

# **Appendix A**

## **Procedures**

1. Parliamentary Procedure
2. Post Meeting Script
3. District Meeting Script

# The Basics of Parliamentary Procedure

1. The purpose of parliamentary procedure is to make it easier for people to work together effectively and to help groups accomplish their purposes. Rules of procedure should assist a meeting, not inhibit it.
2. A meeting can deal with only one matter at a time. The various kinds of motions have therefore been assigned an order of precedence
3. All members have equal rights, privileges and obligations. One of the chairperson's main responsibilities is to use the authority of the chair to ensure that all people attending a meeting are treated equally--for example, not to permit a vocal few to dominate the debates.
4. A majority vote decides an issue. In any group, each member agrees to be governed by the vote of the majority. Parliamentary rules enable a meeting to determine the will of the majority of those attending a meeting.
5. The rights of the minority must be protected at all times. Although the ultimate decision rests with a majority, all members have such basic rights as the right to be heard and the right to oppose. The rights of all members--majority and minority--should be the concern of every member, for a person may be in a majority on one question but in minority the on the next.
6. Every matter presented for decision should be discussed fully. The right of every member to speak on any issue is as important as each member's right to vote.
7. Every member has the right to understand the meaning of any question presented to a meeting and to know what effect a decision will have. A member always has the right to request information on any motion he or she does not thoroughly understand. Moreover, all meetings must be characterized by fairness and good faith. Parliamentary strategy is the art of using procedure legitimately to support or defeat a proposal.

## **Conducting a Meeting**

Members express themselves in a meeting by making motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

- Call to order
- Second motions
- Debate motions
- Vote on motions

There are four basic types of motions:

**Main motions:** The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and they yield to subsidiary, privileged and incidental motions.

**Subsidiary motions:** Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.

- **Privileged motions:** Their purpose is to bring up items that are urgent or important matters unrelated to pending business.
- **Incidental motions:** Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

### **How motions are presented**

#### 1. Obtain the floor

- Wait until the last speaker has finished.
- Rise and address the chairperson by saying, "Mr./Ms. Chairperson" or "Mr./Ms. President."
- Wait until the chairperson recognizes you.

#### 2. Make your motion

- Speak in a clear and concise manner.
- Always state a motion affirmatively. Say, "I move that we..." rather than "I move that we do not..."
- Avoid personalities and stay on your subject.
- Wait for someone to second your motion.
- Another member will second your motion or the chairperson will call for a second.
- If there is no second to your motion, it is lost.

#### 3. The chairperson states your motion

- The chairperson will say, "It has been moved and seconded that we ...," thus placing your motion before the membership for consideration and action.
- The membership either debates your motion, or may move directly to a vote.
- Once your motion is presented to the membership by the chairperson, it becomes "assembly property" and cannot be changed by you without the consent of the members.

#### 4. Expanding on your motion

- The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
- The mover is always allowed to speak first.
- All comments and debate must be directed to the chairperson.
- Keep to the time limit for speaking that has been established.
- The mover may speak again only after other speakers are finished unless called upon by the chairperson.

## 5. Putting the question to the membership

- The chairperson asks, "Are you ready to vote on the question?"
- If there is no more discussion, a vote is taken.
- On a motion to move the previous question may be adapted.

### **Voting on a motion**

The method of vote on any motion depends on the situation and the bylaws of your organization.

There are five methods used to vote by most organizations, they are:

- By voice--The chairperson asks those in favor to say "aye," those opposed to say "no." Any member may move for an exact count.
- By roll call--Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
- By general consent--When a motion is not likely to be opposed, the chairperson says, "If there is no objection..." The membership shows agreement by their silence; however, if one member says, "I object," the item must be put to a vote.
- By division--This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
- By ballot--Members write their vote on a slip of paper; this method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

- Motion to table--This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
- Motion to postpone indefinitely--This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary procedure is the best way to get things done at your meetings. It will only work however, if you use it properly. Remember to:

- Allow motions that are in order.
- Have members obtain the floor properly.
- Speak clearly and concisely.
- Obey the rules of debate.

# POST MEETING SCRIPT

**COMMANDER:** The officers will take their respective stations. All persons not members of the VFW will kindly retire, and the Guard will close the door. By the power and authority vested in me, I am about to open VFW Post \_\_\_\_\_ for the transaction of any business that may lawfully come before it.”

(TWO GAVEL RAPS, all rise/stand)

**COMMANDER:** Officer of the Day, satisfy yourself that all present are entitled to remain.

OFFICER OF THE DAY: Comrade Commander, all present are entitled to remain.

