

◆ OPENING UP A POST/DISTRICT MEETING



◇ OPENING CEREMONIES

⇒ COMMANDER:

- **The officers will take their respective stations. All persons not members of the V.F.W. will kindly retire and the Guard will close the door/s.** (The Commander ascertains if non-members have retired.)

⇒ COMMANDER:

- **By the power and authority vested in me, I am about to open (official name of Post/District) _____ Post/District No. _____ for the transaction of any business that may lawfully come before it. (two raps of the gavel).**

⇒ COMMANDER: (Addressing the Guard)

- **Satisfy yourself that all present are entitled to remain.**

⇒ GUARD:

- As the Guard salutes the commander, he says, "Commander, all present are entitled to remain."

⇒ COMMANDER:

- The Commander salutes the Guard back and then says, **"Officer-of-the-Day, you will prepare the Post/District room for the salute to the colors."** (two raps of the gavel).

⇒ COMMANDER:

- **Attention! Present arms! Order arms! (as the flag is being saluted.)**

⇒ COMMANDER:

- **Comrade Chaplain, you will deliver the opening prayer.**

⇒ CHAPLAIN:

- Uncover-Parade Rest. (Then the Chaplain delivers the opening prayer.)

⇒ COMMANDER:

- **Attention! Comrades, join me in the Pledge of Allegiance to the flag of the United States of America. Present Arms!**

⇒ **COMMANDER:**

- (The Commander then leads the members in the Pledge of Allegiance) **I pledge allegiance to the flag of the United States of America and to the Republic for which it stands. One Nation under God, indivisible, with liberty and justice for all.**

⇒ **COMMANDER:**

- **ORDER ARMS!**

⇒ **COMMANDER:**

- **Comrades, we are assembled again to transact business of mutual benefit. *Do not let petty jealousies or trivial personalities influence our deliberations.* Let us uphold always the obligations of *UNSELFISH* comradeship and loyalty to our organization and to the government of the United States of America. I now declare (official name of Post/District) _____ Post/District No. _____ duly opened for the transaction of business. Guard, you will admit any in waiting who may be worthy.**

ORDER OF BUSINESS (POST)

⇒ **COMMANDER:** (leading all members in recitation of Section 3 of the Congressional Charter.)

- **The purpose of this corporation shall be fraternal, patriotic, historical and educational; to preserve and strengthen comradeship among its members; to assist worthy comrades; to perpetuate the memory and history of our dead and to assist their widows and orphans; to maintain true allegiance to the Government of the United States of America and fidelity to its Constitution and laws; to foster true patriotism; to maintain and extend the institutions of American freedom and to preserve and defend the United States from all her enemies, whomsoever.**

⇒ **COMMANDER:**

- **We will now have the roll call of officers.** (The Adjutant or Adjutant/Quartermaster will do the roll call.)

⇒ **COMMANDER:**

- **We will now have the reading, referring of membership applications.** (The Investigating committee will then give their report.)

⇒ **COMMANDER:**

- **Do I have a motion on the floor to accept John Smith as a member of the (official name of Post) _____ Post No. _____. (if the motion is passed and the new prospective members are in the building, they should be brought into the meeting to be sworn in (member's obligation oath) by the Commander.)**

⇒ **COMMANDER:**

- **We will now have a reading of the minutes from the last meeting.** (the Adjutant or the Adjutant/Quartermaster reads the minutes)

⇒ **COMMANDER:**

- **Are there any additions or corrections to the minutes?**

⇒ **COMMANDER:**

- **Being none, the minutes stand as read.** If there were additions or corrections to the minutes, the Commander will then say that the minutes stand as corrected or added.

⇒ **COMMANDER:**

- **We will now have the Quartermaster deliver his report on disbursements.** (The Post Quartermaster's Report is a statement given purely for the information of the members at the meeting and *need not be put to a vote to be accepted or adopted, because this would be considered certification to the accuracy and completeness without proper audit.* You can simply say: "The Quartermaster's Report stands as presented, subject to audit." If the report has been audited, it is amendable and can be reconsidered, and questions on it may always be asked.)

⇒ **COMMANDER:**

- **We will now have the Quartermaster give the report on receipts.** (The above explanation is the same here.)

Many of the questions involving things such as the above regarding motions to accept the Q/M report-subject to audit are answered on the "Frequently asked Questions" located on the National web-site: (www.vfw.org).

⇒ **COMMANDER:**

- **We will now have the Quartermaster give a reading on his report of bills.** (The Quartermaster gives his report)

⇒ **COMMANDER:**

- **We will now have the report of the Service Officer.** (The Service Officer gives his report.)

⇒ **COMMANDER:**

- **Is there a Comrade or the family of a Comrade in distress?** (If there is a need to provide money for someone, you should bring it up under new business.)

⇒ **COMMANDER:**

- **We will now have a report of a committees.** (each of your committee chairmen should give a report.)

⇒ **COMMANDER:**

- **We will now remember our National Home for Children.**

⇒ **COMMANDER:**

- **(Rap gavel twice) All present will rise. Comrade Chaplain, you will ask Divine blessings upon our National Home.** (The Chaplain then delivers the prayer.)

⇒ **COMMANDER:**

- **We will now go into unfinished business.** (This is where you have the reading of communications associated with unfinished business. You can vote if there are any-just make sure that there is a motion and a second, discussion and that you vote for all in favor or those who oppose. If the motion passes, you say that it is carried. If the motion fails, you simply say that the motion failed and move on.)

⇒ **COMMANDER:**

- **Since there is no more old business, is there any new business?** (reading of communications associated with new business here as well as discussions that are brought on the floor. If a motion is made, make sure that you have the motion, a second on the motion; discussion on the motion; all in favor or oppose. If the majority of the members present are in favor of the motion, it passes; if not, the motion fails.)

⇒ **COMMANDER:**

- **Being no more new business, we will now move onto the Good-of-the Order.** (reading of communications or discussions associated with the Good-of-the Order.)

⇒ **COMMANDER:**

- **There being no more Good-of-the Order, we will now move on to our closing ceremonies.** (salute the flag and have the Chaplain give the closing prayer. Don't forget to remind the members when the next meeting is and if there will be a guest speaker/s.)

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JOINT MEETINGS:

- One of the least understood situations is how a joint meeting is conducted. There are no rules on it, but a few suggestions here might help. The Post/District Commander does not open the joint meeting as it is normally done during the Comrades or Sisters meeting under their respective opening ceremonies. The Post/District Commander should recognize all State Officers in attendance, followed by recognizing Past State Commanders, followed by Past District and Post Commanders present (asking them to stand and be recognized.) You should then turn it over to the Ladies and they will make their own introductions. After they are done, you discuss subjects of mutual interest. After the discussion, make any decisions that need to be made (for instance-when you are going to hold your Post/District picnic). But remember, there are no motions made during a joint meeting. Before closing the joint meeting, ask if there is anything else to be brought before the joint meeting. If none, announce a brief recess and to go to your respective meetings. When you start your Post/District meeting, you conduct your Opening Ceremonies.