

Sons of AMVETS Post _____ Meeting Minutes _____/_____/202____

☐ CALL TO ORDER:

☐ INVOCATION BY CHAPLAIN:

☐ PLEDGE OF ALLEGIANCE BY PROVOST MARSHAL

☐ READING OF "PRINCIPLES OF SONS OF AMVETS" by all present, (Say, please be seated afterward)

☐ ROLL CALL OF OFFICERS BY ADJUTANT: P = present E = excused absence A = absent

Commander, _____ 1st Vice, _____ 2nd Vice, _____ 3rd Vice, _____

Judge Advocate, _____ Adjutant, _____ Finance Officer, _____

Provost Marshal, _____ Chaplain, _____ Imm Past Commander, _____

☐ RECOGNITION OF GUESTS: _____

☐ INDUCTION OF NEW MEMBERS _____

☐ READING OF MINUTES OF PREVIOUS MEETING _____

1) After the Adjutant finishes reading minutes, ask, "The minutes have been read, are there any additions or corrections?"

2) After the minutes have been read, the Commander should call for a motion to approve them (either as they stand or as amended).

3) Motion (M) _____ 2nd (S) _____ Vote (V) Pass /Fail _____

4) If the Adjutant handed out copies of the minutes before the meeting, then the minutes do not need to be read aloud, provided that the members have had the chance to read them. In this case, the motion would be to approve the minutes as presented.

☐ BILLS & COMMUNICATIONS _____

☐ OFFICERS REPORTS:

1st Vice, _____

2nd Vice, _____

3rd Vice, _____

(Over)

Finance Officer, _____

Adjutant, _____

Judge Advocate, _____

Provost Marshal, _____

Immediate Past Commander, _____

Chaplain (Good and Welfare), _____

☐ UNFINISHED BUSINESS: _____

☐ NEW BUSINESS: _____

☐ BENEDICTION BY CHAPLAIN

☐ ADJOURNMENT

☐ RETIRE THE COLORS BY PROVOST MARSHAL

NOTES _____