



Convention Protocol



There are always many questions about what is expected from attendees at our annual convention, and not all of them from first-timers! Listed are answers to some of the most FAQs. Refer to the Protocol section in our Division Yearbook for extensive guidance.

What should I wear to the various events at Convention?

For Friday night's Historical Evening, cocktail dresses or gowns or long skirts with dressy tops are acceptable; period dress is optional. No insignia, name tags or hats are worn. (Remember the adage that ladies do not wear hats after 4:00 PM unless they are at an event that started earlier and continued past 4:00, or when they are at a tropical garden party.)

For Business Sessions, suits, business type pantsuits, jacketed dresses or coordinated separates are suggested. (No denim or athletic attire) Hats are encouraged for Business Sessions and Memorial Service.

Those participating in the Memorial Service and seated at the head table wear black suits or dresses, hats and gloves. Members and others wear appropriate funeral clothing with their insignia but no ID badge. Hats and gloves are encouraged.

When do I stand?

When the Division President, President General or an Ex-President General processes into the room, attendees are expected to stand.

When the Colors are presented, all attendees stand and place their right hands over their hearts. The left hand remains free at your left side. Nothing is to be held in the left hand. If gloves are worn, the right hand over the heart should be ungloved. Remain standing until the ceremony has concluded and you are told that you may be seated. Following the recitation of the Pledge of Allegiance, drop your right hand, then immediately return it for the Salute to the Confederate flag. During events as the bestowal of Military Service Awards, or during the Memorial Service, you will be instructed when to stand and when to be seated.

How should I address the assembly? How do I make a motion?

When wishing to speak to an issue during a meeting or make a motion, stand and be recognized by the Chair. Give your name and chapter name and proceed. Motion forms which aid in accurate transcript of business, will be available from Pages. Prepare, by writing your motion using specific and succinct language beginning with "I move to" or "I move that." Prior to discussion and voting, a Motion not brought by Committee requires a second; this will be called for by the Chair. The Motion will then be repeated by the Chair who will then call for discussion. Members discuss Motions by rising, addressing the Chair by stating their name and chapter and providing their input. Members do not address other members. Following discussion

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the Chair will call for the vote. The presiding officer then takes a vote, ending with “The ayes have it and the motion is carried. We will...” OR “The noes have it and the motion is lost.”

When is it OK to take pictures?

Photography, with discretion, is acceptable throughout Convention meetings with the exception of during the bestowal of Military Awards. Appropriate time will be allocated and announced following the bestowal. At no time should photography impede or disrupt a processional during flow of a business meeting.

Who attends Granddaughters Club Meetings?

All who are members, or may qualify for membership through an appropriate lineal grandfather, are welcome during the Granddaughters Clubs meetings. These social clubs provide yet another avenue for honoring the service or contributions of your grandfathers(s).

Tips to Make Convention More meaningful?

Additional protocol guidelines are listed below:

1. Cell phones are to be silenced during all meetings and not used.
2. No one may cross the room in front of the podium when the Chair is standing at the podium.
If you must cross the room, go to the back to do so.
3. Do remember that all UDC members are volunteers, regardless of position, so treat everyone with courtesy and respect. Be kind and considerate to each other.
4. Only glasses are acceptable on dining tables; cans and bottles are inappropriate and detract from the dignity of the occasion.
5. Insignia is not worn in bars, restaurants, or on the street. Insignia may be worn outside when attending an event such as a grave marking or Memorial observance.
6. Attend all meetings and activities and arrive a few minutes early for each one! Introduce yourself to people you don't know. Make a point of welcoming the *First Timers* so they feel comfortable and will keep attending.

And, enjoy yourself!

