

American Legion Protocol

1. Three raps of the gavel are a signal to rise (at attention), and one rap of the gavel signals that members should be seated.
2. American Legion caps will only be worn during official meetings and functions, or when officially representing The American Legion, such as at a public ceremony.
3. American Legion baseball caps, tee shirts, and other items of “civilian” apparel, with the American Legion logo and/or name, are available through the Emblem Sales catalog. That is a good way to publicize the Legion and Post, on a day-to-day basis.
4. * American Legion caps will not be worn while eating.
5. When the American Legion cap is placed down on any surface, the Legion emblem must be facing up.
6. Any decorations or insignia attached to the American Legion cap must be done so ONLY on the right side.
7. While wearing the American Legion cap, salutes should be made as if in the military uniform.
8. When not wearing the official American Legion cap, Honors to the Colors or any other requirement to salute, will be accomplished by removing any headgear and placing the right hand over the heart. Never salute while not wearing the official American Legion cap.
9. No one will be admitted to the meeting room during opening, initiation, or closing ceremonies of an American Legion meeting.
10. Members cannot leave the meeting during any prayers, periods of silence, or the obligation.
11. When entering or leaving the meeting room after the meeting has started, members must go to the center of the room, salute the Colors, and then be seated or depart the room.
12. Any member who proceeds to the podium during the course of a meeting, must enter by the National Colors and depart by the Post Colors, rendering the hand salute to the National Colors when both approaching and departing.
13. Guests or visitors should be escorted to the podium by the Sergeant At Arms.
14. Nobody is allowed to come between the Commander’s station and the Colors.
15. Nobody is permitted to “Break The Colors” (enter the space between the National Colors and Post Colors), such as handing something to the Commander or anyone on the dais.
16. *All members of the Post will carry a spare American Legion application for recruiting purposes.
17. *Cell phones must not ring during any meetings.

* Non-compliance will result in the assessment of a \$1 fine, gladly donated to the Post VA&R Fund.