

## **SERGEANTS-AT-ARMS MONITORING THE DOORS:**

Sergeant-at-Arms volunteers must be willing to follow the direction of the PSE President or her/his designee(s) to assist in preserving order and decorum in the meeting room. **Duties include removal of uncooperative or unruly members.**

- Sergeant-at-Arms are expected to be at the doors 15 minutes before the doors open unless instructed otherwise. If a meal is to be served, followed immediately by a business session, you should arrive 20-30 minutes before the doors open so you may eat before the doors are opened to the members.
- Sergeant-at-Arms are expected to check the badges of all those entering the business session (member, staff, guest or delegate).
- Sergeant-at-Arms will walk around the registration area approximately 10 minutes before the beginning of opening ceremonies and before the start of each business session to move people inside the meeting room so they are seated when the session begins.
- DO NOT open the doors to the business sessions without instructions to do so from the Convention Liaison or KF Event Staff.
- Candidate campaign materials are restricted to specific areas of the convention center. If you see candidate election materials posted in the restrooms or on the walls, please remove those materials.

## **SERGEANTS-AT-ARMS INSIDE BUSINESS SESSIONS:**

Sergeant-at-Arms volunteers must be willing to follow the direction of the PSE President or her/his designee(s) to assist in preserving order and decorum in the meeting room. **Duties include removal of uncooperative or unruly members.**

- Sergeant-at-Arms are expected to follow the instructions given by the PSE President or her/his designee(s) during business sessions.
- Sergeant-at-Arms are assigned to monitor the pro/con/question microphones during business sessions to ensure each speaker is a delegate.
- Sergeant-at-Arms are expected to pick-up completed motion forms from delegates (he/she will hold them in the air) and verify that they are legible and signed by the delegate.
- Sergeant-at-Arms are responsible for taking completed forms to the Nominating Chair on stage.