

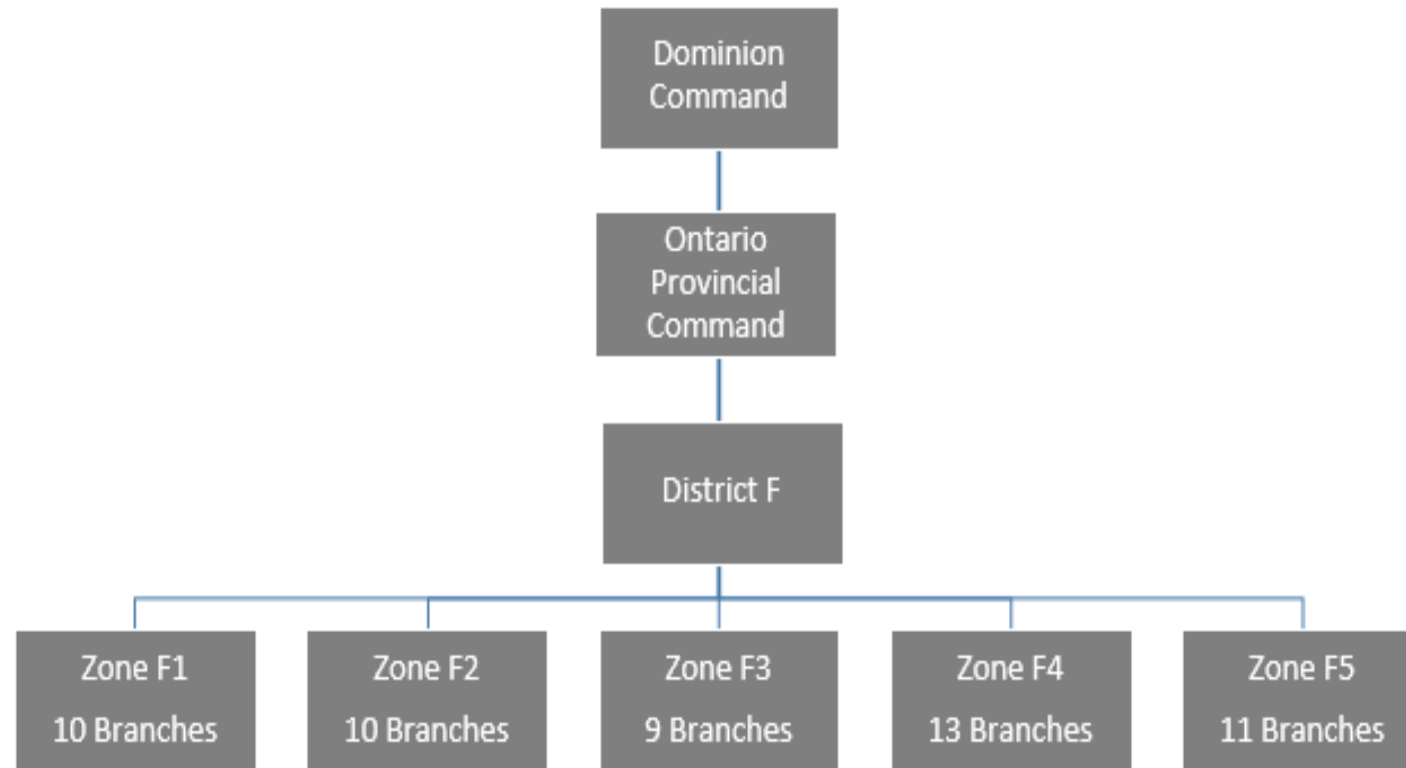
District F Secretary Seminar

Created By: Caroline Saunders, District F Secretary

Date: August 10 and 11, 2024

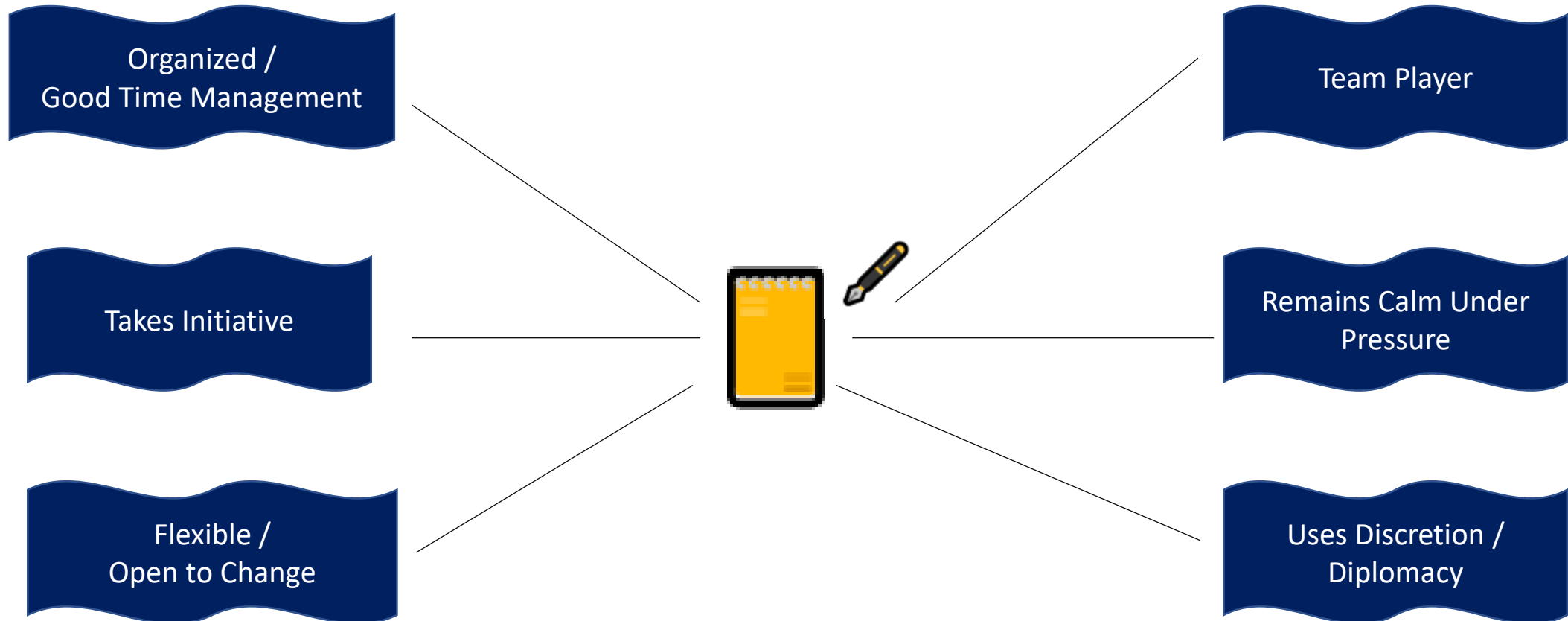
Introduction

