

## PARLIAMENTARIAN CORNER NOVEMBER 2016

### Some common errors during meetings

- Presiding Officer using the word “I” instead of “the Chair”
- Not using proper ritual, Prayer comes before Pledge as God is before country
- Prayer “in Jesus name” Prayers should be nondenominational as we have members of all faiths in our organization.
- During flag salute and pledge members hold items in their left hand. Right hand should be over the heart and left hand should be void of all items.
- Improper recitation of the Preamble, watch for s on associations during Great Wars, no s on “accomplishment of the aims and purposes of the American Legion”
- Conducting business without a quorum
- Person who seconds motions does not need to be recorded in the minutes
- Discussion of motions should not be written in minutes
- Presiding officer asks for “any corrections, additions or deletions” after the minutes are read, instead of “any corrections” as additions and deletions are corrections.
- Voting on Treasurer’s Report. Should just be placed on file for audit, no vote taken.
- Failure to receive proper recognition from the Chair before speaking
- Speaking across the room rather than speaking through the Chair
- Not obtaining a second to motion before proceeding with action
- Motions from committees do not require a second as a committee is more than one person ie Executive Board
- Presiding Officer failing to repeat the motion
- Omission of discussion prior to calling for the vote
- Presiding Officer takes part in discussion without giving up the podium to the Vice President. President does not return to podium until vote is taken
- Amendments not voted properly prior to original motion
- Presiding Officer failing to restate motion or amended motion before vote is taken
- Multiple motions on the floor at a time
- Members of the Post referred to as men instead of Legionnaires as there are also women Post members.