

**AMERICAN LEGION POST 250
STANDING RULES**

The following Standing Rules are promulgated and required to be followed at all times, as agreed upon by the Post 250 Executive Board.

1. All Cell Phones and other electronic devices shall be silenced during meetings. The Pledge of Allegiance shall be recited prior to each E-BD and general meeting.
2. The First (1st) Vice Commander shall be the Membership Chairman. The Second (2nd) Vice Commander shall be the Activities Chairman.
3. No misconduct or foul language are allowed during meetings. Personal courtesy will be abided by each member at all times while representing the American Legion.
4. When representing the American Legion Post 250 in an official capacity, the Post Commander's expenses will be paid from the general account.
5. The Post 250 Commander shall be limited to \$500.00 per monthly expenditure without the Post Executive Board approval. These expenditures shall be reported at the next Executive Board meeting.
6. All request for expenditures reimbursement with receipts must be submitted to the Post Finance Officer or Post Commander within seven (7) working days of the purchase.
7. The Post 250 Commanders Office shall be **OFF LIMITS** to all personnel with the only Exception of those Authorized; which means they will have a key and a need to be in the office.
8. **RESPECT**: When someone is speaking, respect that person and allow them to complete their thoughts without interruption. Should you have comments, please wait until you are recognized before you begin speaking. Common courtesy prevails during all meetings.
9. All Executive Board members, elected and/or appointed, shall be voting members. The Post Commander will be a voting member in case of a tie.
10. Three (3) unexcused absences' in a row will be considered a resignation from the Executive Board and the American Legion Post 250 Elected or Appointed position.
11. Departing an organized meeting, either Executive Board or General Membership Meeting is unacceptable. Two (2) separate incidences, without Commanders or Chair Persons approval, will be considered a resignation from the Executive Board and the American Legion Post 250 Elected or Appointed position.
12. The Post 250 Adjutant shall read the Executive Board approved minutes prior to Adjournment of the Executive Board meeting. If there ae no corrections, minutes shall be finalized and distributed to general membership.
13. The Executive Board will maintain a 'Motion Book' with all motions made and approved during meetings by date. This book will be maintained by the Post 250 Adjutant. The book must be a composition style notebook (not loose leaf).

Adopted and approved by Post 250 Executive Board on this 14th day of FEBRUARY 2021.

Date: _____
Post 250 Judge Advocate

Date: _____
Post 250 Commander