District F Hierarchy

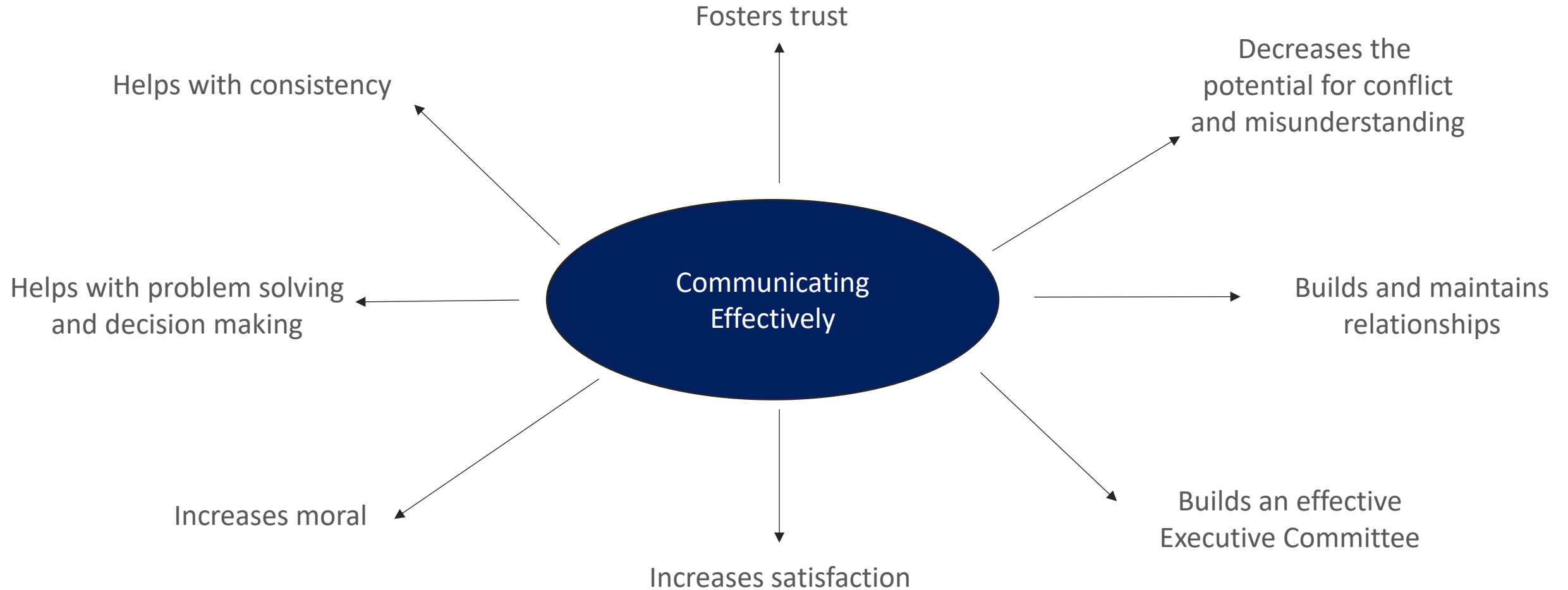


Each Province is assigned a Command number, Ontario Command is: **05**
Ontario has 9 Districts – A, B, C, D, E, F, G, H, K
District F has 53 Branches

