**District Conference – Sample Script**

Attached is a sample for you to use when preparing a script for your District Conference.

**Please note that the script is an example only. Customs vary from District to District and the order of events may vary slightly. There will also be differences between your Spring Conference and your Fall Conference, based on agenda items.**

It is suggested that you prepare your script and your conference program at the same time. In doing so, your program and script will match, creating less confusion for those in attendance.

Please keep in mind that the order of events may change before, and even during, your District Conference. As a District Commander, you may need to adapt your agenda due to any number of different circumstances.

Having a script and a program helps you stay organized when things change. You simply go back to the script and program where you left off.

It is also important to be familiar with Parliamentary Procedure. While it is important that members understand the fundamental rules of parliamentary procedure, this knowledge should be used only to insure order or to expedite business. Members who constantly raise points of order or insist on the strict observance of every rule in a peaceable assembly defeat the purpose of Parliamentary Procedure – which is to help a meeting run more smoothly. Nevertheless, it is important that you, as District Commander, can properly handle motions and conduct business.

Before your District Conference, you should also review minutes of past meetings. By doing so, you will know what your “Old Business” is and can include it in your script. Meetings from the previous year can also give indications of what must be handled under “New Business”, so it can be included in your script as well.

Correspondence from Department Headquarters may also provide agenda items for your script, so review it also.

It is important to review your District Constitution and By-Laws before preparing your script. By doing so, you will be familiar with the procedures of your District. Pay attention to voting procedures. If certain votes require a roll call vote, have notes written into your script on how to conduct the vote.

**As mentioned earlier, this script is an example only. You should prepare your own before your District Conference.**

**District Conference – sample script**

**Morning session**

* *(Ring bell one time to have members take their seats)*

**The \_\_\_\_\_ District Fall/Spring Conference will come to order.**

* *(Ring bell THREE times to have members stand)*

**The Sergeant-at-Arms will direct the Color Guard to advance and post the Colors. (or – Colors being in place.)**

**Hand Salute**

* *(Colors are posted)*

**Two**

**All members and guests in attendance shall remain standing with their cap removed and placed over the heart from the opening prayer, through the POW/MIA ceremony, and concluding with the Pledge of Allegiance.**

**The Chaplain will offer prayer.**

* *(Prayer is given.)*

**A POW/MIA Empty Chair is placed at all official meetings of The American Legion, as a physical symbol of the thousands of American POW/MIAs still unaccounted for from all wars and conflicts involving the United States of America. This is a reminder for all of us to spare no effort to secure the release of any American prisoners from captivity, the repatriation of the remains of those who died bravely in the defense of liberty, and a full accounting of those missing. Let us rededicate ourselves for this vital endeavor!**

**Place the POW/MIA flag on the Empty Chair (or – POW/MIA flag is in place.)**

* *(POW/MIA flag is placed)*

**Please join me in the Pledge of Allegiance**

*I pledge allegiance to the Flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.*

**Please recover.**

**Please join me in reciting the Preamble of the Constitution of The American Legion.**

*For God and Country,*

*We associate ourselves together for the following purposes:*

*To uphold and defend the Constitution of the United States of America;*

*To maintain law and order;*

*To foster and perpetuate a one hundred percent Americanism;*

*To preserve the memories and incidents of our associations in All Wars;*

*To inculcate a sense of individual obligation to the community, state and nation;*

*To combat the autocracy of both the classes and the masses;*

*To make right the master of might;*

*To promote peace and good will on earth;*

*To safeguard and transmit to posterity the principles of Justice, Freedom and Democracy;*

*To consecrate and sanctify our comradeship*

*By our devotion to mutual helpfulness.*

**I now declare the \_\_\_\_\_ District Fall/Spring Conference regularly convened.**

* *(Ring bell ONE time to seat the members.)*

**The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Commander, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, will give a welcome.**

* *(Post Commander gives welcome.)*

**Thank you, Commander \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**The District Adjutant will now call the roll.** *(Not customary in all Districts)*

*(District Adjutant calls the roll.)*

**The District Adjutant will now read the minutes of the previous meeting(s).**

* *(District Adjutant reads minutes.)*

**Are there any corrections to the minutes?**

**If not, I will entertain a motion to approve the minutes.**

* + (Motion is made)
	+ (Motion is seconded)
	+ (Restate the motion) **“It has been moved and seconded to approve the minutes of the last meeting.”**
	+ **Is there any discussion?**
	+ **All those in favor say “aye.”**
	+ **All opposed say “no.”**
	+ **Motion is adopted / failed.**

**The District Finance Officer will give the financial report.**

* *(District Finance Officer gives financial report.)*

**Are there any questions on the finance report?**

**If not, I will entertain a motion to receive and file the finance report, subject to future audit.**

* (Motion is made)
* (Motion is seconded)
* (Restate the motion) **“It has been moved and seconded to receive and file the finance report, subject to future audit.”**
* **Is there any discussion?**
* **All those in favor say “aye.”**
* **All opposed say “no.”**
* **Motion is adopted / failed**

**The District Judge Advocate will now give the conference rules.**

* (District Judge Advocate gives rules of the conference.)

