



# MARINE CORPS LEAGUE

## National Sergeant at Arms

### Lisa Solarczyk

28 March 2024

From: Lisa Solarczyk, National Sergeant at Arms, Marine Corps League, INC.  
To: National Bylaws Committee Chair, National Judge Advocate, David Porter  
Via: NED/COO Bob Borka  
Subj: Proposed National Administrative Procedure Amendment  
Ref: (a) 2023 National Bylaws (NBL)  
(b) 2023 National Administrative Procedures (NAP)

In accordance with National Bylaws, Article XI, Section 1100 & National Administrative Procedures, Chapter Ten, Section 10020, I am submitting the following amendment for consideration at the 2024 National Convention. The proposed amendment affects multiple sections and sub-sections of Chapter Three of Reference (b) which are addressed as follows;

**Current:**

**Section 3045. National Chief of Staff & Protocol Officer** shall perform as a Staff Officer, coordinating staff functions and protocol duties as assigned by the National Commandant and assuming other administrative tasks as required.

**Proposed:**

**Section 3045. National Chief of Staff** shall perform as a Staff Officer, coordinating staff functions as assigned by the National Commandant and assuming other administrative tasks as required.

**Current:**

**Section 3075. National Sergeant at Arms** shall preserve order at National Conventions and perform such other duties as are required by the National Commandant. The National Sergeant at Arms is empowered to deputize such Deputy Sergeants at Arms and Field Music as may be necessary for the proper performance of their duties.

**Proposed:**

**Section 3075. National Sergeant at Arms** shall preserve order at National Conventions, Conferences, and Expos. The National SAA shall also serve as the National Protocol Director so as to establish our organization as one that is defined by a good sense of decorum, etiquette and cross-cultural respect, and perform such other duties as are required by the National Commandant.

- A. The National SAA is empowered to deputize such Deputy Sergeants at Arms and Field Music as may be necessary for the proper performance of their duties and;
  - 1. Develop policies and procedures with the advice and consent of the National Commandant and Board of Trustees for the effective performance of the duties of National SAA and Deputy Sergeants at Arms.
- B. The National SAA shall aid the National Commandant and Board of Trustees in the selection of a National Protocol Officer who shall work with the National SAA to:
  - 1. Coordinate with the National Director of Events & Veteran's Affairs to see to the needs of visiting dignitaries, their aides, and assistants as related to local transportation, accommodations, and escort personnel.
  - 2. Select additional temporary assistants as necessary to aid the National Protocol Officer during national level events.
  - 3. Develop policies and procedures with the advice and consent of the National Commandant and Board of Trustees for the effective performance of the duties of the National Protocol Officer and any temporary assistant protocol officers.

**Rationale:**

For a number of years now the National Sergeant at Arms has also served as the appointed National Protocol Director while working with an appointed National Protocol Officer (billeted separately from the office of the National Chief of Staff) at National Conventions, National Mid-Winter Conferences, Modern Day Marine Expos and other national level events as the need for protocol considerations have arisen. Building on the efforts of past Protocol Director Bruce Rakfeldt, a comprehensive policy and procedure document has been developed and presented to the National BOT which includes duties and responsibilities to be performed by each of the protocol positions listed in this proposed amendment.

Respectfully submitted,



***Lisa Solarczyk,***  
*National Sergeant at Arms*  
***Marine Corps League***