Common Secretary Attributes

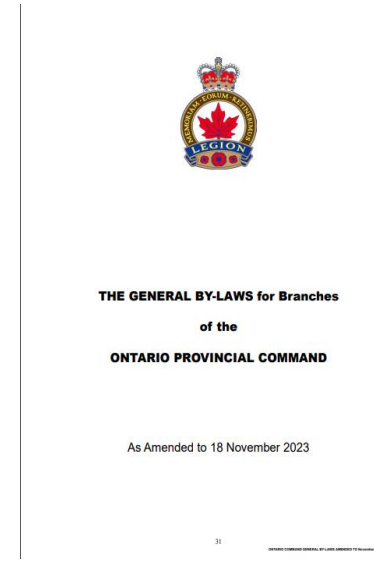
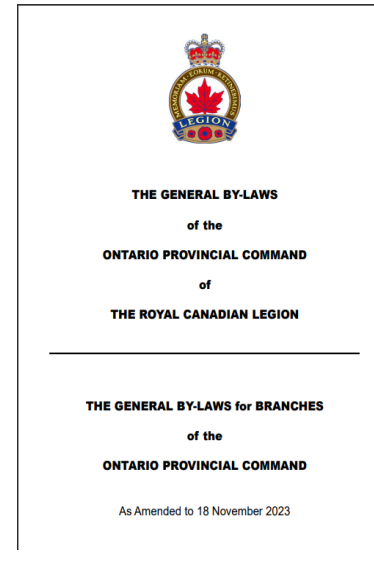
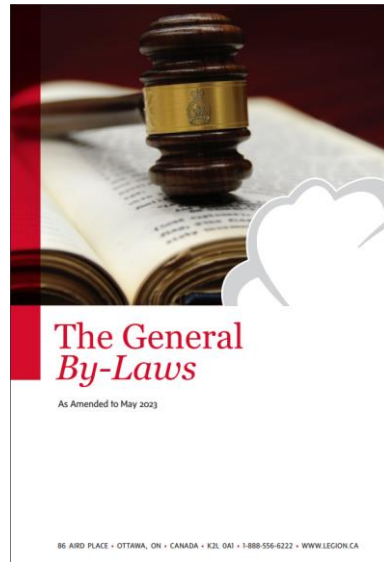
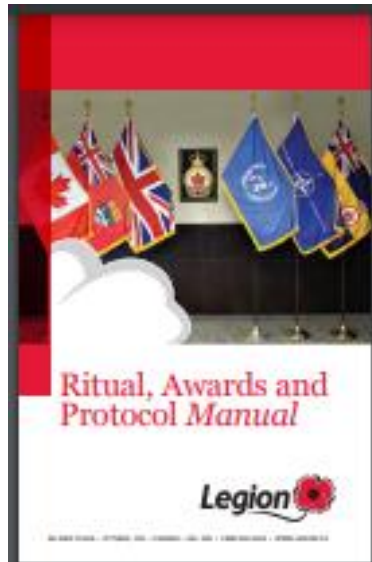
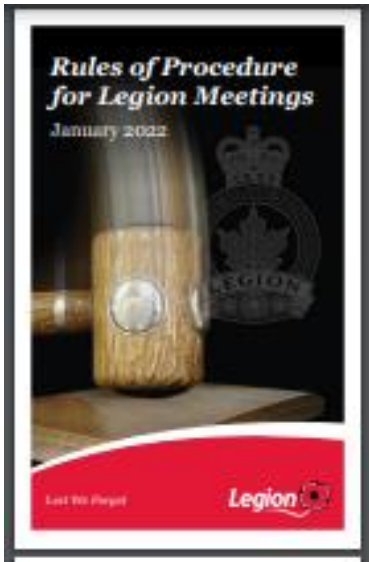


Communication is Key



Manuals

Ontario Command Website: on.legion.ca → Member Resources → Forms and Manuals



- Includes
- Meeting procedures
 - Motion classifications
 - Voting methods
 - Chair duties

- Includes
- Legion Dress
 - Meeting/Parade protocol
 - Officer installations
 - Awards

- Includes
- Purposes and Objects
 - Complaints/Appeals
 - Dominion Convention
 - Ladies' Auxiliary

- Includes
- Convention information
 - Districts/Zones/Branches Information
 - Officers/Executive Committee duties
 - Meeting Information

- Includes
- Branch Officers
 - Complaints
 - Organization
 - Ladies' Auxiliary

Branch Regulations

- Provide Branches with some autonomy, template is found on the on.legion.ca website
- Each Branch creates and maintains regulations according to what is allowed under the GBLB, Page 35 e.g.
 - General Meeting exclusion months
 - Rescheduling of meetings due to Statutory Holidays
 - Officers identified - elected vs appointed
 - Order of Business variations etc.
- Approved created/amended regulations to be submitted within a month of approval at the General Meeting
 - Two-thirds of the voting members present must approve
 - Any regulation can be amended once per Term of Office
 - Effective date is once Ontario Command provides a Certificate of Review/Amendment Review
 - Need to be available and posted for the membership to reference

