

**AMVETS Ladies Auxiliary Department of Michigan**  
**LOCAL PARLIAMENTARIAN INSTRUCTIONS**  
**2025 - 2026**

1. The National AMVETS Ladies Auxiliary is a subsidiary organization of the AMVETS and is governed by its own Constitution, Bylaws and Standing Rules. The National Constitution is the only Constitution in our organization. The National AMVETS Ladies Auxiliary By-Laws and Standing Rules also provide guidance.
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 conflict with the National Constitution and Bylaws or Department Bylaws and Standing Rules. You should have the most current copies of all of these documents in your file to be able to assist your membership. (Check the Department website at [www.amvetsauxmidept.org](http://www.amvetsauxmidept.org) for current documents).
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 three (3) copies of the By-Laws, signed by your Local President and Local Parliamentarian, to the Department Parliamentarian for approval. Once your By-Laws have been approved, the Department Parliamentarian will sign them. She will keep a copy for her files, one copy will be forwarded to the District President, and one copy will be returned to the Local Auxiliary Parliamentarian.
4. In your By-Laws, you must specify what quantity of members in good standing constitutes a meeting quorum required to be present for an official meeting to occur. Changes to your By-Laws require a two-thirds (2/3's) vote and each member of your Auxiliary should receive notice of the meeting date for the adoption of any changes.
5. All Officers should have a copy of the local By-Laws & Standing Rules for their files, and they should also be available for any member requesting a copy.
6. 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."
7. You are an advisor to the President and members. While you may be asked for an opinion; the Chair rules.
9. All deliberations not covered in the National Constitution, and/or National, Department or Local 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 make an amendment to your By-Laws showing the changes and forward it to the Department 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 information is not in writing as part of the Local Bylaws, your Parliamentarian will not have these privileges.

Reviewed and Revised by the Department Parliamentarian April 2025
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