

# DIVISION CONFERENCE PROTOCOL

## **Administrative Procedure for Arranging and Conducting a Division Conference**

### *States in the Division*

**IOWA, KANSAS, MINNESOTA, MISSOURI, NEBRASKA, NORTH DAKOTA, AND SOUTH DAKOTA**

**NATIONAL BYLAWS:** Article two (2) Section 210 (c) National vice Commandant of Division shall:

- (2) arrange for, convene, and supervise not less than (1) Division Conference each year for the purpose of discussing Division problems, planning and executing means and methods of strengthening, and increasing the effectiveness of the Division.

The function of the Division is administratively only and the following is not to be interpreted as a Division Bylaw.

The Midwest Division convenes two conferences in the twelve month period between National Conventions. National Conventions are held during the month of August each year.

The Division arranges for a Fall Conference in September or October and a Spring Conference in April or early May. Care must be taken in arranging a May Conference to avoid conflicting with states that hold their annual Department Convention that month.

***National Bylaws state: “each Department shall hold a convention each year between May 1 and July 15”.***

In the past 25+ years, the Midwest Division Conferences have been held in all states in the Division except North Dakota. These 50+ conferences were hosted by 15+ Detachments. During this time the Midwest Division's membership grew from 600+ to 3500+ and involved the forming of 50+ new Detachments and three new Departments. New Detachments are expressing a desire to host upcoming conferences. This is encouraging. There's new blood and a sincere interest to promote the Marine Corps League. With growth in membership, it is understandable that for every upcoming conference there are new detachments inquiring about how they can host a future Midwest Division Conference.

To submit a proposal to host a conference, the Detachment will inform the Division Vice Commandant that there is a desire to host an upcoming conference. Proposals are submitted one year in advance. It is suggested that the Detachment seek the assistance of their city's

Chamber of Commerce/Convention and Visitor's Bureau in preparing their proposal. The final selection of the upcoming conference site is determined by a vote of League and Auxiliary attending the conference at the time the formal presentation is made.

After selection has been made that, conference Host Detachment must then finalize plans for the upcoming year. The Detachment must confirm/contract with the conference motel or hotel dates. Once you have confirmed the dates, you provide same to the Division Vice Commandant.

Your conference chairperson must work very closely with the Division Vice Commandant in extending invitations to national officers for the upcoming conference. It is suggested that the Host Detachment arrange with the Division Vice Commandant to extend invitations to national officers. It is further suggested that the invitations be given as soon as possible after the National Convention. As a rule, these invitations are accepted on a first come serve basis.

The Host Detachment should provide those attending the Division Conference (six months preceding the Conference they will host), a "**Welcome to Their City Package**". Include handout information , lodging, facilities, the tourist type material. Again , use your Chamber/ Convention and/or Visitor's Bureau to assist your Detachment for preparing this package.

The Host Detachment must mail out conference material 90 to 120 days in advance of the upcoming conference. The mailing list should be made up of the following:

Division Vice Commandant and Division Staff Officers (Assistant Vice Commandant, Aide-de-Camp, Adjutant, Sergeant at Arms ): Department Commandants., Detachment Commandants., all past PNC's and past Division Vice Commandants., all equally ranking auxiliary officers of the aforementioned, and all newsletter editors. The Division Vice Commandant and Division Auxiliary Vice President are charged with the responsibility to timely provide the Host Detachment with a current mailing list.

In order to assist the Host Detachment in planning to invite National Officers, the following protocol is suggested:

1. It is proper that the invitations be in writing stating what expenses are being paid. If the invitation is verbal, as mentioned above, say at National Convention, a written invitation should follow  
to confirm same and should state the **Date, Time** and **Place** of the Division Conference. The officer invited should confirm or decline in writing.
2. The visiting officer should be provided a detailed itinerary of events in which he or she will be expected to participate. You may wish to include suggestions for appropriate dress; i.e., formal, casual, or special.
3. If the visiting officer is to be a principal speaker, he or she should be advised in advance of the time allocated and the topic desired if other than speaker's choice.
4. If appropriate, the News Media should be advised of the officer's visit and arrangements made for coverage, interviews, etc.

