

TERMS OF REFERENCE

Sergeant-At-Arms

Individual branch bylaws outline how this position is filled. At meetings, their position of office is at the entrance door to ensure only authorized persons are allowed to enter, and to monitor the signing of the attendance register. They preserve order at the direction of the presiding Officer. They are usually in charge of Colour Parties and Parades. It is highly recommended this position be appointed by the President (with general membership approval).

As the Sergeant-At-Arms has many duties and responsibilities, it is therefore recommended that this person should not hold any other officer positions.

The Sergeant-At-Arms is not a member of the Executive Committee except in those few branches where this is an elective position. Because of the nature of the duties, it is not considered practical for the Sergeant-At-Arms to participate in discussion and debate. There is nothing that prevents them from exercising their voting rights. In fact, as a member they have the right to do so. If they do wish to take part in debate, they must temporarily vacate the position and may not resume the position until the subject under discussion has been disposed of or resolved.

Duties

- Establish a quorum is present and to convey this information to the Presiding Officer.
- When a vote is taken either by a show of hands or by standing, to count and report to the Presiding Officer the number voting for and the number voting against the motion.
- Under the direction of the Presiding Officer, to evict from the meeting any members who are unruly or intoxicated.
- Ensure proper protocol is observed with reference to Colours, including their proper placement. Ensure during election of officers that the door(s) is tiled and that no person is allowed to enter or leave during the vote or collection of ballots.
- Set up the chairs for general meetings and initiation ceremony/put chairs away following events.
- Set up the Last Post Stand (if one is used).
- Pre-post the Colours if no Colour Party used.
- Have music available re: national anthem, God Save the Queen, etc.
- Have guest register displayed at entrance to meeting hall.
- Read the Honour Roll (not done in all branches).

A meeting opened correctly will often turn out to be a good meeting that in time will build up attendance.

A piper is beyond the reach of most branches but a March played on the piano or a recording could be used. The branch should equip its Colour Bearers with gloves and flag carriers -this is not a great expenditure and is a one-time outlay.

The Sergeant-At-Arms, together with the membership Chairman, is responsible for the Initiation Ceremony and both should participate to make this an impressive and meaningful ceremony.

The Annual Ceremony of Installation of Officers is probably the most important ceremony in terms of the part played by the Sergeant-At-Arms. In addition to members of the branch where the Installation is taking place, there are usually, at least in the more closely knit zones, representatives from other

branches and invited guests from outside the organization, such as the Mayor or their Representative and perhaps MLA's and MP's.

The Sergeant-At-Arms should assume the responsibility to arrange for appropriate seating arrangements for the Newly Installed Officers and Executive Committee Members. The Sergeant-At-Arms has a very significant responsibility to ensure that the Ceremony of Installation is dignified and impressive. The Sergeant-At-Arms should ensure that prior to the Ceremony proceedings the installing officer be provided with a written list of those to be installed. The list must be clearly written and include the respective offices. The list is referred to when the Officers are introduced for installation.

Another responsibility is to ensure the head table guests have a place to sit after the head table has been cleared. It is poor protocol to leave guests unattended. This situation can occur after the head table has been removed to make room for dancing. Make sure you remember to have reserved seating arranged ahead of time so that head table guests can move from one table to another. The Sergeant-At-Arms is expected to know about protocol and they should ensure that the Branch President doesn't forget these details.

At Annual Elections or Elections during the year to fill vacancies, the Sergeant-At-Arms has the responsibility to ensure that only those who are eligible are allowed to vote. In co-operation with the Secretary and after perusal of the branch by-laws, the Sergeant-At-Arms should ensure only eligible candidates are permitted to offer themselves for election.

Wearing of Poppies by Members of Colour Parties

Legion policy requires the lapel poppy shall be part of the Legion Dress for Colour Parties and to be worn by Colour Parties for all events in which they participate.