Department of Ohio Plan of Action

LEADERSHIP

CHAIRMAN
Jane Yeager
96 Park Ave
Plymouth, OH. 44865
419-989-2125
Email: janeyeager2000@yahoo.com
Report & Narrative can be emailed

NARRATIVES DUE TO DISTRICT CHAIRMAN BY:	April 15, 2027

Department Report Form

This Form should be attached to each narrative submitted for information, Citation of Merit requirements and possible Department award. Please fill out the information completely and accurately. A Unit must submit this report form with boxes completed and answer the questions below to earn the Citation of Merit. Narrative word count must follow directions given in award guidelines. Simple or elaborate stories will be accepted as a report.

Please complete the following with the complete name of your Unit: _____

District: _____	Unit #: _____	Unit Membership Goal: _____	Unit Membership Total as of Report: _____
Name of Person Completing Report:		Unit Chair	Unit President
Phone #		Email:	Membership ID (if available)
Specific Award Name (if applicable)			

Narrative Deadline: April 15th, 2027
Answer the following Questions including the Key Program Statements' Action Steps in the narrative.
Narrative must be typed or written in narrative form and cannot exceed 1,000 words. (Can be fewer words if program dictates). Narrative may include photographs and news articles.

Did you submit a Unit Member of the Year? ☐Yes ☐ No

How did the unit share and review the following documents: The Leadership Plan of Action, Buckeye Messenger, Bulk Mailing, District Newsletter, Governing Documents and the Unit Guidebook?

_____

_____

How many members attended Unit, District and Department meetings, including School of Instruction and Mid-Winter Conference? _____

_____

Were members encouraged to attend leadership workshops and Mission Training? _____

_____

How were unit members encouraged to use the National Senior Auxiliary Basic Course, the ALA Academy Courses or Webinars, and the Department on-line courses?

_____

_____

How were new members mentored to help with their understanding of the ALA mission and to participate in the Auxiliary programs? _____

_____

Are the unit members encouraged and mentored to hold a unit office and/or program chairmanship? _____

_____

LEADERSHIP

Get Involved

Purpose: The purpose of the Leadership Committee is to better equip members to serve in leadership positions with confidence and skill. *Standing Rules #6, National Committees – Member/Organizational Support*

Raise awareness of ALA leadership development opportunities.

- Attend American Legion Auxiliary Mission Training
  - Watch for event announcements in Auxiliary magazine, ALA emails, and social media for dates and locations.
  - After Mission Training, share the information you received with your unit, district/county, and department.
- Attend leadership conferences/workshops within your district/department.
- Participate in ALA Academy courses
- Be aware of ALA leadership opportunities in your community:
  - Speak to other community organizations about veterans' support.
  - Speak to high schools about veterans to develop your own leadership abilities.
- **OHIO** – Promote Mentoring and Leadership opportunities to all members.
  - As new leaders are elected and appointed, work with them to acquire knowledge of their position as needed.
  - Share your knowledge with all members and acknowledge their work as well.
- **OHIO** – Promote Current and Future Leadership at All Levels
  - Lead by example. Work side by side with members to show members how to work for the same outcome.
  - Continue to participate in Unit activities and encourage others to join you.
  - Encourage current leaders to consider future leadership opportunities at Unit, District and Department levels.

- **ALA Unit Member of the Year Award**
  - Nominate a fellow unit member for Unit Member of the Year.
  - Open to senior members who are not currently, nor have ever been, in an elected or appointed leadership role higher than unit president.
  - Follow your department's procedures for submitting nominations.

Promote participation in the ALA Academy.

- Log in to the My Auxiliary member portal at https://member.legion-aux.org/member/memberprofile.
- Go to the ALA Academy
- Available courses include many topics – leadership, communications, mission outreach, etc.

Enhance knowledge about ALA history, programs, and organization.

- Attend district/department training sessions/workshops.
- Participate in the ALA Academy – these courses are self-paced and designed to help you learn about the ALA online and at no cost to you.
- Participate in Mission Training – this is a one-day, interactive conference geared toward learning more about the ALA's core programs and deliver our mission.
- Download/purchase and become familiar with the:
  - Unit Guidebook
  - Constitution & Bylaws
  - Department Operations Guide
  - Parliamentary Procedure
  - And other ALA guidebooks available to enhance your knowledge of and promote our organization.

LEADERSHIP RESOURCES

- District Leadership Ambassador is a member within your District whose responsibility is to work closely with the District President & Units to achieve better leadership awareness. Some general topics are: Proper Meeting Protocol; Basic Parliamentary Procedure, Responsibilities of Officers, Chairman and Members; meeting protocol and much more. Your District President has their names and contact information.
- Leadership National Facebook page: https://www.facebook.com/groups/ALALeadership
- ALA National website: https://member.legion-aux.org/member/committees/leadership
- ALA Ohio website: www.alaohio.org

Year-End Report

Annual reports reflect the program work of units in the department and may result in a national award for participants if award requirements are met. **Each Unit Leadership chairman is required to submit a narrative report by April 15, 2027, to the Department Leadership Chairman.**

NATIONAL AWARD INFORMATION & DEADLINE

Unit Award: Most Outstanding Unit Leadership Program (one per division) – see criteria under Department – Most Outstanding Overall Leadership Program.

