

AMERICAN LEGION RIDERS
2007 STATE CONVENTION
AGENDA

9:00am: CALL TO ORDER: The ALR Department President should promptly call the Convention to order at the time set, but before doing so, all officers, guests and color bearers should be in proper position.

9:05am: ADVANCEMENT OF THE COLORS: Give command for salute with firmness.

We should Get a Small Color Guard together.

We should get a new flag to fly over this and any future conventions. Tradition **I have

9:10am: PRAYER: At a District meeting, where the Chaplain is possibly not known to all—then it is suggested the District Commander say (for example)—“Charles Smith, our District Chaplain, will offer prayer.” Prayer may be one in “Manual of Ceremonies for Regular Meetings.” (See Section 3 of this guide.)

Moment of silence for the lost riders since the start for rider activities in the State.

Names of members that have gone down. 1. Jessie Torres, Orcutt Post 534 – Jan. 30, 2005

2.

3.

4.

9:15am PLEDGE OF ALLEGIANCE: ALR Dept. Sgt. at Arms - Legionnaires will remove caps.

9:20am: POW/MIA Empty Chair Ceremony I think we should us a riderless MC maybe we could have Wayne theme Bike with a large POW MIA flag in the background. Empty pair of boots, a US Map, a blank vest, and riding gloves.***will have waynes bike.

Singing or theme song – Don’t think we need to do this in essence of time!***I agree

9:25am: PREAMBLE: If the Preamble is not on display in the room, give those present an opportunity to get membership cards out so they may join with you.

Print in the Program

9:30am: AWARDS:

The two plaques and or flag Award.

(We should do it early while the Department Officers are still Present)

9:40am: INTRODUCTION OF OFFICERS AND GUESTS: This is most important and often leaves people with a bad taste if the presiding officer fails to give the name correctly, fails to introduce in importance of position, or assigns improper titles.

Department Officers: If Department officers are present, they should be given special recognition and the opportunity to extend greetings. The District Commander, who will invite such officers to take their place for their remarks, should do this. It is suggested that a District Commander never simply state, “We have Joe Smith, Department Vice Commander with us, and I am wondering if he has anything to say.” Instead, “We are delighted to have our Department Vice

Commander, Joe Smith, with us today, and we will be happy to hear from him at this time.”
Department Commander: If the Department Commander is present, he/she should be introduced with respect and dignity and given the floor for such period as may be desired.

We need a advance list of who's coming from Department

10->15 min. per Department Official

1. Dept. Commander Charlie Eskridge
2. Dept. Adjutant William Siler III
3. Dept. Judge Advocate Jack Climer
4. Past Dept. Adjutant & current Dept./ALR liaison Bill Mayer
- 5.

10:20am: ROLL CALL: Sometimes this is appropriate prior to the reading of minutes or the introduction of guests, but often it is found better to do this just before commencement of the business of the meeting. When calling the roll, the person answering for a Post should rise and state their name and position.

This could be a Roll call of All Officers and Delegates we are small enough for that.
ALR Dept. Secretary

Quorum present

ALR Dept. Secretary – advise Dept. President

10:30am: READING OF MINUTES: Some Districts have the reading of the minutes, others do not. If you do read them, then you will state (for example), “Joan Doe, District Adjutant, will read the minutes of the last District meeting.”

ALR Dept. Secretary should read the minutes of the final approved Adhoc Committee Report and the Executive Board Meeting

10:45am: Open discussion of ALR Bylaws. Delegate discussion of ALR Constitution & Bylaws from the floor.*****limit to 3 minutes per chapter.

11:45am: ANNOUNCEMENTS: No meeting should ever be concluded without announcement of coming events, such as Department conferences, special programs or forthcoming observances. At all such meetings, a reminder of membership deadlines and active programs should be announced.

Good time to let the host post view anything they might need to with the delegates.

11:55am: We should announce about raffle or sales T-shirts Patches Pins etc.

Noon: LUNCH BREAK

1:00pm: Caucus of all 6 Areas to discuss Constitution & Bylaws; decide on ALR Dept. nominees & any other items of discussion to be given to Chapter delegates****each area must elect a VP from their ranks.