**COMMANDER:** Officer of the Day, prepare the room for a salute to the Colors.

OFFICER OF THE DAY: All rise...Salute the colors...Attention...Present arms... Order arms.

**COMMANDER:** Comrade Chaplain, you will open the Bible and deliver the opening prayer.

OFFICER OF THE DAY: Uncover, Parade Rest.

Chaplain delivers prayer.

**COMMANDER:** COVER, ATTENTION. Comrades, join me in the Pledge of Allegiance to the Flag of the United States of America.

OFFICER OF THE DAY: Present Arms.

ALL: I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

OFFICER OF THE DAY: Order Arms.

(One gavel rap, unless performing the Charter draping ceremony)

Draping of the Charter ceremony (if necessary)

**COMMANDER:** Officer of the Day, you will obtain the drape in preparation for draping the charter.

(Officer of the Day obtains the drape, proceeds to the altar and salutes Commander.)

**COMMANDER:** Comrades, face the charter at attention. Officer of the day, you will now drape the charter in memory of our beloved Comrade(s) \_\_\_\_\_ who has/have passed on.

(Officer of the Day proceeds to the charter and draped charter.)

**COMMANDER:** (While Officer of the Day is draping charter) By so doing, we as members of VFW Post \_\_\_\_ offer solemn tribute to our departed comrade(s).

(Officer of the Day returns to the altar, salutes the Commander, and retires to his station.)

**COMMANDER:** Comrades, salute – Order Arms.

**COMMANDER:** Comrades, please be seated.

**COMMANDER:** Comrades, we are assembled again to transact business of mutual benefit. Do not let petty jealousies or trivial personalities influence our deliberations. Let us uphold always the obligations of unselfish comradeship and loyalty to our organization and to the government of the United States of America. I now declare VFW Post \_\_\_\_ duly opened for the transaction of business.

Guard, you will admit any in waiting who may be worthy.



**COMMANDER:** The purpose of this corporation shall be fraternal, patriotic, historical, charitable and educational, and are:

- to preserve and strengthen comradeship among its members;
- to assist worthy Comrades; to perpetuate the memory and history of our dead, and to assist their spouses;
- to maintain true allegiance to the Government of the United States of America, and fidelity to its Constitution and laws;
- to foster true patriotism; to maintain and extend the institutions of American freedom; and to preserve and defend the United States from all her enemies whomsoever.

**COMMANDER:** Officer of the Day, do we have any guests?

(Officer of the Day announces any guests.)

**COMMANDER:**

- Roll call of Officers
- Reading and referral of membership applications
  - ◊ Report of the investigating committee
  - ◊ Balloting of candidates (motion and vote on new members)
  - ◊ Mustering in of new recruits (obligation of new members)
- Reading of Post minutes
- Quartermaster's Report
- Reading of the bills
- Service officer's Report
- Chaplain's Report: Is there a Comrade or a family member of a Comrade in distress?
- Post Reports:
- Committee Reports
  - ◊ Membership
  - ◊ Community Service
  - ◊ Buddy Poppy
  - ◊ POW/MIA
  - ◊ Ritual Team
  - ◊ Voice of Democracy/Patriot's Pen
  - ◊ Teacher of the Year
  - ◊ Legislative
- National Home

**COMMANDER:** (two gavel raps) All rise. Comrade Chaplain, ask for the Divine blessings upon our National Home.

OFFICER OF THE DAY: Uncover, Parade rest.

(Chaplain reads prayer.)

OFFICER OF THE DAY: Cover.

**COMMANDER:** (One gavel rap.) Please be seated.

UNFINISHED BUSINESS:

NEW BUSINESS:

GOOD OF THE ORDER:

**COMMANDER:** There being no further business, we will have our closing ceremonies.

(Two gavel raps)

**COMMANDER:** Officer of the Day, prepare the room for the salute to Colors.

Officer of the Day: All rise...Salute the colors...Attention...Present arms...Order arms.

**COMMANDER:** Comrade Chaplain, you will deliver the closing prayer, and close the Bible.

Officer of the Day: Uncover, Parade rest.

**COMMANDER:** Comrades, I now declare this business session of VFW Post \_\_\_\_ closed.

Our next regular meeting will be (give date, time, and location).

(One gavel rap.)



# DISTRICT MEETING SCRIPT

**COMMANDER:** The officers will take their respective stations. All persons not members of the VFW will kindly retire, and the Guard will close the door. By the power and authority vested in me, I am about to open the \_\_\_\_ District meeting for the transaction of any business that may lawfully come before it.”

(TWO GAVEL RAPS, all rise/stand)

**COMMANDER:** Officer of the Day, satisfy yourself that all present are entitled to remain.

OFFICER OF THE DAY: Comrade Commander, all present are entitled to remain.