Core Responsibilities

Branch Directories

- Create at the beginning of the term
 - Send to your Zone Secretary who compiles all Branch information and sends via regular mail to District Council and Provincial Command
- Complete the online fillable Branch Information form for Provincial Command
 - on.legion.ca → Forms & Manuals → Branch Information Form – Fillable
- As chairs/contact information changes it is important to keep the directory updated
 - Implement an audit process, e.g. once a month
 - Inform your Zone Secretary of any changes so that they may update District Council, District Website etc.
 - Call out changes vs the need to search for what the changes are
 - Use version control/dates so that you know which one is the latest version, e.g.
 - 2024-06-30_Branch Name Directory_V1, or
 - 2024-06-30_Branch Name Directory_2024-2025 etc.
 - Resubmit an updated online version to Ontario Provincial Command

Correct contact information is required to reach the right person – Veterans in need don't have the luxury of waiting

Incoming and Outgoing Mail

- Majority of correspondence is received via email
 - Branch direction denotes how this mail is handled as far as printing and filing etc., some suggestions
 - Track what comes in and goes out, include a subject for easy reference, e.g. use a spreadsheet
 - May make it easier to comment on/report at meetings
 - Provides a summary to put with the minute book(s)
 - Print off and post only what is necessary to help keep costs down and prevent redundancy, e.g.
 - Visit by Provincial Service Officer
 - Create folders within the mailbox to file emails as a record of received
 - Ensure emails are forwarded to the correct party
 - May need to confirm with Branch President or check the distribution list to prevent a duplication of efforts
 - Open regular mail and forward to the intended person/chair quickly, Branches may have individual mail slots
 - Use a date stamp if the Branch has one to show when the mail was received
 - Suggest tracking the mail, e.g. on the same spreadsheet used for electronic correspondence
 - Reply to both electronic and regular mail as required
 - May include to questions from Dominion Command, Provincial Command, District and Zone and includes questionnaires
 - Do so in a timely manner and suggest keeping track of what was sent and when

Incoming and Outgoing Mail

- Any mail received at home by Branch President/Chair(s) needs a copy given to the Secretary for reporting on
 - Recipients should contact the sending parties to have the address updated to the Branch
- Be mindful of email etiquette including;
 - Watch the use of “Reply All”, e.g.
 - If it’s necessary that everyone in the email receive your response then use it
 - If replying to the sender to advise receipt of the email **do not** reply all in this instance
 - If cc’d on an email, do not reply unless requested to or have pertinent information
 - Reply promptly and advise if you need time to collect information requested
 - Use bcc when sending out to large audiences when you don’t know if they are accepting of their email being shared
 - Be professional and include proper salutations and signatures
 - Don’t use capital letters, considered yelling
 - Be professional and polite
 - For additional information see the Officers Manual – Section M Good to Know, Page 4

Meeting Types & Member Contact

Executive

- Discuss the general welfare/running of the Branch, minimum monthly
 - Includes items brought forward by the General Membership for consideration
- Make recommendations/table items to take forward to the General Meetings
- Motion items controlled by the Executive, e.g. bar prices or in months with no General Meetings
- Meetings can be moved without advising the General Membership
- Some Branches hold these meetings on the same day and prior to the General Meeting

General / Annual General

- Have a set day and time as per Branch Regulations to discuss and carry out Branch activities
 - Branch Regulations allow for an alternate day and time due to Statutory Holidays
 - Annual General can be in conjunction with a monthly General or another day and time
- To move for extenuating circumstances all members in good standing must be notified
 - Receipt of the notice minimum 7 days in advance of the meeting - GBLO, Section 918. (1)
- Executive Chair reports are given at these meetings
- New/transferring members presented for approval except in months regular General Meetings are not held, then the Executive has this authority – GBLB, Section 302. (1), (2)
- Yearly/Biennial Elections may be held at one of these meetings or a separate day and time per Branch Regulations – GBLB, Section 1001.
 - Nomination Meeting may be held prior to Elections – GBLB, Section 1002.
- Use of General Meeting to discuss mortgaging, leasing, conveying of Branch real property needs receipt minimum 14 days notice to members in good standing – GBLO, Section 918. (2)

Meeting Types & Member Contact, cont.

Special Executive / Special General

- May be called for urgent business that can't wait until the next meeting
- Special General at petition request of not less than 10% of paid up membership or by the Executive
- Special Executive doesn't have a specific notification period (days) to the Executive
- Special General to discuss mortgaging, leasing, conveying of Branch real property needs receipt minimum 14 days notice to members in good standing – GBLO, Section 918. (2)
- Special General to discuss items not mortgaging, leasing, conveying of Branch real property needs receipt minimum 7 days notice to members in good standing – GBLO, Section 918 (3)

Member Contact

- Branch members are responsible to advise the Branch, in writing, how they want to be contacted – GBLO, Section 918. (7)
- Sending outside the norm meeting notifications to members has 4 routes: Hand deliver, Canada Post/Courier, personal delivery to last known address, or electronic – GBLO, Section 918 (4)
- Ensure meeting information is included: Date, time, location, purpose and any applicable General By-Laws – GBLO, Section 918. (5)
- Ensure any Meeting Notifications and delivery method used is recorded and kept – GBLO, Section 918. (6)
- Secretaries and Membership Chairs need to work closely together and put a process in place to ensure members provide updated contact info.

