*BEGIN A MEETING*

**RAP GAVEL 1 TIME TO SEAT EVERYONE**

WAIT 2 MIN

**RAP GAVEL 3 TIMES TO BRING EVERYONE TO THEIR FEET**

COMMANDER:

“COLORS BEING IN PLACE”

**OR**

“COLOR GUARD PLEASE ADVANCE THE COLORS”

“HAND SALUTE”

“TWO”

“CHAPLAIN WILL OFFER PRAYER”

“ALL MEMBERS/GUESTS IN ATTENDANCE SHALL REMAIN STANDING WITH THEIR CAPS REMOVED AND PLACED OVER THEIR HEART FROM OPENING PRAYER, THROUGH THE POW/MIA CEREMONY, AND INCLUDING THE PLEDGE OF ALLEGIENCE”

CHAPLAIN:

“Almighty God, Father of all mankind and Judge over nations, we pray Thee to guide our work in this meeting and all our days. Send Thy peace to our nation and all nations. Hasten the fulfillment of Thy promise of peace that shall have no end.”

“We pray for those who serve the people and guard the public welfare, that by Thy blessing they may be enabled to discharge their duties honestly and well. We pray for our comrades that by Thy help they many observe the strictest justice, keep alight the fires of freedom, strive earnestly for the spirit of democracy, and preserve untarnished our loyalty to our country and to Thee. Finally, O God of mercy, we ask Thy blessing and comfort for those comrades who are suffering mental and physical disability. Cheer them and bring them the blessing of health and happiness. Amen.”

***POW/MIA Ceremony***

COMMANDER:

“A POW/MIA empty chair is placed at all official meetings of The American Legion as a physical symbol of the thousands of American POW/MIAs still unaccounted for from all wars and conflicts involving the United States of America. This is a reminder for all of us to spare no effort to secure the release of any American prisoners from captivity, the repatriation of the remains of those who died bravely in defense of liberty, and a full accounting of those missing. Let us rededicate ourselves to this vital endeavor!”

“Designated Indvidual(s) place the POW/MIA flag on the empty chair”

***PLEDGE OF ALLEGIANCE***

COMMANDER:

“Everyone will re-cover”

***PREAMBLE***

FOR GOD AND COUNTRY, WE ASSOCIATE OURSELVES TOGETHER FOR THE FOLLING PURPOSES:

TO UPHOLD AND DEFEND THE CONSTITUTION OF THE UNITED STATES OF AMERICA;

TO MAINTAIN LAW AND ORDER;

TO FOSTER AND PERPETUATE A 100% AMERICANISM;

TO PRESERVE THE MEMORIES AND INCIDENTS OF OUR ASSOCIATIONS IN THE GREAT WARS;

TO INCULCATE A SENS OF INDIVIDUAL OBLIGATION TO THE COMMUNITY STATE AND NATION;

TO COMBAT THE AUTOCRACY OF BOTH THE CLASSES AND THE MASSES;

TO MAKE RIGHT THE MASTER OF MIGHT;

TO PROMOTE PEACE AND GOOD WILL ON EARTH;

TO SAFEGUARD AND TRANSMIT THE POSTERITY OF THE PRINCIPLES OF JUSTICE, FREEDOM, AND DEMOCRACY;

TO CONSECRATE AND SANCTIFY OUR COMRADESHIP BY OUR DEVOTION TO MUTUAL HELPFULNESS.

**RAP THE GAVEL 1 TIME**

Everyone should take a seat

COMMANDER:

“I NOW DECLARE\_\_\_\_\_\_\_\_\_\_, POST \_\_\_\_, OF THE AMERICAN LEGION DEPARTMENT OF ALABAMA, REGULARLY CONVENED.”

ORDER OF BUSINESS

1. ROLL CALL BY ADJUTANT “QUORUM PRESENT?”
2. READING OF MINUTES OF PREVIOUS MEETING
3. COMMITTEE REPORTS
4. BALLOTING ON APPLICATIONS
5. SICK CALL, RELIEF AND EMPLOYMENT
6. DEPARTMENT SERVICE OFFICERS REPORT
7. UNFINISHED BUSINESS
8. INITIATION OF CANDIDATES
9. NEW BUSINESS OR CORRESPONDENCE
10. MEMORIAL TO DEPARTED POST MEMBER
11. THE GOOD OF THE AMERICAN LEGION

***MOTIONS:***

1. MOTION STATED
2. MOTION SECONDED
3. MOTION RESTATED
4. DISCUSSION
5. MOTION RESTATED WITH AMMENDMENTS i.a.
6. VOTE “ALL IN FAVOR?” “ALL APPOSED?”

ONLY ONE MOTION CAN BE ON THE FLOOR AT ANY GIVEN TIME.

IF ANOTHER MOTION IS ATTEMPTED SIMPLY RAP THE GAVEL AND SAY

“WE STILL HAVE A MOTION ON THE FLOOR”

THE CHAIR OF THE MEETING IS IN CONTROL OF WHO/WHAT IS BROUGHT TO THE FLOOR DURING MOTIONS.

AN UNCONSTITUTIONAL MOTION CAN BE GAVELED SILENCED. AND STATED AS SUCH.

***CLOSING CEREMONY***

COMMANDER:

“IS THERE ANY FURTHER BUSINESS TO COME BEFORE THE MEETING? IF NOT, THE CHAPLAIN WILL LEAD US IN MEMORIAL SERVICE”

**RAP THE GAVEL 3 TIMES**

**UNCOVER**

CHAPLAIN:

“Our Heavenly Father, we deem this a fitting time to pay our respects to our departed comrades. As we stand with bowed heads in reverence to them, let us remember the good deeds they accomplished. Let us revere them as good soldiers who fought the good fight in a just cause. Let us silently pray for peace, the peace that passes all understanding. And let us in mind and soul consecrate our hearts and lives to the real America, the land of the free and the home of the brave, the American worth fighting for. As we stand in silence to our departed comrades, may we sincerely say, ‘May their souls rest in peace.’ Let us also remember the POWs and MIAs still unaccounted for from the wars and conflicts. Amen.”

COMMANDER:

“COVER”

“SERGEANT AT ARMS, RECOVER THE POW/MIA FLAG.”

“TIL WE MEET AGAIN LET US REMEMBER OUR OBLIGATION TO OUR COUNTRY CAN BE FULFILLED ONLY BY THE FAITHFUL PERFORMANCE OF ALL DUTIES OF CITIZENSHIP. LET SERVICE TO THE COMMUNITY, STATE AND NATION BE EVER A MAIN OBJECTIVE OF THE AMERICAN LEGION AND ITS MEMBERS. LET US BE EVER WATCHFUL OF THE HONOR OF OUR COUNTRY, OUR ORGANIZATION AND OURSELVES, THAT NOTHING SHALL SWERVE US FROM THE PATH OF JUSTICE, FREEDOM AND DEMOCRACY.”

COMMANDER:

“COLORS BEING IN PLACE”

**OR**

“COLOR BEARERS WILL RETIRE THE FLAG OF OUR COUNTRY”

“HAND SALUTE” “TWO”

COMMANDER:

“I NOW DECLARE THIS MEETING OF \_\_\_\_\_\_\_\_\_ POST \_\_\_\_,THE AMERICAN LEGION DEPARTMENT OF ALABAMA ADJOURNED.”

**RAP THE GAVEL 1 TIME**