

## MCL MEETING OPENING CEREMONY

**Commandant** - Sergeant-at-Arms, secure the quarters and satisfy yourself that all present are qualified to be present during the deliberations of \_\_\_\_\_ of the Marine Corps League

**Sergeant-At-Arms** - Aye, aye, Sir,

**Sergeant-At-Arms** - The quarters are secured and all present are qualified to remain. *(If persons present are not qualified, the Sergeant-at-Arms will report accordingly. If it is an open meeting, visitors would be assumed to be qualified to remain.)*

**Commandant** – *(shall give two (2) raps of the gavel to call all to rise)* Sergeant-at-Arms, advance and post the Colors and lead us in the Pledge of Allegiance.

**Sergeant-At-Arms** -Aye, aye, Sir.

*All persons wearing the official League cover will execute a hand salute as colors are advanced. Those NOT covered will execute a civilian salute, right hand over their heart.*

**Commandant** - Chaplain will lead us in prayer. *(The Chaplain should open the Bible)*

**Chaplain** - **(Uncover)** Supreme Commandant, we ask Thy blessing upon all here assembled. We pray for guidance in our deliberations, and that we may here exemplify the principles and purposes of our beloved Marine Corps League. We ask Thy protection and blessing for Marines, FMF Corpsman and FMF Navy Chaplains who have died in the service of their Country, and for all our members, both past and present. Grant that the Marine Corps League may grow and prosper in the humane purposes and principles upon which it is founded. AMEN. *(Cover). (At this point, the Commandant may ask the members to remain standing for the singing or playing of the Marine Hymn), (Commandant, by one rap of the gavel, seats the Detachment).*

**Commandant** - Sergeant-at-Arms, declare this meeting open for the transaction of official business.

**Sergeant-At-Arms** - By authority of the Commandant of the \_\_\_\_\_ of the Marine Corps League, I declare this meeting open for the conduct of official business.

***Note TO RECESS the MEETING-** Chaplain will close the Bible. Sergeant-at-Arms will lead the membership in a hand salute to the Colors and declare the meeting in recess. **TO RE-OPEN the MEETING** - Sergeant-at-Arms will lead the assembly in a hand salute to the Colors. Chaplain will reopen the Bible. Sergeant-at-Arms will declare the meeting duly reopened for the conduct of Official Business.*

# MARINE CORPS LEAGUE MEETING - ORDER OF BUSINESS

- 1) Opening ceremony
- 2) Roll Call of Officers
- 3) Applications for membership
- 4) Balloting on applications for membership to be approved by a majority vote of those present and qualified to vote. Either a voice vote or secret ballot may be used.
- 5) Ceremony of Installation (Full or abridged form depending on size of Detachment, time, and circumstances)
- 6) Minutes of previous meeting
- 7) Correspondence
- 8) Report of Paymaster
- 9) Report of any member or member's family sick or in distress
- 10) Report of Officers
- 11) Report of Standing Committees
- 12) Report of Special Committees
- 13) Unfinished Business
- 14) New Business
- 15) Ceremony of Installation of Officers.

(At the proper time of year according to the Detachment Bylaws & Procedures. NOTE: Installation meetings may be open to the public, if desired. If so, it is recommended that all regular business be omitted by a motion and the meeting adjourned following the opening ceremony)

- 16) Good of the League
- 17) Announcements
- 18) Closing Ceremony

NOTE: TO RECESS A MEETING: Chaplain will close the Bible. Sergeant-at-Arms will lead in a salute to the Colors and declare the meeting in recess.

TO REOPEN A MEETING: Sergeant-at-Arms will lead in a salute to the Colors. Chaplain will reopen the Bible. Sergeant-at-Arms will declare the meeting reopened for the conduct of Official Business.

# MCL MEETING CLOSING CEREMONY

**Commandant** There being no further business, we will proceed to close.

*The Detachment will stand silent in respect for deceased members.*

***(Commandant gives two (2) raps of the gavel).** Chaplain, without orders, reads the names of deceased members). This may also be extended to deceased Marines and Marine families, if appropriate.*

**Commandant** Sergeant-at-Arms, retire the Colors.

**Sergeant-At-Arms** Aye, aye, Sir.

*(All present that are covered, execute the hand salute; all others not covered, execute the civilian salute, as the Colors are retired).*

**Commandant** Chaplain will lead us in prayer.

**Chaplain - (Uncover)** Supreme Commandant, we humbly beseech Thee to bless what good we have accomplished and forgive that which we have done amiss. As we separate to go our several ways, we commit ourselves to Thy loving care. AMEN. **(Cover)**

**Commandant** Senior Vice Commandant, perform the last duty of your post.

**Senior Vice Commandant** Marines, the \_\_\_\_\_ thanks you for your attendance and requests that you secure new members, and further that you favor us at every future meeting with your presence, so far as your circumstances will permit.

**Commandant** - Sergeant-at-Arms, declare this meeting of the General Larry Oppenheimer Detachment #1025 of the Marine Corps League, Marine Corps League, officially closed.

**Sergeant -at-Arms** • By authority of the Commandant, of the \_\_\_\_\_, of the Marine Corps League, I declare this meeting officially closed until (day, date, and time), when it will be reopened for the transaction of official business.

**Commandant** - ***(Gives one rap of the gavel — meeting adjourned).***