

Order of Business For Regular Unit Business Meeting

*One rap of gavel, all members be seated

** Two raps, officers take their station

***Three raps, all members stand

_____ **COMMANDER** sounds gavel * (all members be seated)

_____ **COMMANDER:** Officers will please take their stations**

_____ **COMMANDER:** Sergeant-At-Arms, you will see that the door of our hall is closed? The Chaplain will give the Opening Prayer. ***

_____ **COMMANDER:** The Patriotic Instructor will lead us in the Pledge of Allegiance to our Flag.

_____ **Raps *** - Members be seated.

_____ **COMMANDER:** Senior Vice Commander, what is the purpose of the DAV Auxiliary?

_____ **COMMANDER:** Junior Vice Commander, what qualifications determine eligibility for members in the DAV Auxiliary.

_____ **COMMANDER:** This auxiliary is now open for any business that may properly come before it. Sergeant-at-Arms, admit any member who may be waiting.

_____ **COMMANDER:** Will the Adjutant call the Roll of officers, while the Sergeant-at-Arms answers?

_____ **Vote on Transfer Members**

_____ **Introduce Visitors & New Members followed by initiation**

_____ **Reading of Previous Unit and Executive Board Minutes**

_____ **Treasurer's Report**

_____ **Bills & Communications**

_____ **Sickness & distress**

_____ **Report of Committees:**

(Americanism, Community Service, History, Hospital, Junior Activities, Legislative, Membership, Ways & Means, VAVS)

_____ **Unfinished Business**

_____ **New Business**

_____ **Money March**

_____ **Remarks for the Good of the Organization**

_____ **Closing Ceremony and Closing Prayer**