

# **PROTOCOL PRESENTATION by PWDVP Toni Gimpel JANUARY 2023**

## **PRIOR TO MEETING**

The Sgt-at-Arms and Asst Sgt-at-Arms should arrive.

at least thirty (30) minutes prior to the meeting time.

### **Ribbons and Pins**

The sash ribbon is worn by various officers on all levels, past & present The sash is worn on formal occasions; never over a topcoat but may be worn over a suit coat

The sash is worn over the right shoulder and under the left arm. No pins or decorations should be affixed to the sash, and it should hang crossed and secured by an invisible fastening on the underside. Sashes should be removed when eating.

### **Pins**

Auxiliary pin and/or Officers Badge should be worn over the heart.

At no time should the Auxiliary pin be used to fasten a scarf, tie, etc.

The pin should be worn on the left side, over the heart. Members are encouraged to wear the pin of the current office or the highest office held by the member. If a corsage is worn, it should be worn on the left side, above the Auxiliary pin since the corsage is considered a part of the dress once in place. If a flag pin is worn, it should be worn on the left side, above and to the left of the Auxiliary pin (as seen as another)

## **Protocol for The Presiding Officer (The Chair)**

Prepare and follow an agenda.

Start and end the meeting on time.

Conduct yourself professionally.

Demonstrate knowledge and understanding.

Be prepared to assist chairmen, if needed

Recognize and give credit to chairman or committee responsible for the meeting

Lead the applause for the person coming to the podium to speak Show special courtesies to PNP and PDP to honor their service.

## **Protocol for Members**

Arrive on time for the meeting.

Dress appropriately for the event Bring agenda, paper & pen

Be mindful of & follow designated seating.

Make eye contact 80 -90% of the time to show you are paying attention

Be courteous to speakers by not texting, crocheting or carrying on personal conversations, etc.

Rise and wait for recognition from the chair when you wish to speak.

When addressing a vice president or vice chairmen who is presiding in place of the president or chairman, use the title president or chairman

Speak to the chair not to other members.

Be brief and keep to the subject when speaking

## **Protocol for Delegates**

Plan to attend all sessions.

Take part in the discussion.

Be on time & in the proper seating area.

Be prepared to vote.

Study the call & discuss issues with unit members.

Report back to your unit after the meeting

## **Protocol for Guests**

Invitations

A written invitation should be sent to all guests who will speak or participate at a function of your department, district, county, or unit.

The invitation should include type of meeting; attire for the event; what's expected of the speaker; date, time and location of the event; and travel information

## **Reception Line**

The President or chairman heads the line

The guest of honor is next to the President, to her left

Other guests follow according to rank.

Each person in the reception line repeats to the person next in line the name of the person just greeted.

The reception line should be kept short.

## **Advancement of Officers and Guests**

Escorting

Double line escorting has the Assistant Sgt. At Arms on the left and the Sgt. At Arms on the right; followed by the Distinguished Guest Chairman on the left and the Distinguished Guest on her right

Single line escorting has Sgt. At Arms, Distinguished Guest Chairman, Distinguished Guest, and Assistant Sgt. At Arms

The person escorting the guest takes the guest's left arm in her right arm

Past Department Presidents precede the current officers in the processional, Officers follow according to rank of their office.

The Department President is last in line preceded by the National Executive Committeewoman

## **Introductions**

Guests of honor are always introduced by the Department President or presiding officer.

In making introductions, it is a general rule to introduce elected officers before appointed officers or, if the guests or head table officers are each to say a few words, then recognize the lowest ranking guest or officer first, and go up the line.

It is appropriate to state a specific maximum speaking time allotted for each person

## **Seating**

The presiding officer is always at the center of the head table or to the right of the podium. The guest of honor is seated to the right of the presiding officer.

At a business session, it is customary to have the parliamentarian seated to the immediate right of the presiding officer, their guests or officers are seated right, left, right, etc. of the presiding officer, according to rank

## **Corsage**

While corsages are a tradition in many departments, it is not a requirement. If corsages are to be worn, there should be enough for everyone at the head table. If corsages are to be worn, a designated person should present the corsages to head table members before the start of the meeting

## **Gifts**

Gifts, for the guests of honor should pack easily.  
Room gifts such as water and fruit are always welcome.

## **Why We Don't Walk Between the Colors**

Many departments and units observe this custom that is fairly unique to The American Legion Family

The custom is that the space between the United States Flag and the flags posted across from them and the space between the podium and the flags is considered hallowed ground meant to honor and respect our departed.

This custom is observed while the meeting is in session. It is not in the U. S. Flag

**Thank You Toni for this valuable information.**