



PROCEDURE OF OFFICE DEPARTMENT SERGEANT-AT-ARMS

Sergeant-at-Arms is the custodian of the colors. She is responsible for them at all meetings and ceremonies where they are required. She shall appoint a Color Guard to assist her whenever necessary. Pages shall be appointed to assist the Sergeant-at-Arms on the floor of a meeting or convention, when necessary. Each Page will be given a green sash to wear during Conferences and Conventions.

The Sergeant-at-Arms shall:

- Post the colors at every meeting.
- Lead the Pledge of Allegiance to the Flag
- See the meeting room is in order with tables and /or chairs for all members and Guests.
- Be the "keeper of the door" during meetings and deliver messages. If a message needs to be delivered to a member on the floor, ask Madam President to have the member see the Sergeant-At-Arms.
- Escort guests to the dais or floor microphone, whichever is appropriate for their visit purpose.
- Distribute bulletins and other materials to members on the floor of the meeting as requested. Always make sure the material is given to the President and Officers first.
- Help the President maintain order during meetings and perform any other duty the President shall assign. **(See "Other Useful Information)
- Promote respect for the Flag at all times.
- Have a good knowledge of flag etiquette, AMVETS Ladies Auxiliary ceremonies and the correct way to wear AMVETS Ladies Auxiliary official uniform.
- Be responsible for the transportation of the Colors to meetings, conventions and ceremonial events.
- Wear AMVETS Ladies Auxiliary Official Uniform when participating in ceremonies and carrying out her duties at meetings conventions.
- Receive and compile reports from Local and District Sergeant-At-Arms. Reports are due November 1 and May 1. Records and reports are to be kept for three (3) years.

- Inventory will be taken at the start of each term as to what is in the Sergeant-At-Arms box. Any missing items must be replaced by the Officer. A list of items shall be at Department headquarters for inventory.
- All Department Officers are expected to attend the following events:
 - Fall Conference:
 - Training Session held for Auxiliary
 - Mid-Winter Conference:
 - Legislative Breakfast
 - Training Session held for Auxiliary
 - Joint Testimonial Dinner
 - June Convention:
 - Memorial Service
 - Joint Opening Session with AMVETS, Sons of AMVETS, Riders & Juniors
 - Training Session held for Auxiliary
 - Honors & Awards Banquet

PROTOCOL

PROCEDURE FOR POSTING COLORS

- On command of the President to "Post the Colors", the Sergeant-At-Arms will come forward to the podium, open the Bible (*with gloves on*), then turn and face the Color Guard and Command "Color Guard, attention, forward march". Color Guard will then advance the Colors, being sure that the American Flag is on the marching right.
- When they arrive at the front, the Sergeant-At-Arms says, "Post Colors". The American Flag will then pass in front of the Auxiliary Banner, to the right side of the President. The Auxiliary Banner will pass to the left and they are both placed in their stands. Color Guard then steps back one pace and salutes the Flag.
- Following the prayer by the Chaplain, Sergeant-At-Arms will then lead the group in the Pledge of Allegiance.
- The Sergeant-At-Arms will then command "Color Guard, about face, forward march". Sergeant-At-Arms will then make an about face and lead the Color Guard to the rear of the room.

PROCEDURE FOR RETIRING THE COLORS

- President commands "Sergeant-At-Arms, retire the colors".
- Sergeant-At-Arms comes forward, closes the Bible (*with gloves on*), faces the Color Guard by making an about face, and commands "Color Guard, attention, forward march"
- When they arrive at the front of the room, she commands "Retire Colors".

- Color Guard removes Flags from their stands and steps back one pace. Sergeant-At-Arms then commands "Right and left face, forward march".
- Sergeant-At-Arms makes an about face and leads them to the rear of the room.

PROCEDURE FOR ESCORTING GUESTS

- Sergeant-At-Arms stands on the left of the person she is escorting or assisting.
- If a woman guest, Sergeant-At-Arms offers her right arm. If a man, she places her right hand under his left elbow and assists them to the dais.

