

YOU the PRESIDENT

As the chosen leader of your Unit or District, you should have a working knowledge of parliamentary procedure. You should be familiar with the objectives, bylaws, and other rules of the American Legion Auxiliary. You don't have to memorize everything, but you do need to know where to find the answers. Of course, you'll set the example for impartiality, courtesy, and obedience to rules.

Check the bylaws and standing rules for specific duties of your office. In general, as President, you will be expected to:

- ✓ Be the official representative of your organization.
- ✓ Preside at all meetings of the Unit and of the Executive Board.
- ✓ Refer to yourself as "the chair." ("I" is not used.)
- ✓ Call meetings to order on time.
- ✓ Determine that a quorum is present.
- ✓ Announce, in proper order, the business to come before the meeting.
- ✓ Recognize members entitled to the floor.
- ✓ State and put to a vote all questions that legitimately come before the assembly.
- ✓ Announce the result of each vote and the effect of the action.
- ✓ Expedite business in every way possible without denying members their rights.
- ✓ Enforce rules of debate, order, and decorum.
- ✓ Respond to relevant questions of members.
- ✓ Refrain from voting except when the vote is by ballot or when your vote would change the result.
- ✓ At the proper time, declare the meeting adjourned (by general consent or by a vote of the assembly.)
- ✓ Stand while calling a meeting to order, while declaring it adjourned, and while taking a vote.
- ✓ Carry out administrative and executive duties outlined in the bylaws or as directed by the assembly.
- ✓ Follow through to ensure that the secretary, treasurer, and committees have completed their tasks properly.
- ✓ BE CERTAIN TO SEND ALL REQUESTED INFORMATION TO THE DEPARTMENT.
- ✓ Give all pertinent information received to the proper chairman or officer, ASAP.

The president is an ex officio member of all committees except the nominating committee. This is not a duty of the office, but a privilege. Ex officio means "by virtue of office." The president has all of the rights extended to other members of the committee — to make motions, debate, vote, etc. The president is not obligated to attend committee meetings and is not counted in the quorum. However, it is the duty of the committee chairman to notify the president of each committee meeting.

Consult the Auxiliary Handbook for a sample agenda and the duties of the President.