Meeting Preparation

- Ensure members know when the meetings are scheduled for, e.g. posted in the clubroom
- Chairs should provide written and signed reports for General Meetings. GBLB, Section 607. (1), (2) and (3)
 - Suggestion, Request reports a set a number of days before the meeting to ready them for attendees, e.g.
 - Compile them to save paper and have like fonts etc.
 - Oral reports at the meeting are acceptable but written is preferred
 - What's not acceptable is chairs having no report month over month
 - Chairs:
 - Mandatory Standing Committees
 - Leadership Development
 - Membership
 - Poppy
 - Public Relations
 - Seniors
 - Sports
 - Track & Field
 - Veteran Service Officer
 - Youth Education
 - Optional Standing Committees, e.g. Honours & Awards, Charitable Foundation etc. – see your Branch Regulations
 - Standalone Positions, e.g. Cadet Liaison, Entertainment etc. – see your Branch Regulations

Meeting Preparation, cont.

- Prepare the agenda especially for the Presiding Officer, it ensures there is no business overlooked
 - Base on the Order of Business - GBLB, Section 804. (1) or as specified in Branch Regulations
 - Consider a standalone document or a minute template
 - Ask the Presiding Officer for anything to be added, e.g. guest speaker
 - Be aware of old business/business arising
- Copy of any pertinent previous meeting Minutes
 - Consider having them available to the General Membership ~1 hr. before the meeting start, gives time to read prior to meeting
 - Executive Minutes are shared as an FYI to the General Membership and only approved by the Executive Committee
 - General Minutes are approved by the General Membership
 - Provide an overview of the Executive Meeting to the General Membership if held on the same day prior to the General Meeting
 - At the first General Meeting post months without one, suggest sharing a list of Executive made motions during that time
- Manuals for reference, namely GBL, GBLO/GBLB, Rules of Procedure, Rituals Awards Protocol, Officers Manual
 - Print them and place them in a binder or
 - Download them and use the search function – note can't search in Officers Manual only within the amendments
- Branch Regulations
 - Questions may arise, e.g. meeting quorum

Meeting Preparation, cont.

- Minute book
- Set up the sign in book, if using one
 - Especially important if Branch Regulations state members must be in attendance at xx meetings to be elected
 - Indicate the type of meeting, e.g. Executive or General
- Ensure recording device, if using with permission, is charged
- Assist setting up the head table if required
 - Overview of the Poppy, Torch and Badge symbols in the Appendix
- Consider using a laptop/tablet at the meeting instead of handwriting, use what makes you most comfortable
 - Might be easier to search past minutes on device if need to search something specific
- Quorum for General and Special General Meetings
 - Presiding Officer provides direction in terms of quorum being met and the if the meeting is going ahead
 - 5% of total eligible Branch voting membership or twice the number of Members present at the Meeting from the Executive Committee plus 1 – GBLB, Section 809. (1) and your Branch Regulations
 - GBLB, Section 809. (2) outlines cases where there are less than 20 active members
 - Branch Regulations may include a quorum provision for establishing a number greater than total Executive Committee
 - May be questioned if this provision is activated

Paid vs Unpaid Secretary/Secretary-Treasurer

Paid Secretary or Secretary-Treasurer	Unpaid Secretary or Secretary-Treasurer
- Officer of the Branch	- Officer of the Branch
- Do not have authority to move or second motions on business at Executive Meetings	- Do have authority to move or second motions on business at Executive Meetings
- Can move or second motions on business at General Meetings	- Can move or second motions on business at General Meetings

Meeting Motions

- Generally, motions are proposals presented to the membership for discussion and decision by a vote
 - Motion is introduced with “I Move”
 - Not all motions require a seconder, e.g. election nominations
 - Some don’t require a vote, e.g. withdraw motion prior to stated question
 - Requirements may be different for votes, e.g.
 - Majority which is more than half but doesn’t mean 51%, it is 50% + 1, e.g. a majority for 1,000 is 501
 - 2/3 which is twice the number of yes votes versus no votes cast
- Motion types – Rules of Procedure for Legion Meetings and outlined further on slide 17
 - Privileged – takes precedence due to importance, e.g. adjourn meeting
 - Subsidiary – amends/delays action of a motion, e.g. table something
 - Main - introduce new business, e.g. donate \$ to
 - Incidental – related to business already being considered, e.g. choose a voting method
 - Miscellaneous – reconsidered/rescinded motions, e.g. cancel a previous months’ General Meeting motion, must not have yet been carried out/executed
- Notice of Motion
 - Provides notice of a motion(s) to be presented for discussion and vote at the next General Meeting, e.g. Branch Regulations

Meeting Motions, cont.

