



Department of Mississippi Mini-Leadership Course, Part 10

HOW TO CONDUCT A BUSINESS MEETING

1. Call to order
The President will say, "This meeting will now come to order."
The president will give three raps of the gavel for all to stand.
2. Advancement of Colors
3. Chaplain will offer Prayer
4. Pledge of Allegiance to the Flag
All should stand at attention with their hand over their heart while reciting the Pledge and during the National Anthem.
5. National Anthem can be sung or music can be played.
6. Preamble
*The President will lead all in saying the Preamble out loud.
President will give one rap of the gavel for all to be seated when finished.*
7. Roll Call of Officers
8. Reading and approval of minutes
*The President will ask the Secretary to read the minutes of the previous regular meeting.
The President will declare the minutes "approved as read" or "approved as corrected," if there are no corrections.*
9. Treasurer's Report
After the reading of the report by the Treasurer, the Secretary will enter the report into the minutes and file for a yearly audit. At the end of the year, an annual meeting will be held, and the annual report will be read along with the auditor's report. The report of the auditor, including the Treasurer's report, is accepted.
10. Reports
President
Secretary
Executive Committee
Membership Committee
Standing Committees
Special Committees

11. Reading of all communications from National, Department or District Presidents
The Secretary reads all communications from Department and National Headquarters, local organization notices and matters of general interest. Any action which may arise from the reading is deferred until unfinished business or new business is considered.
12. Unfinished Business
Any business postponed from the previous meeting or any matter introduced at the meeting on which action of the Unit was deferred is unfinished business. A list of unfinished business is prepared for the Presiding Officer by the Secretary from the minutes of the last meeting. Only when the unfinished business has been completed may new business be brought forward, unless the regular order of business has been modified by vote of the members present.
13. New Business
14. Announcements
The date of the next meeting or special event is announced. If a social hour is to follow, this should be announced at this time.
15. Program
The President will ask the program chairman to take charge and introduce her guest speaker, etc.
16. Closing Prayer
The President will ask the Chaplain to say the closing prayer.
17. Charge
The President states, "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 Auxiliary and its members. Let us ever be watchful of our organization and ourselves,, that nothing shall swerve us from the path of Justice, Freedom, Loyalty and Democracy."
18. Adjournment
The President will state, "If there is no further business to come before this meeting, the meeting is adjourned."
19. Retirement of Colors
The color bearers will retire the Colors, while all stands at attention.

The American flag and the banner of The American Legion Auxiliary in miniature and in a small stand should not be used for the advancement of colors, as the stand of colors was never intended to be used for this purpose.

The manner in which a Unit meeting is conducted has a great bearing on its success or failure, unless a meeting is well planned intelligently conducted, and subjects are presented and discussed interestingly, members cannot be expected to be faithful in attendance. Routine business should be transacted in an efficient manner, yet the opportunity should be presented for active participation of members in the program. It is most important to go by "Roberts Rules of Order, Newly Revised," and the Department and National Constitution and Bylaws.