2:00pm: CALL RECONVENE / CALL TO ORDER: The ALR Department President should promptly call the Convention to order at the time set, but before doing so, all officers and guests should be in proper position.

2:05pm: REPORTS:

Finance Report with review of all money in and out since our time in Office.

ALR Dept. Treasurer

Think below should be left out at this time, as we have not formalized any committees & as yet have not voted in to accept the proposed Constitution & Bylaws. Believe Chapter delegate spokesman should have time to sum up their views on the floor & then someone needs to call for the motion to accept. This is what this convention is all about! Passing what was put together by all of us & the committees to create it!

Prior to the meeting, the District Commander should inform everyone who is going to be called upon for a report of that fact and should go over what the report should cover. This is important and only fair to those who will be called upon. Reports to early District meetings should cover plans for carrying out the programs in the District and hints or suggestions as to the part Posts are expected to play in the programs. It is far better if those making reports will write them out, and this should come as a suggestion from the District Commander. Persons making reports should be called upon by their name, Post number and title of the office for which they are reporting and then requested to come to the front and address the meeting. If the District Commander knows an official or committee chair has no report, then it is better to not call upon that person. If Posts are requested to report to the meeting, then again, it is important the Post Commander be informed in advance of expectations to report and an outline provided on what the report is expected to cover. District Commanders should by all means have a personal report to make, and time should be spent in its preparation so the program may be properly presented. It would be well to give special recognition to Posts or officers doing an outstanding job, as an encouragement to them and an incentive to others.

Convention Agenda Items: (Should be an open agenda that is filled prior to going in to general session)

2:05PM: Reopen discussion or call for the motion to accept the Bylaws!

1. Constitution Adoption

Motion to Adopt: _____ who?

2. ByLaws Adoption

Motion to Adopt: _____ who?

2:30PM: Below is done after motion to adopt Constitution & Bylaws & positive vote taken!

3. Nomination of Candidates

Department President Nomination: _____ who?
 Nomination: _____ who?

Department Vice President Nomination: _____ who?
 Nomination: _____ who?

Etc.

4.
5.
6.
7.

6 ALR Area Vice Presidents

Ballots need to be printed up Sat. after meeting to be available to voting delegates for Sunday morning. A ballot counting committee needs to be formed

4:00/5:00pm Adjournment until Sunday 9:00am

SUNDAY Morning

9:00am: CALL TO ORDER: The ALR Department President should promptly call the Convention to order at the time set, but before doing so, all officers, guests and color bearers should be in proper position.

Pledge of Allegiance: Dept. Sgt. at Arms

Preamble: Dept. President

Roll Call: Dept. Secretary

Quorum present: Dept. Secretary – advise Dept. President

9:20am: ELECTIONS

9:45am: Update on Run for the Wall

Update on Legacy Run

Update on 5th Annual ALR Rally

Department Convention Update

Convention Olympics Sign Up

10:30am: Announcement of next Convention or Rally Date

No meeting should ever be concluded without announcement of coming events, such as Department conferences, special programs or forthcoming observances. At all such meetings, a reminder of membership deadlines and active programs should be announced.

10:40am: SPECIAL RECOGNITION: Never overlook the opportunity to give or report on Posts that have won special wards or special recognition for some outstanding performance.

We need to be getting names, Post numbers, any Offices current and past.

Who _____	For What _____
Who _____	For What _____
Who _____	For What _____
Who _____	For What _____
Who _____	For What _____
Who _____	For What _____
Who _____	For What _____
Who _____	For What _____
Who _____	For What _____
Who _____	For What _____
Who _____	For What _____
Who _____	For What _____
Who _____	For What _____
Who _____	For What _____
Who _____	For What _____

11:00am: Raffle Winners Drawing

I think it would be great to have one. We will need someone outside the Executive Committee to coordinate. I have a few nice item already. Any thoughts? To much to take on with so little lead time?

11:15am: CLOSING: Current Presidents expression of appreciation to those who have attended, for their interest and support of the conference, and to the host Post for its hospitality.

Administering the Oath of Office to the New ALR Department of California Officers***by who?

Presentation of Convention Flag to the newly Elected ALR President

Remarks by new President

Benediction

Retirement of Colors