5. Make arrangements for lodging, local transportation, registration, and all scheduled meals. These costs are to be paid by the Host Detachment.  
*See Paragraph # 1*
6. The invited guest shall be responsible for all expenses incurred from the city of origin to the site of the event.
7. Meet the invited officer at the point of arrival if traveling via commercial transportation, or at the place of lodging if traveling by private vehicle.
8. An aide should be assigned by the Host Detachment to assist the officer to insure arrival at designated locations on time, and to arrange for introductions with other distinguished guests present.
9. It is suggested that the Host Detachment provide a fruit dish; i.e. **VIP Package**, to the visiting officer's room upon arrival. (These can be furnished by the motel/hotel.)
10. The officer's spouse or companion may be presented a corsage for the evening banquet.

The ability, with which the Host Detachment arranges the conference, provides hospitality, and handles events will be a major factor in determining whether those in attendance have enjoyed themselves and have profited from the experience.

We hope that this administrative procedure will help point out more sharply the Host Detachment's many responsibilities. You are in charge; you are responsible for making the conference a success. Do not arrange or conduct the conference in an "*off-the-Cuff*" careless manner – no detail: however small must be overlooked. A Conference Committee Chairperson is a must. It is suggested the Host Detachment/Chairperson critique the past couple conferences with these Detachments and put their suggestion to good use! Work committees should be appointed. Arrangements must be made. Hospitality room/bar/food, meeting rooms for League and Auxiliary sessions must be of adequate size.

Banquet – Head/Speaker's table set for National Officers and Division Officers, League and Auxiliary, Host Detachment Commandant Auxiliary President). **Place cards** are a must at the speaker's table. How many times have you seen those at the head table jockey for position (after all of the remaining guests at the banquet have been long seated and waiting for events to follow). See that the room is in proper order, the ventilation good, and lectern available. You may also need a microphone.

A guest speaker for the banquet is optional. If National Officers are in attendance, particularly the National Commandant or National Auxiliary President, it is suggested that you allow these people to be heard. That is really what the conference is designed around. Let them tell their stories and deliver their message!

The Host Detachment Committee Chairperson must be in contact and work with the Division Vice Commandant regarding arrangements for conducting meetings. It must clearly be understood who has what responsibility for all meetings from the very opening session, including the banquet, memorial service, and closing.

If this reference helps to provide a more efficiently organized conference, it will have served its purpose in a field where there is always an opportunity to improve.

DATE'S

Original format -04-1989

Revised - 11-1989

Revised - 11-1997

Revised - 10-2001

Revised - 10-2002

# **MIDWEST DIVISION ADMINISTRATIVE PROCEDURE**

**ADDENDUM 10/05/2002**

**For use by the Host Detachment and Division Staff**

**This addendum is to expand upon the Administrative procedure dates 11/97, and include additional customary styles of conducting a more effective run conference, that was not included at the earlier date.**

**There are numerous ways of handling the many different events that take place Friday through Sunday. It is intended that items covered in this addendum will answer many questions regarding the actual "goings on" of the Conference. In nearly all instances, the following comment/suggestions for "How to do it" for the particular event have been tried and proven to be successful, During the past 25 + years of holding Division Conferences.**

## **FRIDAY'S EVENTS**

**Hotel Marquee      "WELCOME MARINES"  
Fly Marine Corps Flag (*If possible, work with Hotel*)**

**Registration opens - - - 1300 - 1800**

Alphabetical Listing of Guests  
Preprinted Name tags (Chamber of Commerce may help you with this)  
Hospitality Bag for the Guests  
Sale of Raffle Tickets for your fund raiser  
Extra Programs of Conference Schedule  
Several people should assist at the Registration Desk

**Hotel Directory - - - ( Update Daily)**

Hospitality Room #  
Auction Location - Room # & Time  
MCL & MCLA Joint Session Opening - Room # & Time  
Banquet - Room # & Time  
Other items as needed

**Hospitality Room - - -1400 Food & Drink Free to Registered Guests**

Adequately Staffed - - Couple Bar tenders (Friday P.M. is a busy time)  
**Closes** prior to Auction  
**Reopens** after Auction

**Auction --- Starting time 1900 -- not later than 1930**

Use a Professional Auctioneer (*If at all possible, you should be able to get someone in your community to donate their service for this function*)

