

YOU the MEMBER

Members join organizations for a variety of reasons. Seldom is it because they need to attend more business meetings. Even less often is it to demonstrate a knowledge of parliamentary procedure. Whatever the reason, they all want to be good members. Nothing gives members more satisfaction following a meeting than knowing they did the right thing at the right time. Learning a few basic rules will help avoid displaying an ignorance of customs that prevail in well-organized societies.

In general, as a member, you will be expected to:

- ✓ Respect and abide by the objects, policies, and rules of the American Legion Auxiliary.
- ✓ Know the organization's basic structure, policies, and manner of operation.
- ✓ Pay dues promptly.
- ✓ Hold office, if elected
- ✓ Serve on committees, if appointed
- ✓ Attend and participate in meetings
- ✓ Be on time...so that the president can begin on time
- ✓ Pay attention... don't talk to your neighbor during the meeting
- ✓ Address all remarks to the chair...don't talk across the room
- ✓ Make motions and start with the words, "I move, "
- ✓ Talk loudly enough to be heard
- ✓ Know what you're voting on...ask if it isn't clear
- ✓ Vote on motions...take an interest in what's happening
- ✓ Withdraw motions you wish you hadn't made
- ✓ Be alert to what appears to be an incorrect procedure.
- ✓ Be sensitive to the feelings of your fellow members. Credit them with the best possible motives for the actions.

In meetings, there is a time to rise (stand) and a time to be seated. Knowing the difference will help build your credibility as a member who knows and uses good parliamentary procedure.

RISE to address the chair and make a motion.

Remain seated to second a motion.

RISE to address the chair when the discussion is in order.

Remain seated while others discuss your motion.

RISE when the chair takes a rising (standing) vote.

Remain seated when you vote by a show of hands.

RISE to make a report.

Remain seated while the report is under discussion.