

CALIFORNIA STATE FEDERATION OF CHAPTERS EXECUTIVE BOARD
POLICY 7(F)
SERGEANT-AT-ARMS COMMITTEE

- I** **Sergeant-At-Arms Guidance:** Basic guidance for this committee is published in Article II, Section 3, CSFC Bylaws and in CSFC Executive Board Guideline No. 16, Policy for Convention Committees.
- II** **Function and Composition Of Sergeant-At-Arms Committee:**
- A. Sergeant-At-Arms Committee (SAA) functions as medical emergency and security controllers, ushers, and police under the direction of the Federation President during the convention. Federation President appoints the Chief SAA four (4) months before convention. SAA committee shall consist of a Chief, two (2) Assistant Chiefs and twelve to twenty (**12-20**) members who serve from date of appointment until convention closing. Members of the committee are selected by the Chief SAA with assistance from the Federation President as needed, and may be selected from the entire state; however, emphasis should be placed on the area where the convention will be held.
1. Assignments of SAA Personnel:
- a) 1 Chief
b) 2 Asst chiefs
c) 2 SAAs (1 at each end of the stage)
d) 3-4 SAAs (1 at each microphone)
e) 3 SAAs (1 at each entrance door to convention)
f) 1 SAA to act as relief.
g) 13 total
2. NOTE: May require an R.N. to serve as “On Call” EMT
- III** **Duties And Responsibilities (Prior To Convention)**
- A. Chief SAA with an assistant meet at the convention site with the Convention Host Committee Chair and hotel representative at some convenient time prior (at least thirty (30) days) to the beginning of the convention. During this meeting, the Chief SAA or his Assistant shall:
1. Discuss security with the hotel,
2. Review the hotel’s disaster plan, emergency and local protocols,
3. Set up radio contact with hotel security for use while NARFE members are guests in the hotel,
4. Determine the location of the nearest hospital, and/or Fire Department paramedic service.
5. Determine presence of defibrillator and trained operator.
- B. Chief SAA meet with the Convention Host Committee Facilities Chair and agree on the room for the First Aid Station, Federation Equipment Storage and SAA meeting area. The Chief SAA should be provided with a key to the locked room. In the event a separate key cannot be provided, the name of the Chief SAA shall be given to the hotel as a person with authority to access this room. An Access List with names of people authorized to have this room

CALIFORNIA STATE FEDERATION OF CHAPTERS EXECUTIVE BOARD
POLICY 7(F)
SERGEANT-AT-ARMS COMMITTEE

opened/closed shall be provided to the hotel and Chief SAA.

- C. SAA Committee will arrive at the convention site by early morning on the first day of the convention, or the day before the Convention commences, at the discretion of the Chief SAA, with the approval of CSFC President, to receive instruction on their duties:
 - 1) Members are encouraged to complete a CPR and First Aid Class.
 - 2) Members shall know the locations of all exits, fire extinguishers, drinking fountains, phones, restrooms and First Aid Station. Each member will also know the procedures in case of fire and other disasters, including where the staging areas will be, in order to direct delegates to those areas safely and calmly.
- D. SAA Committee is responsible for placement of signs and special notices, as required. If the hotel is required to place any signs/equipment (such as microphones), the request shall be coordinated with the Convention Host Committee Facilities Coordinator.
- E. Chief SAA should be lodged in the same facility where the convention is being held. The Convention Host Committee should consider offsetting the cost of lodging by about 50% for the Chief SAA

IV Duties & Responsibilities (Convention In Progress):

- A. A military unit, as arranged for by the convention host committee, will present the National Colors to begin the convention after President has rung the gavel and so ordered. "Post the Colors". SAA will retire the colors at the end of the convention when so ordered by the President "Retire the colors," before ringing the gavel and declaring the convention closed.
- B. SAA is responsible for controlling delegate access to the general session room as directed by the Federation President. They are responsible for checking badges, ribbons and/or color-coded tags at the door(s) of the general meeting room and directing delegates and guests to = seating area. **ONLY DELEGATES-AT-LARGE, DELEGATES, AND ALTERATES** may sit in the area for Districts. Guests/Visitors must sit in the area reserved for them. A sign will be displayed showing "Visitors" for their guidance. Any exception to this seating arrangement must be approved by the CSFC President or his designee.
- C. SAA supports the handicapped by providing whatever assistance is needed. As an example, providing space for their wheel chairs, oxygen, and access to hearing impaired devices.
- D. Chief SAA, or his designee, escorts all VIPs to and from the podium during the

CALIFORNIA STATE FEDERATION OF CHAPTERS EXECUTIVE BOARD
POLICY 7(F)
SERGEANT-AT-ARMS COMMITTEE

convention. There will be one SAA at each end of the stage for safety and assisting people up and down the steps.

