



# The American Legion

## DEPARTMENT OF MISSOURI

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POST

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COMMANDER

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ADJUTANT

### The Pledge of Allegiance

“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.”

# Ceremony For Regular Meetings

**Bold-face type below indicates the Commander speaking.**

1. Opening - One Rap Of Gavel  
(seat those present and have Sergeant-at-Arms close doors of meeting hall)
2. Three Raps Of Gavel (all those present will stand)  
**“The Color Bearer(s) will advance the Colors.”**  
**“HAND SALUTE.”**                      **“TWO.”**

*Note: For items 3 thru 5, members should remove their caps.*

3. **“The Chaplain will offer prayer.”**
4. POW/MIA Empty Chair Ceremony  
**“Resolution 288, adopted at the 67<sup>th</sup> 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 wars and conflicts involving the United States of America. Accordingly, at this time the Vice Commanders will place the POW/MIA flag on the Empty Chair – 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 for this vital endeavor.”**  
**“Place the POW/MIA flag on the Empty Chair.”**
5. Pledge of Allegiance
6. (recover) **“Recite in Unison The Preamble To Our Constitution.”**  
**“For God and Country, we associate ourselves together for the following purposes: To uphold and defend the Constitution of the United States of America; To maintain law and order; To foster and perpetuate a one hundred percent Americanism; To preserve the memories and incidents of our associations in the Great Wars; To inculcate a sense 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 to posterity the principles of Justice, Freedom and Democracy; To consecrate and sanctify our comradeship by our devotion to mutual helpfulness.”**

One Rap Of Gavel To Seat The Members

7. **“I now declare \_\_\_\_\_ Post Number \_\_\_\_\_  
Department of \_\_\_\_\_ regularly convened.”**

## 8. 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)
  - 2<sup>nd</sup> 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

## 9. Closing Ceremony

**“Is there any further business to come before the meeting? If not, the Chaplain will lead us in the memorial service.”** (or closing prayer if desired)

Three Raps Of Gavel. (membership shall rise and uncover, standing in silence with right hand over heart)

## 10. (recover) Commander's Charge

**“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.”**

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

12. **“I now declare this meeting of \_\_\_\_\_ Post Number \_\_\_\_\_  
The American Legion, Department of \_\_\_\_\_ adjourned.”**

One Rap Of Gavel

# **Introduction Of Guests // Reverse Order For Speakers**

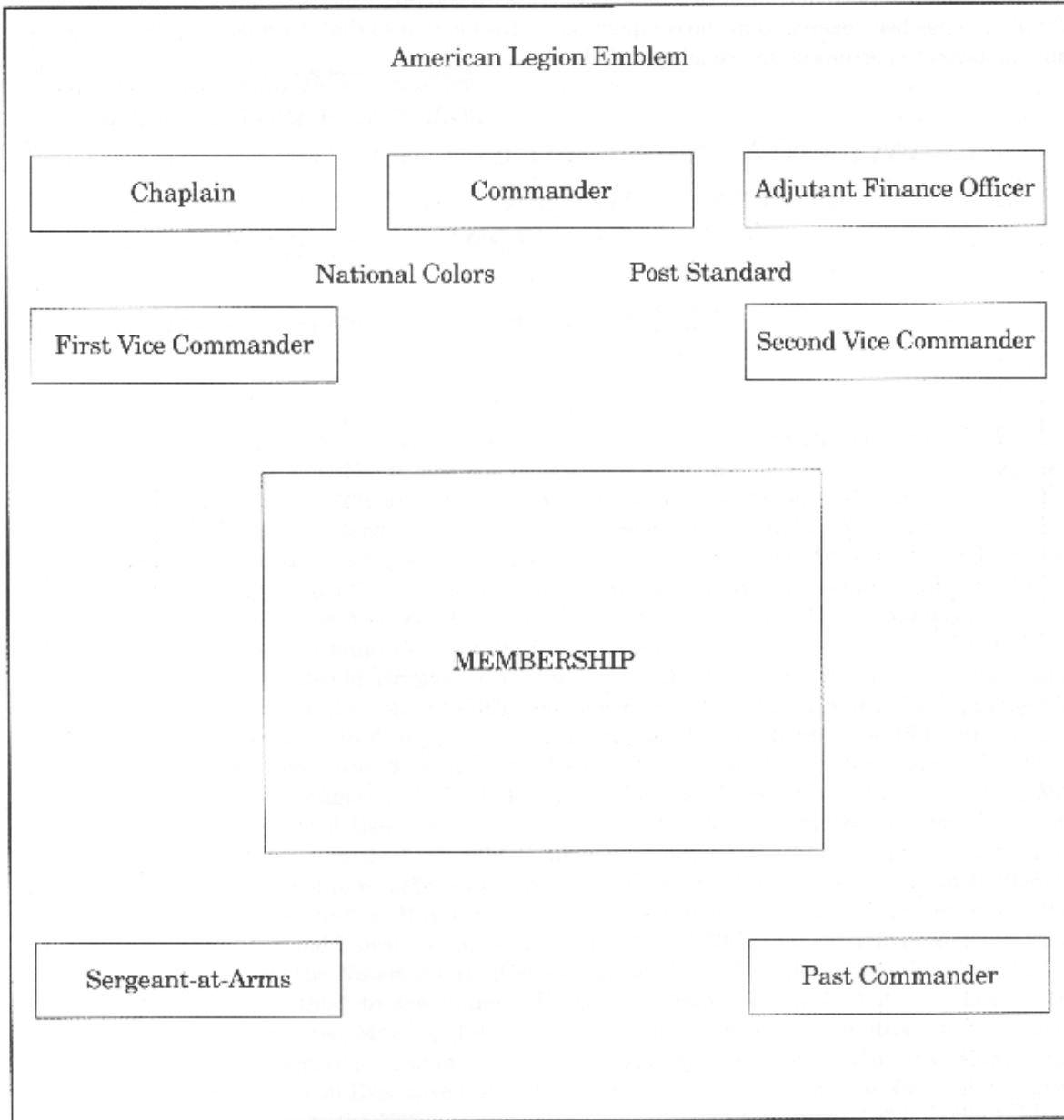
Special Guest(s)/Guest Speaker(s)

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.**