



Vietnam Veterans of America, Inc.  
Plymouth-Canton Chapter #528  
P.O. Box 6319 • Plymouth, MI 48170



## **Visitor Policy Letter**

It is understood that any member (Officers, BOD member and/or general member) may invite speakers to VVA Meetings to present a position, request support and/or provide information. This policy outlines the procedure to manage the visitor speaking process, thus minimize disruption to VVA Meetings.

All requests for visitors intended to address any VVA Meeting, are to be brought to the attention of the Secretary and President – 24 Hours PRIOR - to any meeting. The President (or his representative who has control of the meeting), has the final say as whether a prospective visitor/speaker shall be permitted to address the meeting.

Generally any visitor/speaker will be given 5 minutes to address the VVA gathering. The President (or his representative who has control of the meeting) can alter this 5 minute limit prior to the subject meeting, based on the complexity of the topic to be addressed.

### **Revision History:**

Rev. 01: Authorized by BOD 2-28-2017