

The Company enters the prescribed area, and is formed up facing the current Commander (Chairman of the Board of Selectman).

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The Commander reads the following:

-- Distinguished guests, fellow company minutemen, ladies and gentlemen. On behalf of the Bedford Minuteman Company, we bid you welcome, to celebrate our ____ Annual Drumhead Election ceremony.

I am _____, Honary Commander of the Bedford Minuteman Company, and now ask current Captain _____ to begin our program."

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Captain _____ proceeds with the following:

Company is called to attention and the Cornet and drummer are placed at their appropriate positions.

"Cornet Post" (at this time the Cornet, with the flag, proceeds to place him or herself five (5) paces to the left shoulder of Commander _____.)

"Drummer Post" (at this time the current snare drummer proceeds to place him or herself three (3) to the right shoulder of Commander _____, and places the drum down with the head facing up.)

"Company, to the right face"

"To the front, march" (at this time the Company proceeds single file, passing by in front of the drum and placing their ballot on the snare portion of the drum.

Company returns to previous position

"Secure ballots" (at this time, the drummer collects the ballots and proceeds to Commander _____. He then turns over the ballots and Commander _____ and the drummer exchange salutes.)

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Commander _____ then peruses the ballots.

Commander _____ proceeds with the following:

"Elected to command the Bedford Minuteman Company for the coming year, _____"

The Captain-elect takes one step forward, standing at attention.

"It shall be the duty of the Captain to preside at all meetings of the Company and the Executive Committee. He shall appoint all standing

committees and be responsible for the proper functioning of those committees. He shall also be the field commander in charge of all field units.”

The Captain-elect then takes one step backward.

Commander _____ continues:

“Elected to the rank of 1st Lieutenant, _____”

The 1st Lieutenant-elect takes one step forward, standing at attention.

“It shall be the duty of the First Lieutenant to preside, as temporary Captain, during the absence of the Captain and he shall be Chairman ex-officio of all committees.”

The 1st Lieutenant-elect then takes one step backward.

Commander _____ continues:

“Elected to the rank of 2nd Lieutenant Adjutant, _____”

The 2nd Lieutenant Adjutant-elect takes one step forward, standing at attention.

“It shall be the duty of the Second Lieutenant Adjutant to notify all members of Musters and Meetings, record and keep permanent minutes of all musters and meetings, handle all correspondence, except that of the 2nd Lieutenant Finance, and to have at all times the current list of officers, Executive Committee, standing committees and all members of the company.”

The 2nd Lieutenant Adjutant-elect then takes one step backward.

Commander _____ continues:

“Elected to the rank of 2nd Lieutenant Finance, _____”

The 2nd Lieutenant Finance-elect takes one step forward, standing at attention.

“It shall be the duty of the Second Lieutenant Finance to be custodian of all Company funds, to collect all monies received by the committee chairman, officers and others, and receive and deposit same in the bank account authorized by the company, to forward dues bills to the membership and receive payment thereof, and to present a current statement of receipts and expenditures at each meeting.”

The 2nd Lieutenant Finance-elect then takes one step backward.

Commander _____ continues:

“Elected to the rank of Cornet, _____”

The Cornet-elect takes one step forward, standing at attention.

“It shall be the duty of the Cornet to be custodian and bearer of the Bedford Flag.”

The Cornet-elect takes one step backward.

Commander _____ continues:

“Elected to the rank of Sergeant Major, _____”

The Sergeant Major-elect takes one step forward, standing at attention.

“It shall be the duty of the Sergeant Major to command the Company’s regiment of musketmen. Ensuring that they are properly drilled and their muskets are in proper and safe working order.”

The Sergeant Major-elect takes one step backward.

Commander _____ continues:

“Elected to the rank of Sergeant Quartermaster, _____”

The Sergeant Quartermaster-elect takes one step forward, standing at attention.

“It shall be the duty of the Sergeant Quartermaster to be custodian of the companys property, the issuance of proper colonial attire, and the procurement of company artifacts.”

The Sergeant Major-elect takes one step backward.

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(Retiring) Captain _____ proceeds with the following:

“Captain _____, front and center”

The newly elected Captain proceeds to the front of the out going Captain.

“Captain _____, take charge of your company”

The newly elected Captain and retiring Captain salute and the retiring Captain proceeds to fall in at the end of the Company ranks.

The newly elected Captain then leads the Company out of the Drumhead Ceremony area.