

## **RCL Branch 594 Policies and Procedures**

### **Sergeant-At-Arms (Sgt-At-Arms) -Tab #7**

#### **General**

1. The Sgt-At-Arms is elected by the general membership of the Branch. The President may appoint the Sgt-At-Arms if none is elected. The person appointed by the President must be approved by the Executive and General Membership.

#### **Election and/ or appointment of the Secretary-Treasurer**

2. RCL Branch 594 has their nominations meeting in April of each year and members can also nominate from the floor at that meeting. People interested in running for the position of the Sgt-At-Arms can submit their nomination letter or be nominated at the nomination meeting in April. If it is necessary to appoint, then the President can identify the person for that job and recommend to the Executive for approval. The membership will then approve the appointment at the next meeting in June.

#### **General Duties of the Sgt-At-Arms:**

3. The Sgt-At-Arms is responsible to the President and the Executive for the following:
  - a. Assists the President in maintaining order at meetings.
  - b. Ensures that only eligible people attend the meetings.
  - c. Is responsible for the Colours and Branch insignia and includes lowering/raising our Canadian flag to half-mast during Remembrance Services and for fallen comrades.
  - d. Is completely familiar with the Provincial By-Laws on the ceremonial set up for events at the Branch.
  - e. Monitors Dress and Deportment at official Branch events.

#### **Duties at Executive Meetings:**

4. These are the duties:
  - a. Attend all the meetings.
  - b. Ensure in concert with the Secretary that there is a sign in sheet and that all who attend sign in.
  - c. Actively participate in discussions and ensure meetings proceed in a productive and positive fashion.
  - d. Motion for adjournment when applicable.

### **Duties at Membership Meetings:**

5. These are the duties:
  - a. Attend all monthly meetings.
  - b. Ensure that the room is set up with the Executive table and if there is not Colour Party to march on the Colours, that they are set up on either side of the Senior Executive table.
  - c. Ensure that we have the music required to play “O Canada” at the beginning of the meeting and “God Save the Queen” at the end of the meeting. Return the equipment after the meeting.
  - d. Ensure in concert with the Secretary that there is a sign in sheet and that all who attend sign in.
  - e. Review all membership cards or each person attending thus ensuring that they are active members.
  - f. Ensure enough active members have arrived so we have a quorum and able to conduct the meeting.
  - g. Escort in new members who are to be sworn in.

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