

Order of Business Meeting

Opening Ceremony

It shall be the duty of the Sergeant-at-Arms to arrange the quarters; to place the Bible upon the Alter, and at the close of all occasions, shall return all equipment to its proper place. Sgt. at Arms shall also conduct the advance and retirement ceremonies of the Colors- *(The Commandant may call for singing of the Marine Hymn at any point in the ceremony.)*

Commandant: – *“Sergeant-at-Arms, secure the quarters and satisfy yourself that all present are qualified to be present during the deliberations of the Detachment session.”*

Sergeant-At-Arms: – *“Aye, aye, Sir, the quarters are secured, and all present are qualified to remain.”*

(If persons present are not qualified, the Sergeant-at-Arms will report accordingly. If it is an open meeting, visitors would be assumed to be qualified to remain.)

Commandant: – *“Sergeant-at-Arms, advance and post the Colors.”*

Just before the Colors are to be advanced the Commandant shall give two (2) raps of the gavel to call all present to a standing position.

Sergeant-At-Arms: – *“Aye, aye, Sir. Hand salute – ready two.”*

All persons wearing the official League cover will execute a hand salute as colors are advanced. Those NOT covered will execute a civilian salute, right hand over their heart- Baseball type caps are to be removed and can be held over their heart.

Commandant: – *“the Chaplain will lead us in prayer.”*

(The Sergeant-at-Arms or the Chaplain should open the Bible)

Chaplain: - **(Uncover)** *“Supreme Commandant, we ask Thy blessing upon all here assembled. We pray for guidance in our deliberations, and that we may here exemplify the principles and purposes of our beloved Marine Corps League. We ask Thy protection and blessing for Marines and Corpsmen who have died in the service of their Country, and for all our members, both past and present. Grant that the Marine Corps League may grow and prosper in the humane purposes and principles upon which it is founded AMEN.”* **(Cover).**

Commandant: – *“Sergeant-at-Arms, declare this meeting open for the transaction of official business.”*

Sergeant-At-Arms: – *“Aye, aye Sir, by authority of the Commandant of Jacksonville Detachment 059 of the Marine Corps League, I declare this meeting open for the conduct of official business.”*

Commandant: Gives one (1) rap of the gavel “all to be seated” - meeting begins.

Roll call of Detachment Officers

Adjutant:

*“Commandant - Senior Vice Commandant – Junior Vice Commandant
Judge Advocate – Adjutant – Paymaster - Chaplain - Sgt. at Arms
Jr. Past Commandant.”*

Commandant: - *Applications for membership*

1. *(If balloting is done, applicants should be escorted outside the meeting room by the Sergeant-at-Arms).*
2. *Balloting on applications for membership. (If balloting is done, applicants are approved by a majority vote on those present and qualified to vote. Either voice or a secret ballot may be used).*
3. *Ceremony of Initiation (full or abridged form, from the MCL Ritual, depending on size of Detachment, time, and circumstance).*

Introduction of new members and guests

Adjutant:

Minutes of previous meeting
Correspondence received

Paymasters Report

Chaplains Report

“Report of any member or member's family sick or in distress.”

Report of the Officers:

(Elected Officers and Staff should rise and report; or indicate if there is no report).

Senior Vice Commandant

Junior Vice Commandant

Adjutant

Judge Advocate

Sgt. At Arms

Jr. Past Commandant

Report of Committees

Detachment Monument Fund

MCL Rose Fundraisers

BSA Good Citizenship Award

Honor Guard

Marine for Life (“M4L”)

Veteran Affairs Voluntary Services (“VAVS”)

Toys for Tots (“TFT”)

Duval County Veterans Council

Social Activities

Any Other Committee?

Old Business

New Business

Reports, requests, information for business consideration, or any items needing a vote by the membership.

Good of the League

Announcements

At this time, the meeting may close for adjournment, or recessed until closing ceremony.) If a program or guest speaker is to be introduced at this time, the meeting should be recessed until the program is complete.

TO RECESS the MEETING

Chaplain will close the Bible. Sergeant-at-Arms will lead the membership in a hand salute to the Colors and declare the meeting in recess. TO RE-OPEN the MEETING Sergeant-at-Arms will lead the assembly in a hand salute to the Colors. Chaplain will reopen the Bible. Sergeant-at-Arms will declare the meeting duly reopened for the conduct of Official Business Closing Ceremony.

Closing Ceremony

Commandant: – *“There being no further business, we will proceed to close.”*

The Detachment will stand silent in respect for deceased members. (Commandant gives two (2) raps of the gavel.)

(Uncover) *Chaplain, without orders, reads the names of deceased members).*

Past Commandant Larry O’Donnell, Past Cmdt. Joe Covella, Past Cmdt. Dwayne Enos, members Al Winters, Janet Creech and Glen Miller. This may also be extended to deceased Marines and Marine families, if appropriate.

Commandant: – *“Sergeant-at-Arms, retire the Colors.”*

Sergeant-at-Arms: – *“Aye, aye, Sir. Hand salute – ready, two”*

(All present that are covered, execute the hand salute; all others not covered, execute the civilian salute, as the Colors are retired).

Commandant: – *“The Chaplain will lead us in prayer.”*

Chaplain: - **(Uncover)** *“Supreme Commandant, we humbly beseech Thee to bless what good we have accomplished and forgive that which we have done amiss. As we separate to go our several ways, we commit ourselves to Thy loving care. AMEN”*
(Cover)

Commandant: – *“Senior Vice Commandant perform the last duty of your post.”*

Senior Vice Commandant: – *“Marines, the Detachment thanks you for your attendance and requests that you secure new members, and further that you favor us at every future meeting with your presence, so far as your circumstances will permit.”*

(At this point, the Commandant may ask the members to remain standing for the singing or playing of the Marine Hymn)

Commandant: – *“Sergeant-at-Arms, declare this meeting of the Jacksonville Detachment 059, Marine Corps League, officially closed.”*

Sergeant-at-Arms: – *“Aye, aye Sir, By authority of the Commandant, Jacksonville Detachment 059, Marine Corps League, I declare this meeting officially closed until (day _____, date _____, and time _____,) when it will be reopened for the transaction of official business.”*

Commandant:

(Gives one rap of the gavel meeting adjourned).

Sergeant-at-Arms: *Arranges for a detail to assist in restoring the meeting hall as found prior to meeting.*