



How to Conduct a Post Meeting

Overview

- Purpose of meeting
- Resources
- Meeting preparation
- Set up of meeting room
- Membership's conduct during meetings
- Conducting meeting

Purpose

- To inform the post membership on post activities
- Review with membership actions by various committees
- Promote comradery
- Allow the post membership to make decisions affecting the post business and programs.

Resources

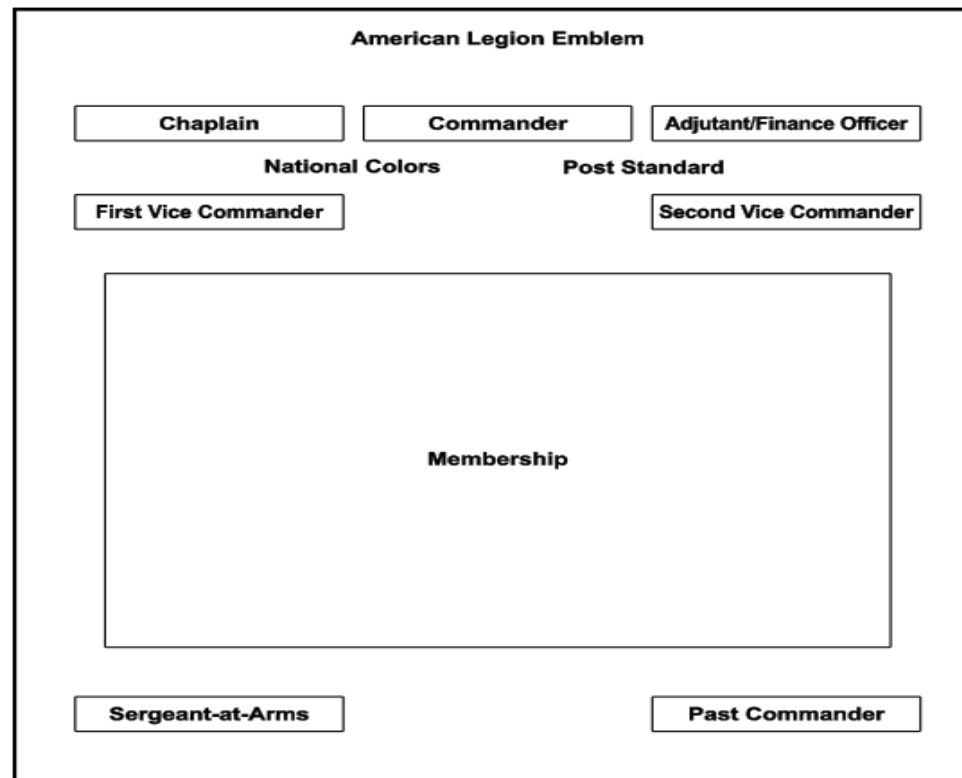
- Current officer guide and manual of ceremonies
- Post constitution & by-laws
- Post administrative manual
- Post officers and committee chairs
- Minutes from previous meetings
- An agenda format

Meeting Preparation

- Invite membership to meeting
- Inform them of time & place of meeting
- Ask officers & members for agenda items
- Finalize agenda

Setup of Meeting Room

Done by Sergeant-at-arms
typical room setup for meetings
should be done before meeting start time



Setup for Meetings (CONT'D)

- Room should be comfortable for attendees
- Enough seating should be available for attendees
- Sergeant-at-arms sets up table at entrance to meeting room.
- Table should have sign-in log
- All members should show membership card when signing in

Membership's Conduct During the Meeting

- The only official cover to be worn during meetings is the American legion hat.
- No one is allowed entry during the opening, initiation, or closing of the meeting.
- A member entering the hall after the meeting has begun shall advance to the center of the room, salute the colors and be seated.

Membership's Conduct During the Meeting (CONT'D)

- Any member desiring to be excused from the hall while the meeting is in progress- except during a prayer, the obligation or period of silence – shall advance to the center of the room, salute the colors and leave.
- Members should be advised to turn their cell phones off or on vibrate during the meeting.