Unit Member Of The Year - The Unit Member of the Year award recognizes those serving at the unit level who exemplify the values and ideals of the Auxiliary and whose accomplishments significantly impact the program work in their units. Recognition of the winners occurs at the American Legion Auxiliary's national convention.

Criteria & Selection Process

- Nominees must be an adult American Legion Auxiliary unit member not in an elected or appointed leadership role higher than unit president.
- A narrative of 1,000 words or less describing the nominee's accomplishments and activities.
- Each department selects one Unit Member of the Year from its submitted candidates.
- The selection of the winner is at the discretion of the department Leadership chairman.
- Recognition of the winners occurs at the American Legion Auxiliary's national convention.
- Nominee must be sent to Department Leadership Chairman by **April 15, 2027**

DEPARTMENT AWARD INFORMATION & DEADLINE

Most Outstanding Overall Leadership Program - A plaque will be awarded to the Unit Chairman for the "Most Outstanding Overall Leadership Program."

Narrative must contain:

- Detailing answers from page one
- Types of leadership training provided
- Details on how leadership was incorporated in unit activities
- Address any unique activities promoting leadership
- Must have completed the American Legion Auxiliary Senior Auxiliary Basics, A Course on our History and Legacy and/or the ALA Academy courses
- Explain what encouragement was offered to members to take training outside the unit
- Explain how the District Leadership Ambassador (DLA) was used at their unit (see Resources for DLA responsibilities)
- Pictures and examples are encouraged
- Send to: Department Chairman (see page 1 for email and address) by **April 15, 2027.**
- **DEPARTMENT WINNER WILL BE SENT ON FOR AWARD CONSIDERATION AT NATIONAL LEVEL.**

Certificate of Participation – Given to Units that fully complete (Hint: Don't forget the Unit Name) the Leadership Report Form.

Certificate of Excellence – Given to Units that fully complete (Hint: Don't forget the Unit Name) the Leadership Report Form and provide a narrative not less than 500 words and not more than 1000 including using details for the questions on page one as a guide for writing the narrative.

Leadership Committee Award Entry Form
Unit Member of the Year Award

A Unit Member of the Year from each department will be recognized annually at the American Legion Auxiliary National Convention.

Send Completed Application and Narrative to::

Jane Yeager
96 Park Ave
Plymouth, OH. 44865
419-989-2125
Email: janeyeager2000@yahoo.com

Requirements:

1. Open to senior members who are not currently, nor have ever been, in an elected or appointed leadership role higher than unit president.
2. Units must submit a narrative of 1,000 words or less describing the nominee's accomplishments and activities together with the nominee's name and address. Please include this narrative with this form. Check with your department on where to send your completed form and narrative.
3. Departments may submit only one entry. Entry is due June 1 and must be signed by the Leadership chairman. Please send department entry to Leadership@ALAforVeterans.org

Nominating Department

Department:	

Nominating Department Leadership Chairman Information

Name:	
Address	
City, State ZIP	
Email:	
Phone:	
Signature:	

Unit Member of the Year Information

Name:	
Address	
City, State ZIP	
Email:	
Phone:	

Basic Parliamentary Procedure

Eight Steps in Processing a Main Motion

Step 1: Member rises and addresses the chair when nothing is pending. "Mr. President." Or "Madame President."
Step 2: Chair recognizes member by nodding at the member or stating his name. "Mr. Williams."
Step 3: Member states his/her motion. "I move that we have a canned food drive."
Step 4: Another member seconds the motion (without recognition). "Second"
Step 5: Chair states the motion and places it before the assembly for discussion. "It is moved and seconded that we have a canned food drive. Is there any discussion?"
Step 6: Members have the right to get recognition and debate the motion. During debate subsidiary motions (i.e. amendments) may be introduced to help the assembly make a final decision.
Step 7: When discussion is finished the Chair puts the question to a vote. "The question is on the adoption of the motion that we have a canned food drive. Those in favor, say A YE." (Pause.) "Those opposed, say NO." (Pause.)
Step 8: Chair announces the results of the vote. "The AYES (NOES) have it; the motion is adopted (lost); we will (not) have a canned food drive; the next business in order is ... "

Methods of Voting

- **Unanimous Consent-** no member objects to a proposal that meets with general approval; a vote of silent agreement.
- **Voice Vote-** regular method of voting on any motion that does not require more than a majority vote; most common form of voting.
- **Rising Vote-** method used when a two-third vote is required for adoption; is also used when a member calls for a division of the assembly.
- **Show of Hands or Voting Cards** - an alternative method for a rising vote.
- **Counted Vote -** can be ordered by the chair when it appears a voice vote is unclear and it can be ordered by a majority vote of the assembly.
- **Ballot or Roll Call Vote -** can be ordered by a majority vote of the assembly and is required if specified in bylaws.

