

All The Things.

Lucille Mozzillo
Leadership Chairman

#ALANY

#ALANYMW26





*A Community
of Volunteers
Serving Veterans,
Military,
and their Families*

Parliamentary Procedure

How to Run a meeting

Presenter:
Lucille Mozzillo, Leadership Chairman



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Sample Meeting Agenda

Meeting Agenda for _____ (date)

Call to order _____ (time)

Reading and approval of minutes

Report of officers:

 Treasurer's report

 President's report

Report of Standing committees

 Americanism

 Auxiliary Emergency fund

 And so on until all committees report

Report of any Special Committees

Unfinished Business

New Business

Announcements

Adjourn



What is Parliamentary Procedure?

- A body of rules, ethics and customs governing meetings
- It exists to facilitate the transaction of business and to promote cooperation and harmony.
- It is your friend! Don't be afraid of it!

Four Principles of Parliamentary Procedure

- **Courtesy and justice to every member**
- **Act on one thing at a time**
- **Rule of the majority**
- **Right of the minority to be heard**



Motions

- **Motions are for items to be voted on**
- **The president can not make a motion in a regular meeting. This is because it is the role of the president to remain neutral/impartial about all issues.**
- **The President can vote in any vote taken by ballot**
- **The President may vote (but is not obligated to do so) to make or break a tie vote or to make a 2/3 majority vote.**



How Motions Work

- **Member rises and addresses the chair stating their name and who they are representing (unit/county/district).**
- **The chair recognizes the member.**
- **Member states to the chair: “I move that...” or “I move to...”**
- **Chair asks: “Is there a second to the motion?”**
- **Once the motion has been seconded, the chair may restate the motion and then ask if there is any discussion**
- **Once discussion is held, the chair puts the motion to a vote.**
- **Voting may be held by voice, raise of hands or by ballot.**
- **Declare the vote.**





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Now let's see how it is done. Can you catch any mistakes? Can you relate to this meeting in any way?



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Posts vs Units

- **American Legion Post**
- **Who: Composed of military veterans who served honorably during eligible wartime periods.**
- **Role: The primary veterans' organization, chartered by Congress, managing veteran benefits, advocacy, and community programs.**
- **A Legion Post has no control or say over a local ALA Unit.**



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Posts vs Units

- **American Legion Auxiliary (ALA) Unit**
- **Who:** Family members (spouses (male & female), mothers, daughters, granddaughters, sisters) of Legionnaires or veterans.
- **Role:** Supports the Post and its mission through volunteer programs, fundraising, and community service, with a focus on veterans, military families, and youth.
- **Structure:** A separate, independent corporation that partners with the Post, taking its name, location, and number.
- **Units are not obligated to meet at the Legion post. If the post is no longer active, a unit may continue to function as what's called a widow unit.**
- **Supports the Post's mission, sharing its name and number but operating with its own bylaws and leadership, focusing on community service and veteran support. The Auxiliary Unit is a distinct entity that works alongside the Post, essentially acting as a support arm for the larger organization's goals.**



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Sending Checks to Department

American Legion Auxiliary
 DEPARTMENT OF NEW YORK, Inc.
 1580 Columbia Turnpike, Bldg. #1, Suite 3
 Castleton-On-Hudson, NY 12033
 (518) 463-1162

Maurcen F. Morgan
 Department President

Barbara A. Corker
 Department Secretary

<u>General Account:</u>		Total Remittance:	\$ _____
Auxiliary Emergency Fund	\$ _____		
Bonding (\$6 per Unit)	\$ _____	Date Remitted:	_____
Department Day Fund (\$14 per Unit)	\$ _____	Check #:	_____
Chaplain	\$ _____	Signed:	_____ (Unit/County Treasurer)
Empire Girls State	\$ _____	Contact No. /email:	() _____
<hr/>			
<u>Children & Youth:</u>		Unit No.:	_____
Child Well-Being Foundation	\$ _____	County:	_____
Children of Warriors	\$ _____		
<hr/>			
<u>Veterans Affairs & Rehabilitation:</u>		<u>Treasurer's Notes:</u> <small>(Be sure to list Unit No. and amount on reverse side of this form)</small>	
Past President's Parley Dues (not mandatory) (\$5 per Past President – please specify where you donation should be applied, circle one: Hospitalized Female Veterans or Scholarship in medical field			
	\$ _____		
Creative Arts Festival	\$ _____		
Fisher House	\$ _____		
Stratton (Hoptel)	\$ _____		
Warriors Family Assistance	\$ _____		
<hr/>			
<u>Dept. Presidents Projects:</u>	2025-2026		
The Military Women's Memorial			
	\$ _____		
American Legion Auxiliary Empire Girls State			
	\$ _____		

Please make sure that checks are made out to:
 Department of NY ALA
 Or Department of NY American Legion Auxiliary

Please also ensure that the check is dated and signed.

This is very important as our bank will not accept checks written incorrectly and time has to be taken to return checks and ask for new ones which may be impacting membership and other programs.

Also state in the memo what the check is for and attach the finance sheet for donations other than membership.