



## Rules of Order for Convention Rules Committee – Adm. Proc. Chapter two – Sect.235 (4)

1. Meeting shall begin **PROMPTLY** at time designated, unless deemed otherwise needed by the Commandant. All meetings will be conducted in strict adherence to the prescribed Ritual of the Marine Corps League. Members are expected to be in attendance well in advance, so as to preclude any delay (s) or interruption (s) of the meeting.
2. The Bylaws and Administrative Procedures of the Marine Corps League and the Robert's (revised) Rules of Order, shall prevail at all times. (see Adm. Proc. Chapter two - Sect. 215)
3. Members of the Louisiana Marine Corps League who are in good standing shall have the right to speak in any discussion or debate during the meeting.
4. Should the **"Chair"** decide to admit any visitors to the meeting, for any purpose, he/she shall first declare the meeting to be under the **"Good of the League"**. After all the visitors purpose has been satisfied the **"Chair"** shall then instruct the Sergeant-At-Arms to escort the visitors from the meeting and declare that the meeting is again **"Open for the Transaction of Official Business"**.
5. No member shall be permitted to speak more than twice on a question / motion. A time limit of three (3) minutes shall be imposed upon each speaker. The Sergeant-At-Arms shall be the Official Time Keeper.
6. The **"Chair"** shall not accept a motion to call the question, on any controversial issue until, in the opinion of the **"Chair"**, sufficient number of speakers, representing opposing views, have been recognized and offered the opportunity to express his / her views.
7. Members desiring permission to enter or leave the meeting will do so by (1) presenting himself / herself and (2) saluting the **"Chair"**. When the salute has been acknowledged and returned, such action will indicate permission granted and the requester may enter or leave the meeting.
8. In order to expedite activities, the Commandant may, at his / her discretion appoint any member of the Department to occupy a position near the rostrum, with the specific instructions to recognize and return the courtesy salute of these members seeking entry to or exit from, the meeting.
9. The **"Chair"**, no matter by whom occupied, shall always be addressed as **"Sir Commandant"**.
10. Should a **"Point of Order"** be raised, the Department Judge Advocate shall render an opinion on the point raised, to the **"Chair"**. The **"Chair"** shall make a **"Ruling on the Point"**.
11. A request for a **"Standing Vote"** will require the concurrence of at least five (5) members in good standing.
12. The **"Chair"**, upon declared a **"Standing Vote"**, shall call a three (3) minute recess of the meeting to permit members to caucus on the question.
13. Any member requesting the **"floor"** shall raise his / her hand and upon recognition, identify himself / herself by stating his / her name and Detachment prior to making any remarks.
14. A two-thirds vote of the general membership present is required to **"Waive"** the Rules of Order.
15. A minimum of fifteen (15) members will be necessary, in attendance of a meeting, to conduct official business.
16. There will be no consumption of alcoholic beverages during the meeting. Any member who is intoxicated will not be allowed to attend the meeting.