PROCEDURE FOR INTRODUCING NEW MEMBERS

- When a new member is sworn in, the Sergeant-At-Arms stands with her and after the oath is taken, presents her to the members present, saying "Fellow members of Ladies Auxiliary #____, this is Miss or Mrs._____, our newest member. May this be the beginning of a fine friendship."
- She then escorts the Member to a seat.

OFFICIAL UNIFORM

An A-line dress of forest green, with a jewel neckline and short sleeves, large AMVETS Ladies Auxiliary emblem attached to the left sleeve; dress to be worn with a white blazer with large AMVETS Ladies Auxiliary emblem attached to the left breast pocket, black shoes, black handbag, white gloves and the official Auxiliary hat.

White shoes and handbag from Easter through Labor Day (revised 2004 National Convention).

White blazer with large AMVETS Ladies Auxiliary emblem to the left breast pocket, a tailored or jewel neckline white or gold blouse with large Auxiliary emblem attached to the left sleeve, a forest green skirt or slacks, black shoes, black handbag, white gloves and the official Auxiliary hat.

Hemline for dress and skirt should be no shorter than two inches (2") below the knee.

Shoes should have a closed heel and toe, heel not to exceed two inches (2") in height.

AMVETS Ladies Auxiliary hats are obtained by ordering. Please follow instructions for the correct size and lettering. Order from AMVETS National Quartermaster, operated by AMVETS Department of Ohio. (revised 2004 National Convention bangs may show)

The embroidered emblem is to be worn on the official Ladies Auxiliary uniform and hat. It may also be worn on Color Guard uniforms, Auxiliary hospital uniforms and on bowling shirts, if Ladies Auxiliary sponsors a team. For further information on official uniform, check in AMVETS Auxiliary National Constitution and By-laws and/or National Manual.

Pearl necklace and earrings or Auxiliary necklace and earrings bought through AMVETS National Quartermaster, operated by AMVETS Department of Ohio. (revised 2004 National Convention). Necklace and earrings with the Auxiliary logo purchased through Lady Jayne Ltd. are also permitted.

MEETING ROOM REQUIREMENTS FOR DEPARTMENT MEETINGS

- Head table for Officers shall be as follows: Podium with microphone in center, with Officers seated to each side of the podium. As the audience faces the head table, the Officers shall be seated from left to right as follows: Liaison, Hospital, Americanism, Chaplain and Parliamentarian, **Podium**, President, Chair for special guest (i.e. National President) if needed, 1st Vice President, 2nd Vice President, 3rd Vice President.
- Steps should be available at both ends of the dais, if needed. If 2 sets of steps are not available, place steps to the left of the dais.
- Secretary's Table: this is located to one side of the head table. The table must be placed close to an electrical outlet for the Secretary's tape recorder. The Treasurer also sits at the Secretary's table.
- Altar table: Small table to be placed in front of the Podium. Chaplain shall be responsible for arranging the altar table.
- The floor microphone is to be placed in a convenient location.
- Aisle(s): should be wide enough to allow 2 people to walk comfortably down the aisle(s). It must also be wide enough to comfortably allow the Color Guard to post the colors. If room size and number of occupants does not allow for an adequate aisle, it may be necessary for the Color Guard to march single file, or even to pre-post the colors; and to escort guests to the dais by preceding them up the aisle instead of walking beside the guest.
- Sergeant-at-Arms table: This is usually located at the rear of the room and is the base of operations for the Sergeant-At-Arms and Pages. A table must also be provided for Ways & Means raffles and Early Bird prizes.
- Special Guest: May want to reserve a table for guests such as National Officers or Department Officers from other states. This table should be near the front of the room, close to the dais. Discuss this with NEC woman as she is usually hostess for visiting Officers.

OTHER USEFUL INFORMATION

- As Sergeant-At-Arms, your job is to take care of the President: i.e. find out if she needs help getting her things to the meetings; accompany her when she

visits the AMVETS and Sons of AMVETS meetings at Conferences and Conventions; plan with the President so that you know exactly what is expected of you.