The 13 Ranking Motions - motions lower on the list cannot be made if anything higher is pending.

1. **Fix the time to which to adjourn:** This motion is used to set the time for another meeting to continue business of the session. It does not adjourn the present meeting or set a time for its adjournment.
2. **Adjourn:** This is a motion to close the meeting.
3. **Recess:** A short interruption which does not close the meeting. After recess, business resumes at exactly the point where it was interrupted.
4. **Raise a question of privilege:** This device permits a request or a motion relating to the rights of either the assembly or an individual to interrupt business and, because of its urgency, be brought up for possible immediate consideration.
5. **Call for the order of the day:** By the use of this motion, a single member can require the assembly to follow the order of business or agenda, or to take up a special order that is now due to come up, unless two-thirds of the assembly wish to do otherwise.
6. **Lay on the table:** This motion is used to place the pending motion aside when something of an urgent nature arises and needs the immediate attention of the assembly.

7. **Previous question:** This is simply a motion to end debate, allow no further subsidiary motions on the pending motion, and take a vote. It must be seconded, no debate is allowed, and a 2/3 vote is needed to close debate.
8. **Limit or extend limits of debate**: This motion can reduce or increase the number and length of speech permitted or limit the length of debate on a specific question.
9. **Postpone definitely:** Should be used if the body needs more time to make a decision or if there is a time for consideration of the question that would be more convenient. The postponement cannot be beyond the next session in a group that meets regularly.
10. **Commit or ref er to a committee:** This motion sends the main motion to a committee for further examination and refinement before the body votes on it.
11. **Amend:** The intent of this motion is to modify the pending motion before it is voted on.
12. **Postpone indefinitely:** This motion, in effect, kills the main motion for the duration of the meeting without having to take a vote on it.
13. **Main motion:** a formal proposal for consideration and action.

The Three Ways to Amend

1. To insert or to add (a word, consecutive words, or a paragraph).
   Phrasing:
   "I move to amend the motion by inserting the word 'consecutive' before the word 'terms.'"
   "I move to add the words 'at a cost not to exceed $100.'"
   "I move to amend by adding the following paragraph ... "
2. To strike out (a word, consecutive words, or a paragraph).
   Phrasing:
   "I move to amend by striking out the word 'every.'"
   "I move to amend by striking out the words 'during the second ■ semester.'"
   "I move to strike out the third paragraph."
3. To strike out and insert (words) or to substitute (paragraph or entire main motion).
   Phrasing:
   "I move to strike out the word 'monthly' and insert the word 'annually.'"
   "I move to substitute for the pending main motion the following ... "

The Order of Business

- Reading and approval of minutes - approves the record of actions taken at previous meeting.
- Reports of officers and standing committees - considers actions as recommended by an officer or committee. Any correspondence received should be read if not distributed prior to the meeting. A financial report is made at every meeting.
- Reports of special committees - consider actions as recommended by a group formed for a particular purpose.
- Special orders - considers items that were made special orders for this meeting or items required to be taken up at this meeting by provision in the bylaws.
- Unfinished business and general orders - consider items not reached when the last meeting adjourned or items postponed to this meeting.
- New business - considers actions proposed by members.

Debate

- In order to debate a question, a member must rise and address the presiding officer by his/her title and be assigned the floor.
- Always address remarks to the chair, never using a member's name where it is possible to describe him otherwise.
- The correctness of a statement of facts may be denied, but the motives of a member are not questioned.
- Discourteous language is never used.

Rules of Debate

- The maker of a debatable motion is always entitled to the floor first, as soon as the chair states the question on the motion. When a motion is made by order of a committee, the reporting member of the committee should be recognized first.
- As much as possible, debate should alternate between pro and con.
- Confine debate to the question under consideration.
- Ask permission of the assembly before reading any document.
- Do not waste time with frivolous arguments or repetitions.
- The member who introduces a question is allowed to close the debate, provided he/she has not already exhausted his time.
- Time cannot be yielded to another speaker or saved for later use.

Number and Length of Speeches

- Unless permission is given by the assembly, no member shall speak
  longer than ten minutes at a time,
  more than twice on the same question on the same day,
  a second time until everyone has spoken who desires to do so.
- At any meeting the limits of debate may be changed by a two-third vote.
- If a member who has the floor allows another member to make an explanation, the time is charged to the one who has the floor.
- Consider adopting a special rule of order limiting speakers to 2 to 3 minutes at a time.

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