**I will entertain a motion to adopt the conference rules.**

* + (Motion is made)
	+ (Motion is seconded)
	+ (Restate the motion) **“It has been moved and seconded to adopt the conference rules.”**
	+ **Is there any discussion?**
	+ **All those in favor say “aye.”**
	+ **All opposed say “no.”**
	+ **Motion is adopted / failed**

**It is my pleasure to introduce our guests for the conference.**

* *(Now, you are simply reading the names of guests; they are not coming forward to speak.)*
* *(Use introduction sheet – Give title and name of each individual being introduced. Be sure to introduce guests and officers in the proper order.)*

**We will now hear reports from our Department representatives.**

* *(Now, you are asking the Department representatives to speak. They should be asked to speak in the reverse order of which they were introduced.)*
* *(Make sure to introduce speakers in proper order and have them listed on the conference program accordingly.)*
* *(On occasion, you may have to vary from protocol to accommodate speakers who must leave early.)*
* *(You may also have to vary from your program if you have speakers who are not listed in the program or in your script.)*
* *(Guests from outside your District should be given the opportunity to speak in the morning if possible. This would include candidates for Department offices.)*
* An example of speaking order is as follows:
	+ SAL Detachment Commander
	+ Candidates for Department Offices
	+ Department Membership Chairman
	+ Department Service Officer (or designated representative)
	+ Department Adjutant (or designated representative)
	+ National Executive Committeeman (or Alternate NEC)
	+ Department Commander (or Vice Commander)
		- Ring bell THREE times to have audience stand as Department Commander approaches the podium.
		- Ring bell ONE time to seat audience before the Department Commander speaks.
		- When Commander is finished, ring bell THREE times to have audience stand while Commander leaves the podium.
		- Ring bell ONE time to seat audience.
* ***(Make any necessary announcements for the noon banquet.)***
* *(Ring bell THREE times to have audience stand.)*

**Hand Salute**

**Two**

**I now declare the \_\_\_\_\_ District Fall / Spring Conference in recess.**

* *(Ring bell ONE time.)*

**Banquet – Sample Script**

* *(Ring bell THREE times)*

**Colors being in place – Hand Salute**

**Two**

**The \_\_\_\_\_ District Auxiliary Chaplain, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, will offer the invocation. Please uncover.**

* *(Invocation is given)*
* *(Ring bell ONE time to seat audience.)*
* ***(Make any opening remarks of your own.)***
* *(****Introduce any community guests*** *giving a welcome, such as the mayor or council member or Post Commander.)*
* *(Begin meal by giving instructions for the food line.)*
* *(After head table is finished eating – BEGIN YOUR PROGRAM. Members of audience can continue to eat through introductions and the program.)*

***Introduction of Guests:***

***The District Commander introduces Legion guests****.*

* *(Now, you are simply reading the names of guests; they are not coming forward to speak. Use sheet for order of introduction and give the title and name of each guest.)*

***The District Commander introduces the Auxiliary District President****.*

* *(The President introduces her guests. Now, they are introduced only; they are not coming forward to speak.)*

***The District Commander introduces SAL guests****.*

* *(Now, you are simply reading the names of guests; they are not coming forward to speak. Use sheet for order of introduction and give the title and name of each guest.)*

***Guest Speakers:***

* *(Now that all guests have been recognized, you may begin with guest speakers.)*
* *(Some districts include other presentations and/or guests at the banquet. These should be done before any SAL Detachment, ALA Department or TAL Department guests. The exception would be any keynote speaker or special guest, who would speak last.)*

**It is my pleasure to introduce the Sons of The American Legion Detachment Commander/Vice Commander, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

* *(Ring bell THREE times to have audience stand as Commander approaches the podium.)*
* *(Ring bell ONE time to seat audience before Commander speaks.)*
* *(Commander gives remarks.)*
* *(Ring bell THREE times to have audience stand as Commander leaves podium.)*
* *(Ring bell ONE time to seat audience.)*
* *(****Thank Commander for remarks****.)*

