



Meeting Basics

At the beginning of each meeting, the President calls the meeting to order. The Chaplain leads us in prayer; the Pledge of Allegiance is recited; the POW/MIA Empty Chair ceremony is performed, then the Preamble to the Constitution of the American Legion Auxiliary is recited.

INFORMATION TO REMEMBER

By attending Unit meetings, you have a voice in how our Unit operates and how you can help deliver our mission. The Executive Board, which consists of unit officers, past unit presidents and Executive board members at large, typically meets prior to the Unit meeting.

Keep cell phones turned off or in silent mode during meetings.

Three raps of the gavel means to stand up, one rap means to sit down.

The area in front of the President's podium between the American flag and the American Legion Auxiliary banner is hallowed ground. During a meeting you should not step between or reach across this area for any reason. This area symbolizes the unity between America and our organization.

The presiding officer is referred to as "The Chair."

If you have a question during a Unit meeting, raise your hand and wait to be recognized. Address our Unit President as Madam President. Please refrain from speaking until others are finished talking and you are recognized by the President. Sarcastic or personal remarks are prohibited in our meetings.

To speak to another member on a subject in a meeting, rise, address the presiding officer and state, "I wish to speak through the Chair to _____."

When you have a question about the Auxiliary and we are not in a meeting format, we prefer you discuss outside of the lounge area. You can always contact the officers by phone or email to ask your question. A listing of home numbers and/or emails for our officers is included in this handout.

Try to attend conferences and district meetings to learn more about Auxiliary programs and activities and how you can contribute.

Don't fret -- attendance at meetings is not mandatory but you could miss out on important information, volunteer opportunities and a good time.