

**AMVETS Ladies Auxiliary
Department of Michigan
LOCAL PARLIAMENTARIAN INSTRUCTIONS**

1. The National AMVETS Ladies Auxiliary Constitution is the only Constitution in our organization. National AMVETS Ladies Auxiliary also has By-Laws.
2. Every Department, District & local Auxiliary has their own By-Laws and may also have Standing Rules. Local By-Laws and Standing Rules shall not be in conflict with National Constitution and Bylaws or Department Bylaws and Standing Rules. You should have copies of each in your file to be able to assist your membership.
3. Check the date when your By-Laws were last approved. They must be approved every three (3) years even if there are no changes. You must send four (4) copies of the By-Laws, signed by your President and Parliamentarian, to the Department Parliamentarian. Once your By-Laws have been approved, they will be signed by the Department President & Parliamentarian. They will each keep a copy for their files, one copy will be forwarded to the District President and one copy will be returned to the Local Auxiliary.
4. You must have a specific number to provide for a quorum in your By-Laws.
5. Changes to your By-Laws require a two-thirds (2/3's) vote and each member of your Auxiliary should receive a notice of the meeting date for the adoption of any changes.
6. All Officers should have a copy of the local By-Laws & Standing Rules in their file and they should also be available for any member requesting a copy.
7. Instruct members on the proper procedure for making motions. After being recognized by the Chair, they should state, "I Move", never say "I make a motion".
8. You are an advisor to the President and members and may be asked for an opinion; however, the Chair rules.

9. All deliberations not covered in the Constitution & By-Laws shall abide by Robert's Rules of Order, Newly Revised.
10. Changes made at the Department and National Conventions which refer to the local Auxiliary are considered "automatic changes" to the local By-Laws and do not require a vote at a meeting to incorporate the changes. You should do an amendment to your By-Laws showing the changes and forward it to the Dept. Parliamentarian for approval. Keep your By-Laws up to date at all times so you are following correct procedures.
11. If you wish your Parliamentarian to have the right to vote, make motions, etc., you should add the following to your by-laws or standing rules:
"The Parliamentarian shall have all the rights and privileges as other members."
If this is not put in writing, your Parliamentarian will not have these privileges.