

# AMERICAN LEGION – XXXXXXXX POST # XXX SOME WHERE, FL

## AGENDA – General / (Executive Board) Meeting Agenda

1. **COMMANDER:** The meeting is about to open. All Officers shall take their stations.
2. **COMMANDER:** One rap of the gavel and the SGT @ Arms shall close the doors of the meeting hall.
3. **COMMANDER:** Three raps of the gavel and all who are present shall stand at attention.
4. **COMMANDER:** “With the Colors of our Country in Place” (Or Post the Colors) “Hand salute.” “Two.”
5. **COMMANDER:** "UNCOVER"
6. **COMMANDER:** “The Chaplain will offer prayer.”
7. **CHAPLAIN:** “ALMIGHTY GOD.....AMEN
8. **COMMANDER:** Resolution 288, adopted at the 67th National Convention, calls for designating a POW/MIA “Empty Chair” at all official meetings of The American Legion as a physical symbol of the thousands of American POW/MIAs still unaccounted for from all the wars and conflicts involving the United States of America. Accordingly, at this time the Vice Commander (**or who the CDR designates**) will place the POW/MIA flag on the “Empty Chair” as 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 dedicate ourselves for this vital endeavor. (Place the POW/MIA flag on the Empty Chair). *Please observe a moment of Silence for those who are serving and who served in defending our country from all wars and conflicts (60 seconds should be observed).*
9. **COMMANDER:** Please follow me in reciting the Pledge of Allegiance.”
10. **COMMANDER:** “I pledge allegiance to the Flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.”
11. **COMMANDER:** “Everyone will recover.”
12. **COMMANDER:** The Vice Commander (**or who the CDR designates**) will lead us with the Preamble.
13. **VICE COMMANDER:** “For God and Country.....
14. **COMMANDER:** One rap of the gavel, “I now declare this General / (Executive Board) Meeting of XXXXXXXXX American Legion Post #XXX of the Department of Florida, regularly convened.”
15. **\*\*\*\*Ceremony for Draping American Legion Charter (Done at General Meeting)\*\*\*\***
16. **COMMANDER:** SGT @ ARMS do we have any Guests or CDR will announce Guests?
17. **SGT @ ARMS:** Commander we have ..... Guests. (Always introduce Past Officers, then lowest Office to Highest Office last. The Highest Office should always receive the respect as prior to announcing his or her name/office 3 Raps of the Gavel and then announce that person.)

18. **COMMANDER:** Adjutant Roll Call of Officers, Reading of the Minutes and Correspondence Review.

19. **ADJUTANT:**

a. **Roll Call** to determine if quorum is present (XX Members for E-Board or XX members for General Meeting).

b. **Reading of minutes:**

1. Regular Meeting: Motion by \_\_\_\_\_ to approve the General Meeting Minutes as Read; 2nd by \_\_\_\_\_ Motion Passed.

2. Executive Board Meeting: Motion by \_\_\_\_\_ to approve the Executive Board Meeting Minutes as Read; 2nd by \_\_\_\_\_ Motion Passed.

20. **Correspondence Review:**

**Officer Reports** - Remember ANY Report that you do an Audit on the Proper Motion should be " I \_\_\_\_\_ **Move to File the Finance (*Finance, Kitchen, Lounge or any other Report*) Report for Audit;** 2nd by \_\_\_\_\_ Motion Passed. This goes for ANY Report that in your C & B that requires an audit. If its approved at the meeting then it can never be Audited.

**Committee Reports:**

Are there any other Committee Reports?

Unfinished Business

New Business

For the Good of The American Legion

**COMMANDER:** Is there any further business to come before this meeting?

**COMMANDER:** Three raps of the gavel, UNCOVER, The Vice Commander (**or who the CDR designates**) will retrieve the POW/MIA Cover from the empty Chair.

**COMMANDER:** The Chaplain will lead us with a closing prayer.

**CHAPLAIN:** Our Heavenly Father.....AMEN.

**COMMANDER:** COVER

**COMMANDER:** "Till 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:** ""With Colors in place (Or Retrieve the Colors), "Hand salute." ..... "Two."

**COMMANDER:** I now declare this General Meeting / (Executive Board) of XXXXXX Post # XXX, The American Legion, Department of Florida adjourned! (One rap of Gavel).