Have someone Clerk this that is familiar with auction practices

Have Bidders sign in, using the number system

Use a Cash Box. -- \$100 in change

Best sale items .....Military, and M.C. type memorabilia

Arrange sale items - - leave best for last. Etc

Have plenty help for auctioneer ( to deliver sold items to buyer)

Cash Bar at Auction ( this is provided by Hotel)

*Note -- Auctions have been held at M.C.League Conference for past 25 plus years. The proceeds from the auction of items donated by the Div. members is intended to off-set the Hosts Hospitality room and Convention expenses, and you should make your Detch. some money. The Ultimate goal has always been , do whatever is necessary to keep the Registration fee as low as possible. Run it like a business.*

**SATURDAY EVENTS**

**Registration Desk Opens --- 0730 - until opening ceremony starts.**

**Opening Ceremonies ----- 0800 or 0830**

Joint Session of MCL & MCLA Conference

Head Table Guest seating arrangements- **coordinate** between Div. Staff & Detch. Staff, **in advance** of opening ceremonies. Detch. will provide Comdt, Sgt at Arms, & Chaplain.

*Note - The Detch. Chaplain will assist the Div. Staff Officers for Chaplain Duties for the Remainder of the Conference..*

Detch. Comdt. **opens the Conference - Follow ritual for meeting.**

Have Detch. Charter, Flags, Bible, etc in the meeting room.

Detch. Comdt. introduces himself , and (if appropriate) the

Aux. Unit Pres. welcomes guests on behalf of the Detch. and turns the meeting over to the Div. Vice Comdt.

Div. Vice Comdt. welcomes Guests - makes introductions of all other league and aux. members at the head table , and Natl. Officers in attendance, plus appropriate present /past Natl. & Div. Vice Comdts.

Div. Vice Comdt. asks the Div. Aux. Pres. to make like

*before-hand -*

introductions and comments that she desires.

*Note - At this time , should a Natl. MCL and / or MCLA officer be present, a brief / comment may be appropriate. ( this is not a time for a speech) Talk this over remember a local community official may be waiting to bring greetings / welcome to the conference.*

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Div. Vice Comdt. turns meeting back to Detch. Comdt. for introductions of Mayor, or other City officials to bring Greetings to the Conference.

Detch.. Comdt. introduces Speaker

Speaker - - - Greetings to the group

Detch. Comdt. thanks the Speaker and the Speaker is excused (*optional*)

Detch. Comdt. turns meeting back to Div. Vice Comdt.

Div. Vice Comdt. conducts Business Affairs of the Joint Session -  
(selection of future Conference location etc ).

*Note - optional - Visit with Natl. Officers prior to meeting to determine if they wish to deliver their message at this session,at the regular business meeting, or if they have been ask to be the banquet speaker.*

Div. Vice Comdt. recesses the Joint Meeting

Chaplain - Uncover - Closes Bible

Div. Sgt. at Arms - Lead in Hand Salute to Colors and Declare Meeting in Recess.

### **Joint Memorial Service - - -**

The Div's Vice. Comdt. & Aux. Pres. are in charge of the Ceremony.

All Ceremonial details including a list of all deceased members will need to be finalized prior to the service. (suggest the day before)

Div. Officers will timely confer with the Chaplain, Bugler and Firing Detail Commander as to their individual part of the service. The Firing Detail Commander has complete charge of color guard and Firing Detail and will give all necessary commands to that detail.

The Ceremony should be held outside, weather permitting.

The site should be of adequate size to allow for the Div. Formation.

Prior to Ceremony, League and Aux. Members, spouse's and guests will position themselves in seven individual State Units, starting with Iowa alphabetically through South Dakota. (*See "Help Page" for basic Ceremonial Formation Diagram*)

Div. Officers in charge of the Ceremony and Chaplain will face the Div. Formation.

Div. Sgt. at Arms stands left center front of the Div. Formation.  
Dept. Comdt. or ranking officer stands center front of their

- respective Dept's.
- Div. Vice. Comdt. commands Div. Sgt. at Arms to call the Div..  
Formation to attention.
- Div. Sgt. at Arms gives command and advises the Div. Vice.  
Comdt. of the Div. readiness.
- Div. Sgt. at Arms gives Command to the Div. Formation  
“At Ease/Rest”.
- Div. Vice. Comdt. asks the Chaplain to begin the ceremony.

