



The American Legion

DEPARTMENT OF _____

POST

COMMANDER

ADJUTANT

10. **“I now declare _____ Post Number _____
Department of _____ regularly convened.”**

11. Suggested Order Of Business:

- a. Roll Call of Officers to determine if quorum is present
- b. Reading of minutes of previous meeting (vote on adoption)
- c. Reading of minutes of previous Executive Committee Meeting (vote on adoption)
- d. Introduction of guests and prospective new members (see back cover)
- e. Committee Reports:
 - Finance Officer
 - Membership Chairman (balloting on new members)
 - 2nd Vice Post Activities
 - Americanism Committee
 - Athletic Committee
 - Canteen (house chairman; if appropriate)
- f. Sick call, relief and employment
- g. Post Service Officer’s report
- h. Unfinished business
- i. Initiation of candidates (new members)
- j. New business (and correspondence)
- k. Memorial to departed post member (if appropriate)
- l. Business for the Good of The American Legion (membership shall be permitted to make any suggestions of any kind, character or description, save of religion or partisan politics) No motions

Closing Ceremony

12. **“Is there any further business to come before the meeting? If not, the Chaplain will lead us in the closing prayer.”**

13. Three raps of gavel. (membership shall rise and uncover, standing in silence with right hand over heart)

Recover Commander’s Charge

14. **“Till we meet again let us remember that 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.”**

15. **“The Color Bearer(s) will retire the Flag of Our Country.”
“HAND SALUTE! TWO!”**

16. **“I now declare this meeting of _____ Post Number _____
The American Legion, Department of _____ adjourned.”**

17. One rap of gavel

Introduction Of Guests // Reverse Order For Speakers

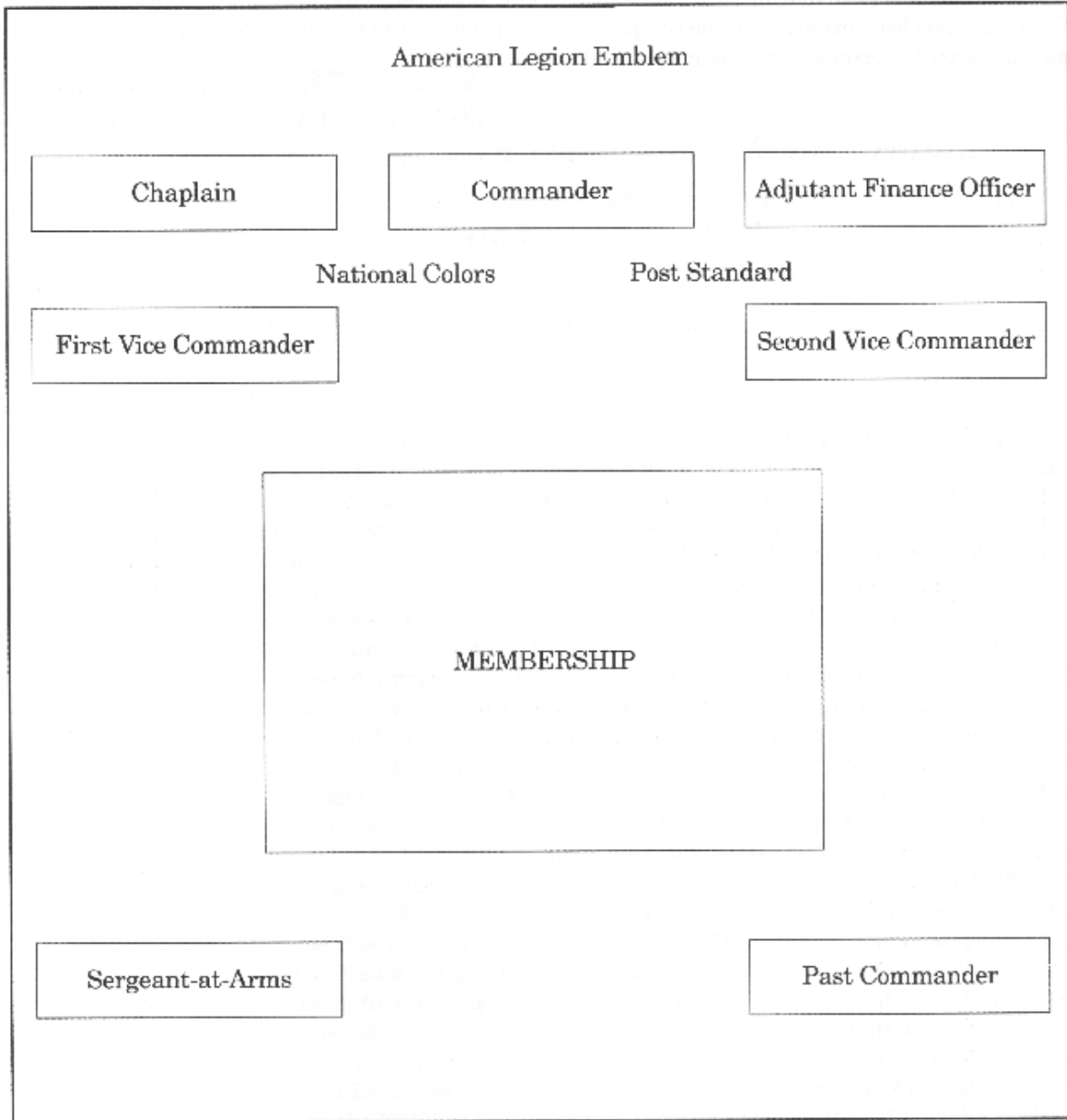
Special Guest(s)/Guest Speaker(s)

Department Officers (Legion, Auxiliary, SAL)

National Officers (Legion, Auxiliary, SAL), District Officers

County Officers, Legionnaires

Plan of Post Meeting Room



This arrangement of a post meeting room is especially functional for the conduct of regular post meetings. This plan permits the post a great amount of flexibility in arrangement to meet the post's particular needs and/or adapt to any physical limitations.