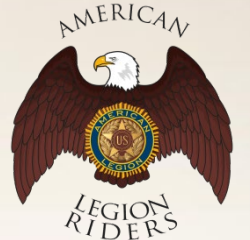


# American Legion Riders

## The Director/Assistant Director's Agenda & Meeting Protocol Forum

Jessica Moore, 1st Vice Commander



# What is Protocol?

- The accepted or established code of procedure or behavior in any group, organization or situation.
- Formalities, ritual, code of behavior...

# American Legion Rider Chapter

## Purpose

- **To promote motorcycle safety programs and to provide a social atmosphere**
- **for members who share the same Interest.**
- **To participate in events and ceremonies which are in keeping with the alms and purposes of The American Legion.**
- **To organize and participate in charity events helping our veterans, their families, and the local community.**
- **To use our association to promote and support the programs of The American Legion.**



# THE DUTIES OF THE DIRECTOR

- **Director:**

- a) Serves as Chief Administrative Officer of the Chapter and presides over all meetings.
- b) Serves as liaison to the Executive Committee of sponsoring Post.
- c) Supervises all affairs of the Chapter.
- d) Coordinates with other ALR Officers at the Chapter, District, Area, and Department levels.
- e) Submits reports as required by the sponsoring Post, District, and Department.

- **Assistant Director:**

- a) Perform such duties as directed by the Chapter Director.
- b) Executes the duties of the Chapter Director during his/her absence or disability.



# YOUR ROLE IS TO...

- Keep Membership Informed
- Follow Up and Follow Through
- Praise vs Criticize
- Show True Appreciation
- Be an Ambassador for the Post & the Riders
- Watch Your Tone, Expression, Choice of Language, Your response
- Practice the Pause
- Seek out Other's Talents

**Respect is to be Earned**

**Lead by Example**



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

## Set an Agenda

- The agenda should be straightforward and to the point
- Assure all areas are covered in sufficient detail
- The agenda should develop the desired outcome of the meeting
- **Old/Unfinished Business** from previous month
- **New business –**
  - Introduce events and charities the Chapter will support
  - New Committee Assignments
  - Set Deadlines
- **For the Good of the Riders:** Upcoming calendar activities/events



# Once the Agenda is assembled who should you send it to?

- The Riders in your Chapter.
- 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.



# Meeting Protocol and the Motion Process

**1. 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.**

**2. 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.**

**3. The member states the motion: I move that...**





# Meeting Protocol and the Motion Process

- 4. 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.**
- 5. The chair states the motion. The chair repeats the motion and opens the floor for discussion.**
- 6. 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.**



# Meeting Protocol and the Motion Process

**7. 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.**

**8. The chair announces the results. That's it. You're done with that one.**



# The Motion Process in Review

## The 8 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.



# 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.**



# Let's get this Meeting Started!



# 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 Nation's colors in place - hand salute – two
5. Uncover – the Chaplain will offer the prayer



# Procedure for Regular ALR Meetings

A POW/MIA empty chair is placed at all official meetings of the American Legion as a physical symbol of many American POW/MIAs still unaccounted for from all wars and conflicts involving the United States of America. This is 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 rededicate ourselves to this vital endeavor!



# 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. Adjutant - 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
- Finance Officer
- Director
- Assistant Director
- Membership
- Chaplain
- Road Captain
- Safety Officer
- Historian
- Sergeant-at-Arms
- Event Coordinator
- Quartermaster



# 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



# 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



# 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
- Keep your Chapter’s Morale, Motivation, & Enthusiasm UP!!
- Show Respect for all members
- Increase Participation



# 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
- Gossip



# Something to Think About...

When a person's actions or attitudes contradict their words, we tend to discount what they have Said...



# Your Experience? Questions?