**District President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_will now introduce her guest(s).**

* *(The District Auxiliary President will introduce the Auxiliary Department speakers.)*
* *(****Thank Department President/representative for her remarks****.)*

**It is my pleasure to introduce The American Legion Department Commander, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .**

* *(Ring bell THREE times to have audience stand as Commander approaches the podium.)*
* *(Ring bell ONE time to seat audience before Commander speaks.)*
* *(Commander gives remarks.)*
* *(Ring bell THREE times to have audience stand as commander leaves podium.)*
* *(Ring bell ONE time to seat audience.)*
* *(****Thank Commander for remarks*** *and make any announcements for afternoon session.)*

**The American Legion District Chaplain, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, will offer Benediction. Please rise and uncover.**

* *(Ring bell THREE times to have audience stand for Benediction.)*
* *(Chaplain gives Benediction.)*

**Please cover.**

**Join me in a salute to the Colors.**

**Hand Salute**

**Two**

**This concludes our District Banquet. Thank you for your attendance.**

* *(Ring bell ONE time.)*

**District Conference – sample script**

**afternoon session**

* *(Ring bell THREE times)*

**Please join me in a salute to the Colors.**

**Hand Salute.**

**Two**

**I now declare the \_\_\_ District Fall/Spring Conference reconvened.**

* *(Ring bell ONE time.)*

**We will now have the reports of the standing committees and district chairmen.**

* *(Have a list of speakers prepared in the order in which the representatives will report. Introduce each speaker by name and position.)*
* *(If you did not do so after each report, entertain a motion to receive and file all reports at the end.)*

**I entertain a motion to receive and file all District reports**.

* + (Motion is made)
	+ (Motion is seconded)
	+ (Restate the motion) **“It has been moved and seconded to receive and file the District reports.”**
	+ **Is there any discussion?**
	+ **All those in favor say “aye.”**
	+ **All opposed say “no.”**
	+ **Motion is adopted / failed.**

**Old Business**

* *(Note: Be sure to review Parliamentary Procedures in order to conduct any business properly.)*
* *(Have a list of old business which needs to be discussed. This list would be based on the minutes of previous meetings.)*
* *(After going through your list of old business, ask if there is any other old business to discuss.)*

**New Business**

* *(If elections are to take place, elections should occur before any other new business.)*
* *(Write election procedures into your script, to include order of elections.)*
* *(Have list of new business to discuss. This list would be based on correspondence from Department or National, the District DEC meeting, and any other business you wish to bring forward.)*
* *(Always ask if there is any other new business to come before the meeting.)*

**Is there anything for the good of The American Legion?**

**Is there any further business to come before the meeting? If not, the Chaplain will lead us in memorial service. Please rise.**

* *(Ring bell THREE times)*
* *(Chaplain offers benediction.)*

**Cover**

**Recover the POW/MIA flag.**

* *(POW/MIA flag is recovered.)*

**Till we meet again, let us remember our obligation to our Country can be fulfilled only by the faithful performance of all duties of citizenship. Let service to the community, state and nation be ever a main objective of the American Legion and its members. Let us be ever watchful of the honor of our Country, our organization and ourselves, that nothing shall swerve us from the path of Justice, Freedom and Democracy.**

**The color guard will retire the flag of our country. (or – Colors being in place.)**

**Hand salute**

* *(Colors are retired.)*

**Two**

**I now declare the \_\_\_\_ District Fall/Spring Conference adjourned.**

* *(Ring bell ONE time.)*

Parliamentary Procedure

Motions

1. Obtain the floor
2. Make the motion
3. Second the motion
4. State the motion
5. Discussion
6. Put the question.
	1. All in favor say “aye.”
	2. All opposed say “no.”
7. Announce the vote:
	1. The ayes have it, the motion is adopted.
	2. The noes have it, the motion is lost.

Amendments

1. Obtain the floor
2. Motion to amend
3. Second to amendment
4. Repeat the motion as it will read if amended so all may understand the effect the amendment will have on the main motion.
5. Discussion on the amendment
6. Call for vote on the amendment
	1. All in favor say “aye.”
	2. All opposed say “no.”
7. Announce the vote on the amendment
8. Restate the main motion as amended if amendment passed, or restate the main motion as originally presented if the amendment has failed.
9. Proceed to step 5 under motions if there are no further amendments.

*Note: Only one amendment of the first degree is permitted at a time when a motion or resolution is under consideration. But, one amendment of that amendment – that is, and amendment of the second degree – is in order. There may be only one amendment of each degree pending at the same time.*