

MEETING ORDER FOR DISTRICT CAUCUS

(One rap of the gavel to seat the members)

‘The meeting will now come to order’

(Three raps of the gavel to have members stand)

‘Please render a hand salute to the flag of our Country. Two.’

‘The Chaplain will now lead us in prayer’

‘In memory of our dead, let us stand in silence.’

‘Please face the colors and join me in the Pledge of Allegiance’

- I pledge allegiance to the flag, of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all’

‘We shall sing the first stanza of our National Anthem, The Star-Spangled Banner.’ (optional)

‘Please join me in repeating the Preamble to the Constitution of the American Legion Auxiliary:

‘For God and Country

We associate ourselves together for the following purposes:

To uphold and defend the Constitution of the United States of America;

To maintain law and order;

To foster and perpetuate a one hundred percent Americanism;

To preserve the memories and incidents of our association in all wars;

To inculcate a sense of individual obligation to the Community, State and Nation;

To combat the autocracy of both the classes and the masses;

To make right the master of might;

To promote peace and good will on earth;

To safeguard and transmit to posterity the principles of Justice, Freedom, and Democracy;

To participate in and contribute to the accomplishment of the aims and purposes of The American Legion;

To consecrate and sanctify our association by our devotion to mutual helpfulness.'

'We will now remember our POW/MIA by observing a moment of silence... – Thank you.'

(One rap of the gavel to seat the members)

'I now declare the meeting of District ____, of the Department of Oregon, open for the transaction of its business, including electing a District President and a District Vice President for the ensuing year.'

(Be sure to have paper available, if needed, for voting if more than 1 candidate.)

- * Introduction of Distinguished Guests
- * Roll Call of District Officers
- * Have the District Parliamentarian or Secretary read the District Caucus Rules

(From the Department Standing Rules, J. District Information, 2. District Caucus Rules, a., b. and c. and K. Department Convention 2.)

2. District Caucus Rules

a. District Caucuses shall be held within 45 days before Department Convention, except in the event it shall become necessary to conform to the call of The American Legion Caucus.

b. Roll call of the Units shall be taken to ascertain the representation of Units.

c. The nomination of the District President and the District Vice President shall be by ballot when more than one candidate has been nominated. Nominees will be elected during the Department Convention.

2. Representation at the Department Convention shall be by Units. Each Unit shall be entitled to two delegates and two alternates for their charter and one additional delegate and one additional alternate for each fifty members, or major fraction thereof, whose current Department and National dues have been paid and received by the Department 30 days prior to the holding of the Department Convention. Each Unit shall have as many votes as it is entitled to delegates.

'The secretary read the roll call of Unit Delegates, Delegates-at-Large, or Alternates serving in a Delegates capacity, who may nominate and vote in this capacity.

‘I declare nominations open for District President.’ (Nominations do not need to be seconded.) (If more than one candidate is nominated, voting must be by ballot.) ‘Are there any other nominations?’ (Repeat a total of three times) ‘Hearing none, I declare (name of person) elected by acclimation.’

For voting, a chairman and two members are appointed. These three constitute the counting board. The chairman will give the District President the written count of votes and the District President will announce the result. The counting board and District President also have a vote. Be sure ballots are given ONLY to delegates, or their alternates serving in a delegate’s absence. A majority of votes will elect. A majority is more than one half percent.

Remember, Delegates-at-Large must be present to cast their vote.

If only one candidate is nominated, they may be elected by acclamation.

After the District President has been elected

‘I declare nominations for District Vice President open.’ Repeat as above.

After the Elections, have the New District President and Vice President brought forward for congratulations and to speak.

‘Secretary, will you please read the endorsement letters for anyone running for Department office.’

If there are any candidates for department office present, have them brought forward to speak, one at a time, after their endorsement letter has been read.

‘We’ll now continue with the regular district business.’

Reading of the last District Meetings minutes

Secretaries Report, Treasurers Report, Communications

* Unfinished Business

 Gift cards/items for convention district basket

* New Business

Read any resolutions, ask for discussion, no vote at this time
Memorial Service

Hand out gifts to Unit Presidents and District Officers (optional)

* Announcements

National Poppy Day (day of week, date) _____

Convention will be (dates, location) _____

Girls State/Boys State (dates, location) _____

Thank you (Auxiliary) _____ for hosting us today.

We really appreciate it.

‘Is there any further business to come before this meeting? If not, the Chaplain will lead us in prayer.’

(Three raps of the gavel to have the membership rise)

‘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.’

‘Please render a hand salute to the flag of our Country. Two.’

‘I now declare the meeting of District _____ of the American Legion Auxiliary, Department of Oregon, adjourned.

(One rap of the gavel)

Time of adjournment: _____