- Robert's Rules of Order only prevail if Rules of Procedure at Legion Meetings don't provide the necessary authority
 - US Army Officer, Colonel Henry Martyn Robert (1837-1923) recognized removing chaos/adding consistency to parliamentary procedures
- Motions with Amendments can be confusing
 - Process, discuss and vote on amendment first then process, discuss and vote on main motion as amended, e.g.
 - **Motion** (name) to donate \$200 to Cancer Society, second (name), discussion results in
 - **Motion** (name) to amend donation to \$500, second (name), discussion, vote, **Carried/Defeated**
 - If carried return to the original motion as amended and vote, if defeated return to original motion as presented and vote
- Note motions that may be required for consideration
 - Months with no General Meeting, e.g. July and August
 - Motion at June General Meeting for the Executive to carry on Branch operations/business during those months
 - VSO/Poppy Seminar in September and before the September General Meeting will need a motion to use Poppy Funds
 - Set donation amounts per term to charities or hospitals – does it need revisiting at the start of the new Executive
 - Elections need a motion to destroy ballots

Motion Classification

Classification of motions

a. Privileged Motions -

A privileged motion is one that, while having no relation to the pending question, is of such urgency or importance as to require that it shall take precedence over all other motions.

b. Subsidiary Motions -

A subsidiary motion is one that may be applied to the main motion, and to certain other motions, for the purpose of amending them, delaying action upon them, or otherwise disposing of them.

c. Main Motions -

(Also called principal or substantive motions)

A main motion is one that brings before the assembly a particular subject for consideration. It cannot be made when another motion is pending.

d. Incidental Motions -

An incidental motion is one that arises out of another question which is pending, or has just been pending, and shall be decided before the pending question, or before other business is taken up. Incidental motions have no fixed rank but take precedence over questions out of which they arise, irrespective of whether those questions are main, privileged, subsidiary, or miscellaneous motions.

e. Miscellaneous Motions -

This classification includes motions to reconsider, **to take from the table** and to rescind.

NOTE: NOTICE OF MOTION is notice of a motion given at a meeting to be presented to the next meeting of the same body. Its use should be provided for in the appropriate by-laws. The Notice of Motion on presentation does not require a seconder and is not debatable. If the motion is introduced at the next meeting, normal rules apply.

Source:

- Rules of Procedure for Legion Meetings, January 2022, page 14.
- See pages 17 to 24 for further information.

Motion Classification, cont.

TABLE OF RULES RELATING TO MOTIONS LEGEND

		Y - Yes	N - No				
		M - Majority vote required	2/3 - Two-thirds vote required				
REFERS TO PARAGRAPH	CLASSIFICATION AND TITLE	DOES IT REQUIRE SECONING	IS IT DEBATABLE	IS IT AMENDABLE	WHAT VOTE IS REQUIRED	CAN IT BE RECONSIDERED	CAN IT BE MADE A SPEAKER
a.	PRIVILEGED MOTIONS						
(i)	To fix a time at which to adjourn	Y	N	Y	M	Y	N
(ii)	To adjourn	Y	N	N	M	N	N
(iii)	To raise a question of privilege	N	N	N	Note 1	N	Y
(iv)	To call for the orders of the day	N	N	N	Note 2	N	Y
b.	SUBSIDIARY MOTIONS						
(i)	To lay on the Table	Y	N	N	M	N	N
(ii)	The previous question	Y	N	N	2/3	Y	N
(iii)	To limit (or extend) debate	Y	Y	Y	2/3	Y	N
(iv)	To postpone to a certain time	Y	Note 3	Y	M	Y	N
(v)	To refer	Y	Note 4	Y	M	Note 5	N
(vi)	To amend	Y	Y	Note 6	M	Note 7	N
(vii)	To postpone indefinitely	Y	Y	N	M	Note 8	N
c.	MAIN MOTION						
(i)	Introducing new business	Y	Y	Y	M	Y	N
(ii)	Nominations for elective officers	N	N	N	N	N	N
d.	INCIDENTAL MOTIONS						
(i)	Point of order	N	N	N	Note 1	N	Y
(ii)	Appeal from decision of the Chair	Y	Y	N	M	N	Note 9
(iii)	Suspension of the Rules	Y	N	N	2/3	N	N
(iv)	Choosing a method of voting	Y	N	Y	M	N	N
(v)	Division of an assembly	N	N	N	Note 1	N	N
(vi)	Objection to a consideration of a question	N	N	N	2/3	Note 10	Y
(vii)	Withdrawal of a motion:						
	(a) before question is stated	N	N	N	Note 1	N	N
	(b) after stated but before vote is taken provided no member objects	N	N	N	Note 1	N	Y
	(c) if objection raised to withdrawal after question stated.	Y	N	N	M	Note 10	N
e.	MISCELLANEOUS MOTIONS						
(i)	To reconsider	Y	Y	N	M	N	N
(ii)	To take from the table	Y	N	N	M	N	N
(iii)	To rescind	Y	Y	Y	2/3	Note 10	N

These notes refer only to the table of rules relating to motions

NOTE NO:

1. A vote is not required.
2. Requires a two-third negative vote to be defeated.
3. Debate shall be confined to the subsidiary motion only.
4. Debatable provided the main motion permits debate.
5. Can be reconsidered provided the committee has not commenced deliberation on the referred motion.
6. A primary amendment may be amended but a sub-amendment cannot be amended.
7. It may be reconsidered at any time before the Chair has put the main motion to vote.
8. Only an affirmative vote can be reconsidered.
9. In order when another speaker has the floor but not after debate on the motion has resumed or other business has been proceeded with.
10. A negative vote only can be reconsidered.

