

RULES OF ORDER

55th Department of Pacific Areas Convention

1. **Composition:** The Department Convention shall consist of:
 - a. The Commander-in-Chief, Past Commander-in-Chief, and any current National Council Member, providing they are member in good standing of a Post within Department.
 - b. The Department Commander and all Past Department Commanders who are members in good standing in a Post within Department; all elective officers of the Department, Adjutant, Chief of Staff, Department Service Officer, and Inspector.
 - c. District Commanders in the Department. If a District Commander is absent, the District Senior vice Commander, or in his absence the District Junior vice Commander may register and function as a member of the Convention
 - d. All Post Commanders in the Department. If a Post Commander is absent, the Post Senior Vice Commander, or in his absence the Post Junior vice Commander may register and function as a member of the Convention.
 - e. Department Service Officer (DSO), in the absence of the DSO, one of the Assistant Department Service Officers (ADSO) may be registered and function as a member of the Convention by appointment of the Department Commander.
 - f. Delegates to be elected by the Post as prescribed in Section 222 of the Manual of Procedure.

2. **Voting:** Only members listed above may vote on matters brought before the Convention. The authorized voting shall be:
 - a. Each voting member of the Convention, except delegates elected by a Post will have one (1) vote. Attendee who are listed in paragraph 1. (a through e) above named as delegates by their Posts shall be entitled to cast their pro rata share of the Post's votes, if so desired. However, each attendee may only cast a single vote as an individual or with the Post as a delegate, but not both.
 - b. The delegate or delegates of a Post present may vote the Post's full delegate strength. If there is a division among the delegation of a Post each delegate present may cast his or her vote pro rata shares of the Post authorized votes.
 - c. If a Post Commander or in his absence the Senior Vice Commander, or in his absence the Junior Vice Commander is the only person in attendance at the Convention from a Post, he/she shall be entitled to one (1) vote plus the authorized delegate voting strength of the Post, providing that his/her name appears on the Post delegate letter as a delegate or alternate.
 - d. The Credentials Committee prior to the first vote shall review the membership figures given by the Department Quartermaster and will poll the Posts to determine which members with separate votes are present, whether they will vote with their Post or separately, and determine total voting strength for each Post. The authorized voting strength for each Post at the Convention will be given in a report of Credentials Committee and shall be approved by the Convention.
 - e. Roll call votes are governed as follows:
 - i. For the election of officers when two (2) or more persons have been nominated for the same office, voting shall be by roll call of Post's and any other member(s) who may vote separately.

- ii. Any roll call vote shall be in random manner by draw of Post numbers out of a hat.
 - iii. A roll call vote may be called for on any subject (question) to be voted on during the Convention at the discretion of any three (3) officers or delegates representing three (3) different Posts.
 - iv. On roll call vote any delegate voting separately, and delegation casting its authorized votes together, or any member of the delegation voting separately may pass on the first roll call. If any individual or delegations abstains from voting on the second roll call vote, only the affirmative and negative votes cast will be counted to determine the number of votes necessary for a majority.
3. **Arrearages:** The Credentials Committee will report on any Post (S) in arrears under the provisions of Section 413 of the National By-Laws.
4. **Quorum:** A quorum for transacting business at the Convention will be not less than one (1) delegate from a majority of the Post's in good standing at the time of the Convention and not less than four (4) members of the Department Council of Administration, one of whom must be the Commander, Senior Vice Commander or Junior Vice Commander.
5. **Discussion of Motions:**
 - a. Any matter brought before the Convention for consideration must be presented as a motion and that motion must be seconded prior to any discussion. Acceptation to this is a motion from a committee does not require a second.
 - b. No member of the Convention may speak more than once on any motion until other members present have been given the opportunity to speak. The presiding officer may limit the time of discussion on a motion until all members present have been given an opportunity to discuss the motion once.
6. **Election of Department Officers:**
 - a. The Department Commander, Senior Vice Commander, Junior Vice Commander, Quartermaster, Judge Advocate, Chaplain and Surgeon shall be elected by the Convention. District Commanders, by virtue of their office, shall be officers of the Department Convention and voting members of the Council of Administration. District Commanders shall be ineligible to simultaneously hold an elected Department Office.
 - b. Any member in good standing in a post in the department is eligible to hold a department office. A member may hold one (1) elected and one or more appointed offices, no member may simultaneously hold two (2) elected department offices.
 - c. Before nominations are closed, any nominee to a department office must have the opportunity to decline nomination to the office to which he or she has been nominated.
 - d. Any member absent from the convention who is nominated for an office must have written consent to such nomination in the hands of the department adjutant before nominations for that office.
 - e. Nominations will remain open until the presiding officer declares them closed and the convention is ready to vote. A majority of all votes cast is necessary to elect, and voting will continue until an election is declared. Should there be no election on the first roll call the name of the nominee receiving the lowest number of votes shall be dropped and so on in successive roll calls until a majority vote is reached.
 - f. Officers will be installed before the Convention is adjourned.

7. **Caucus:** Any member of the Convention may call for a caucus to discuss with his fellow delegates any matter to be voted on by the Convention. The residing officer may limit the time for a caucus.

8. **Other:** Matters not covered by these Rules of Order, the provisions of the Congressional Charter, By-Laws and the Manual of Procedures of the VFW. Roberts Rules of Order shall be the authority.