

# American Legion Auxiliary George Tadlock Unit 472 Procedures for Parliamentarian

*George Tadlock Unit 472 is an electronic unit – the first in the nation.*

## Tools

[Bylaws](#)

[Standing Rules](#)

[Budget](#)

Rosters – not globally published, request from unit secretary/treasurer

Unit

District

Department

[Department Code](#)

[Unit Handbook](#)

[National Plan of Action](#)

## Communication

Chairman is expected to be able to manage the following modes of communication

Yahoo Groups

Instant Messenger

Email & Phone

Communication is vital to this unit; the president should remain in contact with all officers and chairmen

Stay in contact with advisors and the secretary/treasurer

## Calendar

<b>Month</b>	<b>Work to Accomplish</b>
July	General meeting – only business is installation Outgoing president to preside at meeting Installation – incoming president to plan Budget in place Announce appointments
August	No general meeting Executive board meeting Start planning for all program activities for year
September	First general meeting of year – new president presides Standing Rules Committee to report Order poppies Girls State reservation
October	General meeting Poppy order due to department Girls State reservation due to department
November	General meeting Executive board meeting Assess year-to-date activities Prepare for second half of year
December	No general meeting
January	General meeting Interview Girls State candidates Collect funds to support program
February	General meeting Executive board meeting to discuss nominations
March	General meeting Legion birthday – resolution presented at meeting, mailed to post Nominations of officers; budget committee working
April	General meeting Election of officers/delegates to convention Executive board meeting after general meeting to discuss appointments for coming year Budget committee working
May	General meeting Budget presented and approved
June	No general meeting If newly elected, set up committees & finalize appointments Budget in place If newly elected, prepare for installation

## **Installation**

Parliamentarian is installed at the July meeting

## **Meetings - <http://alaunit472.org/meetings.htm>**

Minimum of nine (9) general meetings each year (July – June)

See the [Unit Bylaws](#), Article 5

## **Duties – See [Parliamentarian Website page](#)**

An expert in the rules and usages of a deliberative assembly

Usually quiet and neutral

Should be completely familiar with Robert's Rules of Order, Newly Revised, Parliamentary Law, and the Constitution and Bylaws of the organization

Appointed by presiding officer

Expresses opinions to the Chair (who may follow or disregard the advice)

## **Oath of Office**

*“Your office is an important one. To you is given the responsible for preserving and compiling the records of this Unit. The future can only be judged by the past. Be mindful that the lamp of recorded experience may do much in guiding the footsteps of those who follow.”*