SENIOR SERGEANT OF THE ARMS

Department Sergeant-At-Arms: Glenda Joyce
1 Jan Lane
Newmarket, NH 03857
659-3261

Remember the charge that was given to you at installation:

“You are responsible for order at Unit meetings. For the advancement and retirement of the colors and for their proper care”

NEVER advance the small desk flags.

“Courtesies to guests and such other duties as may be assigned to you.”

When escorting to the chair, always stop with the guest or whoever you are escorting and salute the Flag. You should escort on your right with the person’s left arm.

“You should regularly attend meetings and be in cooperation with the President.”

Please add to Plan of Works
ESCORT PROCEDURES

1. The Sergeant-At-Arms or the Distinguished Guest Chairman, when escorting, will keep the guest on her right. If she takes hold of the guest's arm, it will be the left arm.

2. Never walk between the chair and the assembly.

3. The highest-ranking group of guests being presented to the chair is brought up the center aisle or up the right side of the room and PRESENTED TO THE RIGHT OF THE PRESIDING OFFICER. If necessary to get to the LEFT side of the room, take the guests to the rear of the room and then up the left side – not across in front of the chair. If space dictates that the lesser-ranking guests must be seated to the left of the chair, reverse the escort procedure. The guest of honor is always presented to the RIGHT of the presiding officer. Your distinguished guest takes precedence over any other dignitary, regardless of title.

4. There are two methods of escorting guests, and both are correct:
   DOUBLE LINE: Sergeant-At-Arms or Chairman of Pages lead, with Sergeant-At-Arms on the right and the Assistant on the left; Distinguished Guest Chairman behind the assistant with the honored guest on her right.
   SINGLE LINE: Sergeant-At-Arms leads; Distinguished Guest Chairman second; guest third; and Assistant last.

5. If the guests to be presented are members of the American Legion Auxiliary, escort in the following order, the lowest-ranking group first:
   A. District Chairmen
   B. District Officers (not including District President)
   C. Past Department Presidents
   D. Hospital Representatives
   E. Current Department Chairmen
   F. District Presidents
   G. Current Department Officers
   H. Current National Officers or Chairman
   I. National Executive Committee Woman
   J. Department President
   K. National President

   When there are two or more guests in any of the above groups, the Distinguished Guest Chairman escorts the chairman or senior member of the group and asks the other members of the group to follow behind.

6. The Distinguished Guest (or guest of honor) is always escorted alone. The assembly rises in recognition of the officer when the National or Department President is escorted. In the Unit, they rise when the District President is escorted.

7. Upon reaching the Presiding Officer station, the Sergeant-At-Arms steps aside and waits while the Distinguished Guest Chairman presents the guests to the Presiding Officer. The Presiding Officer shakes the hand of each guest as presented and seats them before the next guest is presented. After the complete group has been presented and seated, the Sergeant-At-Arms, Assistant Sergeant-At-Arms and Distinguished Guest Chairman retire to the rear of the room. The Presiding Officer does not present any guest until all guests have been escorted and seated.