



**George Tadlock Unit 472**  
**American Legion Auxiliary – Department of California**

**Guidelines for Conducting a Unit E-Meeting**

1. All members wanting to participate in Unit meetings must have an address.
2. All reports from officers/chairmen should be submitted to the Webmaster and President by 5:00 PM on the Monday before an E-Meeting.
3. The agenda and reports from officers/chairmen will be posted on the [Meetings](http://alaunit472.org/meetings.htm) <http://alaunit472.org/meetings.htm> page of the Unit's web site at least 48 hours prior to the start of the meeting. Please read the agenda and all related reports before the meeting begins.
4. The Chair, or her designee, will start a conference at [ChatStep](http://chaptstep.com) (chaptstep.com) 15 minutes prior to the scheduled meeting time, so please be ready to begin before the meeting time. For those who wish to chat informally before the meeting, feel free to chat individuals before the meeting begins, or chat within the conference "room." If you join the meeting after it has commenced, or need to leave early, please do so without comment. (ChatStep will alert all attendees of your arrival/departure.) The meeting will not commence until a quorum of five (5) has been reached.
5. If you wish to speak at any time, please type "MP" and WAIT for the Chair to recognize you before you send your question/comment. If you need to write a lengthy comment during the meeting, consider sending it in more than one segment so that we may get started reading while you finish typing the rest. You can add a dot leader (...) to the end of your first segment so we know more information is to come (e.g. "We should consider adopting a platoon this Christmas...") Use "END" when you have completed your comment. Please do not speak if you do not have the floor.
6. If a motion is made, it will need to be seconded before discussion can begin.
  - a. The Chair will open discussion by asking for any discussion or remarks.
  - b. If you would like to speak about the motion on the floor, you must reply with "MP" and wait to be recognized by the Chair. The maker of the motion will be recognized first to speak in favor of the motion.
  - c. The Chair will recognize speakers; please do not send a statement unless the Chair has recognized you as a speaker. Each speaker will be allowed to speak up to two (2) times and will be limited to 30 seconds of typing each time.
  - d. After the discussion is completed, or a member moves to limit debate or moves the previous question, the Chair will close the discussion, then call for the vote.
  - e. If a motion to amend a motion is made, time will be given to the maker of the original motion to withdraw her motion with no second required. She may restate the motion, if she wishes.
7. All prayers and other ceremonial aspects of each meeting are posted on the agenda, which can be found on the [Meetings](#) page. Since members are to read the agenda before the meeting, there is no need to post these items during the meeting, but doing so is at the discretion of the Chair.
8. If a guest will be present during the meeting, the Chair should properly introduce the guest during the meeting, even if an introduction or a bio was provided in the agenda. Please ensure the guest has truly been added to the conference before introducing him/her, and remember that the guest may be invited at any time during the course of the meeting.
9. At the end of the meeting the Chair or her designee should save the text of the meeting into a Word document. She should paste the text directly into an email to the Yahoo Group (since the Yahoo Group site will not save attachments), and also send the Word document.