Source:

- Rules of Procedure for Legion Meetings, January 2022, page 15.
- Please see pages 17 to 24 for further information.

Meeting Minutes

- Kept in perpetuity, they are the record of the Branch affairs and actions
 - Most Branches have 22 sets of minutes per year
 - Remember to keep a back up copy to electronic minute copies
- Use an approved swish logo on your template(s)
- Minute inclusions are:
 - Branch name and number
 - Type of meeting, e.g. General, Executive, Special General etc.
 - Time, date and meeting place
 - Presiding Officer name and Executive Committee in attendance as well as absent or excused
 - Absent = no valid reason for being absent
 - Excused = on an approved leave of absence, e.g. in hospital, snowbird etc.
 - Difference between absent and excused pertains to being a Member of the Executive Committee if no LOA
 - Executive Committee Member absent 3 consecutive or max. any 5 regular Branch and/or Executive Committee Meetings in a 12 month period is no longer on the Executive (doesn't include Immediate Past President) - GBLB, Section 509. (1)
 - Immediate Past President absent 3 consecutive Branch/Executive Committee Meetings no longer holds this office - GBLB, Section 509. (2)

Meeting Minutes, cont.

- Minute inclusions continued are:
 - Total number of voting Members present for quorum
 - Could add names of general membership attendees if small enough number
 - Approval of previous Meeting minutes including if Executive Minutes were read, distributed or previously posted
 - Business arising from the minutes
 - Motions presented with who moved, seconded, summary of discussion (if applicable) and outcome - carried or defeated
 - Ensure motions are easily identifiable, e.g. bold them, capitalize them etc.
 - Readers need to understand what the motion was for, e.g.
 - Motion to donate \$200 says nothing of where the funds went
 - Motion to donate \$200 to Multiple Sclerosis outlines where the funds went
 - Suggest a running list of motions by date in a separate document to be filed at the front of the minute book
 - Time of adjournment
- Be concise when capturing overall minutes and don't indicate he said/she said
 - Avoid using names where they are not required
 - For discussions heated or not, show a high level summary of the discussions had and the decision

Meeting Minutes, cont.

- Usually the reports of the chairs are captured alphabetically at the General Meeting, it's up to the Branch
 - They move their report when presented; however all reports are usually seconded after all have been read, e.g.
 - **MOTION TO ACCEPT STANDING COMMITTEE REPORTS (NAME), SECOND (NAME), CARRIED**
- “In Camera” means confidential and often used when discussing award nominations, e.g. Life Membership
 - Show going in and out of In Camera as a motion with a timestamp, e.g.
 - **MOTION TO GO IN CAMERA (NAME) AT 6:20 P.M. SECOND (NAME), CARRIED**
 - Confidential discussion that does not leave the room or show in the minutes to the general membership is had
 - **MOTION TO GO OUT OF IN CAMERA (NAME) AT 6:40 P.M. SECOND (NAME) CARRIED**
 - For awards Ontario Command needs to see pertinent discussion and person's name as part of the approval process
- If you miss or don't understand something ask it to be repeated or clarified, don't assume
- Suggest numbering the pages
- Once minutes are adopted make sure they are signed by the President and Secretary
 - File the original copy
 - Suggest a binder with a copy of the adopted minutes for the members, it is their responsibility to read them
- Emailing minutes
 - Suggest not doing this to the General Membership, need to encourage them to come to meetings
 - Some Branches will email to the Executive

Meeting Minutes, cont.

- Saving files and naming conventions
 - Suggest starting with year month and day as this will put the minutes in proper date order in your folder, e.g.
 - 2024-09-21_General Meeting Minutes
 - Set up folders to keep documents separate, e.g.
 - General Meeting Minutes
 - Directories
 - Chair specific folders, e.g. Membership etc.
- Minutes will be examined at the Branch Inspection
 - Are motions properly seconded and do they provide enough detail?
 - Are the minutes signed, etc.?

Miscellaneous

General

- Resignations
 - Must be in writing
 - Usually addressed to the President/Chair or Secretary
 - Usually read by the Secretary
 - Presented at the next meeting, effective at the adjournment of that meeting
- Branch Senior Elected Officers, know who they are
 - President
 - Immediate Past President
 - 2 Vice Presidents (some Branches have 3)
- Be in attendance for the Branch Inspection, there may be questions for you
- Article IIIs – Understand the Complaint Process, GBL, Sections 301. to 314.
 - Branch member to member (not including member to President) is submitted to the Secretary
 - There are specific timelines and rules that must be adhered to
- General housekeeping to ensure applicable information is readily available to/up to date for members, e.g.
 - Branch Regulations
 - Branch Clubhouse Rules
 - Copies of manuals etc.
- Utilize templates, e.g. Branch letterhead
- Looks for efficiencies, e.g. use mail merge, set up distribution lists, use mailing labels, keep calendar of events etc.

