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AMERICAN LEGION PROTOCOL

1. Three (30 raps of the gavel are a signal to rise (at attention) and one (1) rap of the gavel signals that members should be seated.
2. When the American Legion cap is placed down on any surface, the Legion emblem must be facing up.
3. Any decorations or insignias attached to the Legion cap must be done **ONLY** on the right side.
4. While wearing the Legion cap, salutes should be made as if in a military uniform.
5. When not wearing the official Legion cap, Honors to the Colors or any other requirement to salute MAY now be done by saluting as if in the military uniform. (2008 change to the U. S. Flag Code provides this option).
6. During Prayers, moments of silence and the Pledge of Allegiance, headgear will be removed and held over the heart with the right hand. The Legion cap will be held with the hand in the cap and emblem facing out.
7. No one will be admitted to the meeting room during opening, initiation or closing ceremonies of an American Legion meeting.
8. Members cannot leave the meeting during prayer, periods of silence or the obligation.
9. 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.
10. Any person approaching the podium during the course of a meeting must enter by the side of the National Colors and depart by the side of the Organizational Colors, rendering the hand salute to the national Colors when both approaching and departing.
11. Guests or visitors should be escorted to the podium by the Sergeant-at-Arms.
12. Nobody is allowed to come between the Commander's station and the Colors.
13. Nobody is permitted to "Break the Colors" (enter the space between the National Colors and Post Colors) such as handling something to the Commander or anyone else on the dais).
 - All Legion family members will carry Legion Family applications for recruiting purposes.
 - Cell phones must not ring during any meetings.
14. Note: Female members of the American Legion should wear their caps in the manner prescribed for female personnel of the Armed Forces; and, by American Legion tradition, a female Legionnaire is afforded the opportunity to leave her cap on during the Pledge of Allegiance, national Anthem, Prayer and during meals.
15. *Non-Compliance will result in the assessment of a \$1.00 fine, gladly donated to the Post VA & R Fund.