- Find out if the Secretary or the Sergeant-At-Arms is to be the liaison to the hotel and make sure both the Secretary and the Sergeant-At-Arms know this information.
- The Conference or Convention Chairman introduces the Department Officers at the Opening session only. Past Department Presidents are escorted only at Department Convention.
- Early Bird donations are given to the Registration Desk and then passed to the Sergeant-At-Arms. Names are given to the Sergeant-At-Arms by the Registration Desk and Early Bird drawings shall begin one half (½) hour before the meeting time on Sunday morning.
- Make sure the Head Table has plenty of Page signs (at least 2 on each table, as well as one strictly for the President). See that the Officers have a water glass at each seat and pitchers of water.
- Pages shall place a Page sign, altar flower slips, and Americanism Raffle slips on each table each day of meetings. They shall collect altar flowers slips and money and deliver to the Chaplain each day; Americanism Raffle slips, and money shall be collected and delivered to the Americanism Officer daily.
- Zip-lock bags are very handy items to have on hand.
- Members may not put reserved signs on tables.

ELECTION PROCEDURE

The Credentials Chair and the Sergeant-At-Arms need to work together, as a team, to ensure a smooth, seamless election occurs without room for any questions regarding the validity of the votes. Each of these two Officers should read, understand and know this procedure, all steps.

Sergeant-At-Arms, in preparing for elections:

- Lock the meeting room doors at the order of the President and do not allow anyone in or out of the meeting room during the entire time the elections are occurring.
- Place one (1) table number card face down on each table.

Credentials Chair:

- Go to the podium microphone with the most recent and accurate Credentials Report in hand.
- Ask all Officers and Delegates to go to the tables on the floor, with all members of the same Auxiliary sitting together at a table. There can be multiple Auxiliaries represented at a single table if ALL members from each Auxiliary are AT THAT TABLE.
- Ask all Guests to remove themselves from the floor tables so as to not be confused with Delegates.

- The Guests can be utilized as Clerks and a Judge, if needed during the elections.

Verifying Voting Strength:

- As the Credentials Chair calls Auxiliary numbers from the Credentials Report, the Sergeant-At-Arms will go to the table where that Auxiliary is seated.
- The Credentials Chair will then read the numbers she has on the Credentials Report for that specific Auxiliary.
- ALL members of the Auxiliary number called will stand up and count off, beginning with 1. As each member counts off, they will be seated. Once all members of that specific Auxiliary have orally counted off, the Sergeant-At-Arms will verify the number of members that counted off.
- The Credentials Chair will accordingly update her Credentials Report as the numbers are verified by the Sergeant-At-Arms.
- Once all Auxiliaries have been called and ALL Delegates have counted off, the Credentials Chair will re-total the Credentials Report and give the numbers for:
 - Total Voting Strength
 - Majority
 - 2/3 Total

Voting:

- Each table is to be instructed to choose a Table Captain who will use the Table Number provided by the Sergeant-At-Arms when reporting votes, if needed.
- As the President announces the nominees for each office, IF there are multiple nominees for an office:
 - Each person at the table writes their choice for the office on a piece of paper and gives it to the Table Captain
 - The Table Captain totals the votes for each nominee from the papers she is provided
 - The Table Captain then goes to the floor microphone and announces:
 - Table Number she represents
 - The number of votes for each nominee
 - Once back to the table, the Captain then destroys the written votes
 - During this process, the Clerks and Judge keep track of the votes as they are announced by each Table Captain
 - The Judge then informs the President of who received the most votes from the Delegates
 - The President will announce the winner
- This process continues for each office, as needed, until all Department Officers for the following year have been duly and fairly elected.

- After the election of the new President, if she has family members that wants to come in to bring flowers or to congratulate her, the Sergeant-At-Arms may have them enter the floor during the election.

Revised 06/2024 - JLMT