Working Together

- Assist and work closely with other Chairs, watch stepping on each other's toes
 - People need to be given the chance to learn their Chair
 - Help people help themselves, refer them to the manual and section vs. simply giving the answer
- Look for ways to work efficiently within your Branch
 - Because a Branch does xx it doesn't mean it can't be changed/improved – remember communication though
- Be a Branch ambassador, set the right examples and be the change you want to see
 - Keep a positive mindset and outlook
 - Wear your uniform correctly and with pride
 - Be accountable for your actions
 - Be accepting of and flexible with regards to change
 - Learn from mistakes and move on
- Succession planning
 - Always have this in mind, look for people with the potential to take on the role
 - Keep your work current in case someone else has to step in, e.g. an emergency, vacation etc.
 - Passing on files and training information is the duty as officers of the Branch/Zone/District/Command
- Above all, have fun and learn
 - If you want to learn about the Legion, being the Secretary is where you want to be!

Appendix

Our Symbols – The General By-Laws



Is our emblem of supreme sacrifice and must forever hold an honoured place in our hearts and image immortalizing as it does our remembrance and honouring those who laid down their lives for ideals which they, we and all Canadians rightfully cherish. It shall challenge us to serve in peace, as in war, to help those who need our help, and to protect those who need and deserve our protection. The cross of sacrifice on appropriate occasions, is symbolic of the same worthy principles of remembrance.



Shall remain symbolic of justice, honour and freedom throughout our land. These were the principles for which our comrades fought and died. We of today and tomorrow covenant to hold it high lest we break faith with those who died. Justice, honour and freedom are our charge for now and forever. We serve best by fostering these principles in ourselves, our children and their children so long as The Royal Canadian Legion shall survive.



Is symbolic of our loyalty to our sovereign, our support to our nation in our worthy citizenship and our remembrance for our fallen comrades and fellow Canadians of like principles.

OUR FLAG, being the Canadian flag, is representative of our nation both at home and abroad. We will uphold it ourselves and forever teach respect for it by our successors, within and without the Legion. At the same time, we will remember our historical association with the **Union Flag** and the **Red Ensign**.

Mission Statement – The General By-Laws

Our mission is to serve Veterans,
Which includes serving military
And RCMP members and their families,
To promote remembrance
And to serve our communities
And our country.

Read about the *Purposes and Objects* of The Royal Canadian Legion

Common Acronyms from Officers Manual

GBL	General By-Laws
GBLO	General By-Laws Ontario Provincial Command
GBLB	General By-Laws for Branches of the Ontario Provincial Command
OC	Ontario Command (embodies all members)
PH	Provincial Headquarters (physical office)
DEC	Dominion Executive Council
PAC	Provincial Administrative Council
PEC	Provincial Executive Council
SEO	Senior Elected Officers
BCR	Branch Clubhouse Rules
BOT	Board of Trustees
FRC	Financial Review Committee
VAC	Veterans Affairs Canada

Resources

Information	Where to Find
Dominion Website	legion.ca
Ontario Command Website	on.legion.ca
District F Website	rcldistrictf.com
Branches	on.legion.ca - GBLO – Sections 901 to 928, Pages 18 – 24
Secretary	on.legion.ca - Officers Manual - Section A, Page 14 on.legion.ca - GBLB – Section 703. (1) to (4), Page 42 on.legion.ca Introduction to Secretary
Branch Meetings	on.legion.ca - Officers Manual - Section A, Pages 19 – 21 on.legion.ca - Ritual, Awards and Protocol – Chapter 3, Pages 48 – 52 on.legion.ca - GBLB – Section 801. to 810., Pages 44 -46 legion.ca - Branch and Command Resources, Leadership Development, Module 5
Order of Business General Meeting Order of Business Special General Meeting Order of Business Annual General Meeting	on.legion.ca - GBLB – Section 804, Page 44 on.legion.ca - GBLB – Section 806, Page 45 on.legion.ca - GBLB – Section 808, Page 45
Minutes	on.legion.ca - Officers Manual – Section A, Page 20

Resources, cont.

Information	Where to Find
Module 1 – Job Descriptions, Responsibilities, Mentorship and Conflict of Interest	legion.ca , Branch and Command Resources, Leadership Development, Module 1, page 6
Branch Information Form - Fillable	on.legion.ca Branch Information Form
By-Laws for Branches and Branch Regulations Branch Regulations Guidelines for Branch Regulations	on.legion.ca - GBLB - Page 35 and Sections 1601. to 1604., Page 51 on.legion.ca - Officers Manual - Section A, Pages 22 – 24 on.legion.ca Branch Regulation Guidelines
Branch Clubhouse Rules Branch Clubhouse Rules Guidelines for Branch Clubhouse Rules	on.legion.ca - Officers Manual – Section A, Pages 24 – 25 on.legion.ca - GBLO – Section 1005., Page 25 on.legion.ca Branch Clubhouse Rules Guidelines
Templates	legion.ca , Branch and Command Resources, Marketing and Public Relations, Templates
Article III – Complaint and Appeals Complaint Procedure	on.legion.ca - GBL – Section 301. to 314., Pages 27 – 38 on.legion.ca - Officers Manual – Section E

Note: Manuals quoted within the presentation are the most current version at August 10, 2024

GBL – May 2023

Rules of Procedure – January 2022

GBLO/GBLB – November 2023

Ritual, Awards and Protocol – October 2023

Officers Manual – May 2024