- E. Chief SAA directs the numbering sequence of the floor microphones and insures that a member of the SAA Committee is stationed near each one, with a flashlight and a set of color coded cards to alert the Presiding Officer when a member wishes to speak.
- F. Delegates-At-Large, Delegates, and Alternates will use color-coded cards when speaking at the microphones. SAA at each microphone will have three (3) cards, one of each color, to hold high for each speaker. The SAA will also turn on a flashlight simultaneously.
- 1) Color- coded cards are to be used as follows:
 - a. **GREEN** Speaking **FOR** the pending motion, or making a motion of higher rank.
 - b. **RED** Speaking **AGAINST** the pending motion.
 - c. **YELLOW** Used when a Delegate wishes to **RAISE A POINT OF ORDER, REQUEST INFORMATION, or MAKE A PARLIAMENTARY INQUIRY.**
 - 2) Note: This system permits Presiding Officer to readily see what the delegate standing at each microphone proposes. It also resolves concerns that debate is divided equally between pro and con as specified in the Standing Rules
- G. The SAA Chief will be responsible for determining the method of counting of standing votes.
- 1) SAA shall secure the Convention doors allowing no one to enter or leave until after the count has been completed. SAA will consult and coordinate their door assignments with other Committees while SAA is involved in the counting procedure. SAA must count the votes of the members of the other Committees standing at the doors nor those members at the head table
 - 2) Count must be reported to the Chief SAA at the front of the assembly, who will consolidate the count and report the total to the Presiding Officer who will announce the results of the vote.
- H. SAA Coordination With The Ballot & Teller & Credentials Committees

CALIFORNIA STATE FEDERATION OF CHAPTERS EXECUTIVE BOARD
POLICY 7(F)
SERGEANT-AT-ARMS COMMITTEE

- 1) SAA will assist the Ballot & Teller and Credentials Committees in the voting process as stated below. Chief SAA will meet with the Chair of the Ballot & Teller and Credentials Committees at the Convention site for orientation and planning purposes.
 - 2) SAA Duties & Responsibilities During Voting by Ballot
 - a. Assure that entry and exit to and from the voting area is controlled.
 - b. Assure that rules prohibiting candidates and others from soliciting votes in the voting areas are followed.
 - c. Assure privacy for a secret ballot in the area provided for marking ballots.
 - d. Secure counting room used by the Ballot & Teller Committee.
 - e. Accompany the ballot box if moved, and assure that it is not tampered with until deposited in the secure area.
- I. Timekeeper Duties & Responsibilities:
- 1) Two (2) SAA members shall be appointed by the President as Timekeepers.
 - 2) Timekeepers will be strategically located so that both the assembly and the Presiding Officer can easily see them.
 - 3) Timekeepers will have a timing device that counts time in seconds.
 - 4) Speakers in debate of a motion are allowed three (3) minutes. Timing starts when first word is spoken. The Timekeeper will hold a pink card high after 2-1/2 minutes signifying that 30seconds are remaining and will hold a blue card high when time has expired. The Presiding Officer will then advise the speaker his/her time has expired.
 - 5) Total time for debate on a motion is twelve (12) minutes. When twelve (12) minutes have elapsed, the Timekeeper will hold a purple card high and the Presiding Officer will stop debate. No extension of time will be permitted.
 - 6) **CAUTION:** Timekeepers will stop the timer when one debater has finished and start it again when the next debater commences. In other words, do not let the timing device continue to run between debaters.

**CALIFORNIA STATE FEDERATION OF CHAPTERS EXECUTIVE BOARD
POLICY 7(F)
SERGEANT-AT-ARMS COMMITTEE**

J. Miscellaneous Duties

- 1) The Chief SAA shall be the central point of contact for adjustments to the sound control, heat and air conditioning.
- 2) Perform other duties as assigned