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- Chaplain takes position center front and performs his duties  
*(Prayers / Scriptures etc.)*
- Names of each member who has passed away are read, at which time a member of the Aux. will come forward and place a flower on the Memorial Cross.
- Chaplain ends the ceremony with Benediction.
- Div. Sgt. at Arms signals the Firing Detail Commander by hand salute to begin the three volleys, -returns to order, then faces the Div. Formation and gives Command “Present Arms” - HAND SALUTE.
- Commander of Firing Detail commands the party, fires three volleys and then present arms.
- Bugler sounds taps immediately after the last volley.
- Div. Sgt. at Arms Commands Div. formation - to its normal position at the conclusion of taps by the order (TWO).
- Div. Vice. Comdt. commands the Div. Sgt. at Arms to dismiss the Div. Formation.
- Div. Sgt. at Arms dismisses the Div. Formation. *(Optional) prior to dismissal the Sgt. at Arms may make necessary announcements.*
- Firing Detail will pick up the brass and the Detail should then quietly and ceremonially depart the area.

If a Firing Detail and Bugler are not available, those in charge should improvise and conduct the Ceremony with whatever means are available with Honor and Dignity.

**MCL and MCLA members Return to their Separate Conference Meetings**

**MCL conference business meeting reconvene -- 0930**

Div. Vice Comdt. Calls Meeting Back in Session  
Div. Sgt. at Arms - Leads in Salute to Colors.  
Chaplain - Reopen the Bible  
Div. Sgt. at Arms - Declares meeting duly reopened for conduct  
of official business.  
Div. Vice Comdt. - "Order of Business" from Ritual.  
At completion of business session - recess  
this portion of the Conference until the Banquet.  
Chaplain - All uncover - Closes Bible.  
Div. Sgt. at Arms - Leads Salute to Colors & declares meeting  
in recess.

**Hospitality Room Opens After Conference Business Meetings  
are in Recess, and will remain open until 1700 hours ( approximately  
one hour prior to Cocktail hour reception in conjunction with Banquet)**

**Special meetings** at call of Div. Vice Comdt.

**Afternoon events - Devil Dogs - Tours - Free time - etc.**

**Banquet --- 1900 hours**

**Reception - Cash Bar**

**Head Table** - *Guest Seating arrangements to be finalized by Div. &  
Detch. Staff well in advance. Work these details out  
( number of people ) with Hotel Staff that are arranging*

*Banquet tables.*

**Name Place Cards** should be used.

- \* If a Grand Entrance is used, introductions of the MCL and MCLA officers are made in an ascending order of rank and ending with the National levels. (*As a courtesy, at each level, introduce Aux. Officers first.*) NOTE ; *Discretion should be used in introducing the Guest Speaker - a military / legislator / dignitary should be either first or last in the Grand entrance.*
- Detch. Comdt. - Welcomes guests, and announces the procedure in which the Banquet will be served. (sit-down or buffet )
- Chaplain - Opens Bible - Gives Table Prayer

### **Banquet is Served.....**

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Div. Vice Comdt. - Introductions of Head Table Guests

*Note - the Div. Staff and Detch. Staff will need to coordinate the events of the evening well in advance of the actual banquet hour. If the banquet speaker is a Natl. MCL or MCLA Officer, the appropriate Div. MCL or MCLA Officer will make the introductions.*  
*If the Speaker is provided by the Detch. the Detch. Comdt. will make the introduction.*

Speaker -

Div. Vice Comdt. - Make appropriate remarks for the Conference - Awards will be presented - Other messages to the membership - Good of the League - upcoming dates of locations of future conferences - asks the Div.Aux. Pres. for her appropriate remarks.  
Turn the Meeting back to Detch. Comdt. for raffle drawings - other fund raising events & etc.  
Chaplain Closes Bible - prior to any awards from raffles or fund raising functions.

Closing Ceremony

Div.Vice Comdt. - Follow ritual to close Conference  
Div. Asst. Vice Comdt.- Follow ritual  
Div. Sgt. at Arms - Follow ritual  
Chaplain - Follow ritual

### **Hospitality Room Re-Opens after Banquet**

**Sunday ----- Continental Breakfast ( Optional by Detch.)**

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**Say Good-byes and Thank You's ---- Hope to see you at the next  
Conference -----**

# Memorial Service Setup



