



American Legion Post 269
Post Office Box 457
Patchogue, NY 11772
Telephone: (631) 475-3822
Email: alpost269@aol.com

New member guide to our Post meetings. As a new member, I would like to familiarize you with the format for our Post meetings. Our monthly Membership Meetings are held starting promptly at 8 PM on the second Monday of every month. We also are trying video conferencing of our meetings, so if you cant make it physically to the Post, you can still attend and participate.

Post meetings follow the guidelines in Roberts Rules of Order.

Use of the gavel: When the gavel is rapped three times, all members and guests will stand. One rap of the gavel signals that members and guests should be seated.

Opening Ceremony: The opening ceremony consists of saluting the colors, opening prayer, POW/MIA Empty Chair, Pledge of Allegiance, and recitation of the Preamble to the American Legion Constitution.

Roll Call: Quorum, Post Officers, Past Commanders, Facility Management.

New Member Introduction: Names of new members, certification of eligibility, motion and vote to accept, Initiation Ceremony.

Prior meeting minutes: emailed to members, motion to accept, discussion, vote.

Committee Reports: Post Finance, House, Dugout, Membership, 100 Club, Public Relations, and others. Post Finance and Dugout require motions to accept, discussion, and vote.

Sick Call: Identification of people who are sick.

Correspondence: Reading of correspondence.

Old Business: Old business items

New Business: New business and action on correspondence. All action such as donations or spending must start with a motion, discussion, and vote.

Good of the Legion: Information for the good of the Legion.

Closing Ceremony: 50/50 raffle, closing prayer, salute to colors, adjourn.

Important Note: All members may make motions or raise questions.