Membership's Conduct

During the Meeting (CONT'D)

- When approaching the stage/head table members should approach the U.S. flag on the left side of the stage/head table, stop & salute the flag then enter the stage or head table area.
- when departing the stage/head table members should depart to the right of the stage, stop & salute the colors and then return to their seat.
- Members should never walk or reach into the area between the colors when posted. this is considered sacred ground and should never be violated.

MEMBERSHIP'S CONDUCT DURING THE MEETING (CONT'D)

- WHEN A MEMBER DESIRES TO BE HEARD, HE/SHE SHOULD STAND AND WAIT TO BE RECOGNIZED BY THE CHAIR(COMMANDER).
- ONCE RECOGNIZED THE MEMBER SHOULD SAY MR/MADAM COMMANDER & THEN STATE HIS/HER NAME AND STATE THEIR REASON FOR STANDING (EG., MAKING A MOTION, COMMENT, ETC.)
- THE MOST IMPORTANT RULE IS TO CONDUCT ONESELF IN A VERY COURTEOUS MANNER AT ALL TIMES DURING POST MEETINGS.

Conducting the Meeting

Opening Ceremony

- The commander shall announce the meeting is about to open.
- Officers shall take their stations
- The sergeant-at-arms shall close the doors of the meeting hall
- The commander shall then give three raps of the gavel, and all who are present shall stand at attention.

Conducting the Meeting

Opening Ceremony (CONT'D)

- Post commander: “The color bearers will advance the colors.”
 - As the color bearers start to advance, the commander gives the command to salute.
- Post commander: “Hand salute.”
 - The commander gives the command, “Two.” immediately after the colors have been posted.
- Post commander: “Uncover; All members/guests in attendance shall remain standing with their cap removed and placed over the heart from the opening prayer, through the POW/MIA ceremony, and concluding with the Pledge of Allegiance.”
- Post commander: “The chaplain will offer prayer

Conducting the Meeting Opening Ceremony (CONT'D)

– POW/MIA Empty Chair

- Post 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!”
- Post commander: “Sergeant-at-arms please place the POW/MIA flag on the empty chair.”

Conducting the Meeting

Opening Ceremony (cont'd)

- Post Commander or other designated officer leads the assembly in 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.”
- Regular meeting opening resumes after the Pledge of Allegiance.

Conducting the Meeting

Opening Ceremony (CONT'D)

- Post Commander: Please recover
- The Post Commander and membership recite the preamble of the Constitution of The American Legion in unison.
- Post Commander seats members with one rap of the gavel.
- Post Commander: “I now declare
_____ Post No. _____,
Department of _____, regularly
convened.”

Conducting the Meeting

Business Portion

Key Item: Follow the Agenda

- Roll call to determine if quorum is present
- Introduction of guests
- Reading of minutes of previous meeting(s)
- Officer & Committee Reports
- Unfinished business
- New business
- The Good of The American Legion

Conducting the Meeting

Closing Ceremonies

- Post Commander: “Is there any further business to come before the meeting? If not, the chaplain will lead us in prayer.”
 - The commander gives three raps of the gavel, and the membership rises, uncovers and stands in silence.
- After prayer Post commander says please cover.
- Post commander: “Sergeant-at-arms, recover the POW/MIA flag.”

Conducting the Meeting Closing Ceremonies (cont'd)

- Post 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.
- The Sergeant-at-arms will retire the flag of our country.”
- Post Commander: Hand Salute

Conducting the Meeting Closing Ceremonies (cont'd)

- Post Commander: As the Sergeant-at-arms reaches the rear of the meeting hall, the commander says, "Two."
- Post commander: "I now declare this meeting of _____ Post No. _____, The American Legion, Department of _____ adjourned."
- The commander gives one rap of the gavel

REVIEW

- Purpose of meeting
- Resources
- Meeting preparation
- Set up of meeting room
- Membership's conduct during meetings
- Conducting meeting

Questions?

With your participation we will now have a mock meeting to see how one should actually flow.

Is everyone on board?

Let's get started!