

## Veterans Group of San Quentin

### Order of Operations for Opening and Closing Meetings

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1. Color Guard post the colors
2. Sergeant-at-Arms announces the time and calls the meeting to order.
3. The Chairman asks the Secretary to please call the roll.
4. Chairman asks everyone to stand and remove their hats for a moment of silence for America's Prisoners of War, her Missing in Action, and for our troops deployed around the world.
5. Chairman ends the moment of silence and asks for all in attendance to be seated.
6. Chairman/vice-Chairman opens the meeting by greeting the members and asks if everyone has received their minutes from the previous meeting. *The Secretary makes a motion for the minutes to be accepted as true.*
7. Chairman/vice-Chairman asks for the motion to be seconded. If seconded, the Chairman/vice-Chairman states that the minutes from the previous meeting are indeed accepted as true and entered into the current meeting's record as so. *If not seconded, then the Chairman/vice-Chairman asks that the corrections be stated and then a motion to add the corrections to the present meetings minutes is put up to be voted on and then entered.*
8. Chairman/vice-Chairman requests for any new members to stand and give a brief introduction of themselves including their name, branch of service, years of service, and job title.
9. Chairman/vice-Chairman asks the sponsor if he/she has any issues that need to be addressed prior to the discussion of New/Old Business.
10. Chairman/vice-Chairman greets the outside guest and asks if they have anything to report.
11. Chairman/vice-Chairman asks for the Outside Coordinator's report.
12. Chairman/vice-Chairman asks for the Committee Chair reports.
13. Chairman/vice-Chairman opens the floor up for the subject of Old Business. *Members are recognized through the raising of hands.*
14. Chairman/vice-Chairman opens the floor up for New Business and informs the group of any issues at hand. The floor is then opened for discussion.
15. After everyone is heard on all issues the Chairman/vice-Chairman motions for the resolutions to be voted on either by ballot or motion.
16. If by ballot, the Sergeant-at-Arms passes out and collects them. The Secretary counts the ballots and announces the results. The Chairman/vice-Chairman announces that the results will now be adopted and entered into the record.
17. Chairman/vice-Chairman asks if there are any other issues that a member would like the group to address. *If so, the Chairman/vice-Chairman instructs the member to address the group about their issue within a 10-minute max time limit.* If not, then the vice-Chairman makes a motion for the meeting to officially adjourn and asks for it to be seconded. The membership votes to officially adjourn the meeting.
18. Chairman/vice-Chairman thanks everyone for their attendance, announces the date and time of the next meeting, and adjourns the meeting.