**COMMANDER:** Officer of the Day, prepare the room for a salute to the Colors.

OFFICER OF THE DAY: All rise...Salute the colors...Attention...Present arms... Order arms.

**COMMANDER:** Comrade Chaplain, you will open the Bible and deliver the opening prayer.

OFFICER OF THE DAY: Uncover, Parade Rest.

Chaplain delivers prayer

**COMMANDER:** COVER, ATTENTION. Comrades, join me in the Pledge of Allegiance to the Flag of the United States of America.

OFFICER OF THE DAY: Present Arms.

ALL: I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

OFFICER OF THE DAY: Order Arms.

(One gavel rap, unless performing the Charter draping ceremony)

Draping of the Charter ceremony (if necessary)

**COMMANDER:** Officer of the Day, you will obtain the drape in preparation for draping the charter.

(Officer of the Day obtains the drape, proceeds to the altar and salutes Commander.)

**COMMANDER:** Comrades, face the charter at attention. Officer of the day, you will now drape the charter in memory of our beloved Comrade(s)  
\_\_\_\_\_ who has/have passed on.

(Officer of the Day proceeds to the charter and draped charter.)

**COMMANDER:** (While Officer of the Day is draping charter) By so doing, we as members of the \_\_\_\_ District offer solemn tribute to our departed comrade(s).

(Officer of the Day returns to the altar, salutes the Commander, and retires to his station.)

**COMMANDER:** Comrades, salute – Order Arms.

**COMMANDER:** Comrade Chaplain, you will read the prayer. Uncover, parade rest.

(Chaplain proceeds to altar and reads prayer. Upon completion, one gavel rap.)

**COMMANDER:** Comrades, please be seated.

**COMMANDER:** Comrades, we are assembled again to transact business of mutual benefit. Do not let petty jealousies or trivial personalities influence our deliberations. Let us uphold always the obligations of unselfish comradeship and loyalty to our organization and to the government of the United States of America. I now declare the \_\_\_\_ District duly opened for the transaction of business.

Guard, you will admit any in waiting who may be worthy.

**COMMANDER:** The purpose of this corporation shall be fraternal, patriotic, historical, charitable and educational, and are:

- to preserve and strengthen comradeship among its members;
- to assist worthy Comrades; to perpetuate the memory and history of our dead, and to assist their widows and orphans;
- to maintain true allegiance to the Government of the United States of America, and fidelity to its Constitution and laws;
- to foster true patriotism; to maintain and extend the institutions of American freedom; and to preserve and defend the United States from all her enemies whomsoever.

**COMMANDER:** Officer of the Day, do we have any guests?

(Officer of the Day announces any guests.)

**COMMANDER:** At this time, I would like to recognize...

- Department Representative
- Past State Commanders
- Past District Commanders

**COMMANDER:**

- Roll call of District Officers:
- Roll call of Posts:
- Reading of minutes: Are there any corrections to the Minutes as posted? If not, they will stand as read.
- Quartermaster's Report:
- Chaplain's Report: Is there a Comrade or a family member of a Comrade in distress?



- Post Reports:
- Committee Reports:
  - ◊ Membership
  - ◊ Service officer
  - ◊ POW/MIA
  - ◊ Ritual Team
  - ◊ Community Service
  - ◊ Voice of Democracy/Patriot's Pen
  - ◊ Teacher of the Year
  - ◊ Buddy Poppy
  - ◊ Ways and means
  - ◊ Legislative
  - ◊ National Home

National Home ceremony is optional

**COMMANDER:** (two gavel raps) all rise. Comrade Chaplain, ask for the  
Divine blessings upon our National Home.

OFFICER OF THE DAY: Uncover, Parade rest.

(Chaplain reads prayer.)

OFFICER OF THE DAY: Cover.

**Commander:** (One gavel rap.) Please be seated.

UNFINISHED BUSINESS:

NEW BUSINESS:

GOOD OF THE ORDER:

**COMMANDER:** There being no further business, we will have our closing ceremonies.

(Two gavel raps)

**COMMANDER:** Officer of the Day, prepare the room for the salute to Colors.

Officer of the Day: All rise...Salute the colors...Attention...Present arms...Order arms.

**COMMANDER:** Comrade Chaplain, you will deliver the closing prayer, and close the Bible.

Officer of the Day: Uncover, Parade rest.

**COMMANDER:** Comrades, I now declare this business session of the \_\_\_\_ District, Missouri,  
closed. Our next regular meeting will be (give date, time, and location).

(One gavel rap.)