

## ARRANGEMENT OF DETACHMENT QUARTERS

At all times when the Detachment is in session, an open Bible should be displayed upon the Altar.

### OPENING CEREMONY

It shall be the duty of the Sgt. at Arms to arrange the quarters, to place a Bible upon the altar; at the close of all occasions he shall return all equipment to its proper place. He shall also conduct the advance and retirement of the Colors. (Commandant may call for Marine Hymn at any point in the ceremony).

**COMMANDANT:** Sgt. at Arms, secure the quarters and satisfy yourself that all present are qualified to be present during the deliberations of this Detachment .

**SGT AT ARMS:** Aye, aye, Sir.

**SGT AT ARMS:** 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 an open meeting visitors would be assumed to be qualified to remain, If prospective members are present they should be taken outside the meeting room until the point in the Order of Business where they will be called into the meeting to be initiated).

**COMMANDANT:** Sgt. at Arms, advance and post the Colors and lead us in the Pledge of Allegiance.

**SGT AT ARMS:** Aye, Aye Sir. (All persons wearing League hats will execute hand salute as Colors are advanced; those not veterans will execute civilian salute (hand over heart). Before Colors are to be advanced, the Commandant shall give two raps of the gavel to call all present to standing position. One rap of gavel shall be the signal to be seated).

**COMMANDANT:** The Chaplain will lead us in prayer.

**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 who have died in the service of their County; 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 (Commandant, by one rap of gavel seats the Detachment/)

**COMMANDANT:** Sgt. at Arms, declare this meeting open for the transaction of official business.

**SGT AT ARMS:** By authority of the Commandant of HIRAM I. BEARSS DETACHMENT- Department of INDIANA, Marine Corps League, I declare this meeting open for the Conduct of official business.

2. Roll call of Officers

3. Applications for membership

4. Balloting of members on applications for membership. To be approved by a majority vote of those present and qualified to vote. Either voice vote or secret ballot may be used.

5. Ceremony of initiation (full or abridged form depending on size of Detachment, time and circumstance).

6. Minutes of previous meeting

7. Correspondence

8. Report of Paymaster

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

10. Report of Officers,-

11. Report of Standing Committees

12. Report of Special Committees

13. Unfinished business

14. New business

15. Good of League

16. Announcements

## 18. Closing Ceremony

**NOTE: TO RECESS MEETING--**Chaplain will close Bible. Sgt. at Arms will lead in a salute to the Colors and declare the meeting in recess.

**TO REOPEN MEETING--**

Sgt. at Arms will lead in salute to the Colors (uncovered) Chaplain will reopen the Bible. Sgt. at Arms will declare the meeting duly reopened for the conduct of Official Business.

### **ORDER OF BUSINESS CLOSING CEREMONY**

**COMMANDANT:** There being no further business we will proceed to close. The Detachment will stand silent in respect of our deceased members.

**(Commandant gives two raps of gavel**

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

**COMMANDANT:** Sgt. at Arms, retire the Colors

**SGT AT ARMS:** Aye, aye Sir. **(All present covered executes hand salute--others, 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.

**COMMANDANT:** Senior Vice Commandant perform the last duty of your post.

**SENIOR VICE COMMANDANT:** Marines, the HIRAM I. BEARS Detachment thanks you for your attendance, and requests 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:** Sergeant at Arms, declare this meeting of the HIRAM I. BEARSS Detachment Marine Corps League, officially closed.

**SGT AT ARMS:** By authority of the Commandant of The HIRAM I. BEARSS Detachment), Marine Corps League I declare this meeting officially closed until **(date of next meeting)**

**COMMANDANT: "BEFORE I RAP THE GAVEL, PLEASE JOIN ME IN SINGING THE FIRST VERSE OF OUR MARINE HYMN.....RAP GAVEL ONCE.**