

FALL CONFERENCE MEETING

OPENING CEREMONY

(It is the duty of the Sgt-at- Arms to arrange the quarters, Place a Bible and Charter upon the Alter. And return all equipment to its proper place.)

-ONE RAP OF GAVEL-

COMMANDANT: SGT at Arms, secure the quarters and satisfy yourself that all present are qualified to be present during the deliberations of this Dept. Session.

SGT-AT-ARMS: Aye, Aye, Sir, the quarters are secured and all present are qualified to remain. (If persons present are not qualified, the SGT-AT-ARMS will report accordingly. If conducting an open meeting, visitors are qualified to remain.)

COMMANDANT: (Give two raps of the gavel- all rise)

COMMANDANT: Sgt at Arms, please lead us in the Pledge of Allegiance. (if need Sgt-AT-Arms, advance and post the Colors)

SGT-AT-ARMS: Aye, aye, Sir, Present Arms!-Order Arms

(Note: All Persons wearing League covers will execute a hand salute as colors are advanced/pledge those not covered will execute the civilian salute of right hand over the heart)

COMMANDANT: The Chaplain will lead us in prayer. (The Sgt-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 all Marines and FMF 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 Please.

(Wait for Chaplain to cover and return)

COMMANDANT: Please remain standing for the singing of the Marine Corps Hymn. First verse only please.

(-ONE RAP OF GAVEL-, seat the Mem.)

COMMANDANT: SGT-AT-ARMS, declare this meeting open for the transaction of official business.

SGT-AT-ARMS: By authority of the Commandant of the Dept of Texas, I declare this meeting open for the transaction of official business.

(Adjutant/Paymaster start recording meeting)

ORDER OF BUSINESS

-Call out Names-

First recognize dignitaries then Visitors and Guest

1. Roll call of Dept. Officers (Adjutant/Paymaster)

- Commandant**
- Jr. Past Commandant**
- Sr. Vice**
- Jr. Vice**
- Judge Advocate**
- Sgt at Arms**
- Chaplain**
- Adjutant/Paymaster**
- District 1 Vice**
- District 2 Vice**
- District 3 Vice**
- District 4 Vice**
- District 5 Vice**
- District 6 Vice**
- District 7 Vice**
- District 8 Vice**
- District 9 Vice**

2. Introduction of new/first time attendees and/or Guest speaker

OLD BUSINESS

COMMANDANT: Adjutant's Report

Adjutant: Minutes of previous meeting and Officers meetings have post on the web site and copies are on the back table. Minutes have been approved by vote of Board Members.

COMMANDANT: Paymasters Report

Paymaster: Complete Paymaster report has been provided to the Board of Trustees and a copy is on the back table.

COMMANDANT: Chaplains Report

Chaplain:

1. **Report of any member or member's family sick**
2. **Report of any Marine or Marines family in distress**

COMMANDANT: Report of the Officers old business: (Elected

Officers and Staff should rise and report; no report not an option).

SR. Vice?

JR. Vice?

JAG?

Sgt AT Arms?

Web Sgt?

Committee Chairmen?

Members?

COMMANDANT: Any Unfinished Business ?

NEW BUSINESS

1. Reports, request, information for business consideration

SR.Vice?

JR.Vice?

JAG?

PayMaster?

ADJ?

Chaplain?

Sgt at Arms?

Web Sgt?

Committee Chairmen?

2. **(Ask members) Any items needing to be placed on the agenda or vote on by the Board of Trustee?**

3. **Good of the League**

3. **Announcements.** (at this time, the meeting may close for adjournment, or recessed for elections 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.

CLOSING CEREMONY

COMMANDANT: There being no further business, we will proceed to close.

-Two raps of gavel-

All rise

(Adjutant/Paymaster stops recording meeting)

COMMANDANT: SGT-AT-ARMS, retire the Colors after the meeting.

SGT-AT-ARMS: Aye, aye, Sir. Present Arms! Order Arms!

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

COMMANDANT: (Uncover) The Detachment will stand silent, in respect for deceased members. And Marines in Harm's way (Chaplain without orders, reads the names of deceased members, Sgt at Arms rings bell, each name, this may also be extended to deceased Marines and Marine families).

COMMANDANT: The Chaplain will lead us in prayer.

CHAPLAIN: 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 Department of Texas 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.

COMMANDANT: SGT-AT-ARMS, declare the Department of Texas Fall Conference meeting, officially closed.

SGT-AT-ARMS: by authority of the Commandant, Department of Texas, Marine Corps League, I declare this meeting officially closed until 2019 Department of Texas Convention when it will be reopened for the transaction of Official Business.

COMMANDANT: One rap of the gavel—

Meeting adjourned.

OOHRAA!!!