

PARLIAMENTARY PROCEDURE

To: Auxiliary and Grand Presidents and Parliamentarians

Parliamentary Procedure is simply an orderly way of conducting business meetings.

The VFW National Convention in July 2017 adopted **Robert's Rules of Order** as the governing rules for all meetings. The Presidents must have help from the members to move motions for the Auxiliaries to approve taking any action.

In our By-Laws under duties of the Parliamentarian it states: "The Parliamentarian shall advise the President on procedural matters **upon request** and perform such other duties as may be required. **They must know and understand the By-Laws.**"

The above statement of duties means you must read and understand the By-Laws, not just carry the By-Laws to the meetings. You need to know what is in the book.

To be fully prepared to do your job in assisting the President, my I strongly suggest that you purchase a copy of **Robert's Rules of Order Newly Revised in Brief** at any bookstore, from VFW Store, or Amazon. The price is \$7.99 plus tax and/or shipping and handling. It is well worth the investment.

There is no reason to fill up this page with instructions on how to carry out a meeting when it has been expertly done in this book. The table of contents is user friendly so you should be able to find any situation imaginable in its pages.

Let's make our meetings functional, enjoyable, and worth our members time. We are here to help our veterans and their families. Not for our own gain. Under **Good of the Order**, take time to educate your members on Parliamentary Procedures. Your meetings will run better, and all will enjoy being there.

Presidents choose your Parliamentarians wisely and listen to their advice. **Parliamentarians** read **Robert's Rules of Order** and be prepared to assist your President.

I wish you a good year and smooth and successful meetings. I am always available if you have questions. Feel free to contact me.

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