

GENERAL ORDERS

AND DEPARTMENT HEADQUARTERS MEMORANDA
VETERANS OF FOREIGN WARS OF THE UNITED STATES
DEPARTMENT OF KANSAS

VOL 99-12

TOPEKA, KANSAS

PLEASE READ AT POST MEETING

JUNE 2020

1. Installing officers are directed to see that the Report of Election of Post Officers Form has been completed and sent to National Headquarters prior to installing Post Officers. If a Report of Election has not been forwarded to National Headquarters at the time of installation, the installing officer shall complete and forward such report at the time they install Post Officers.
2. This has been suggested and approved by the National Council of Administration as a way a State can hold their convention and then properly elect their new officers.

Steps for pro forma convention and Executive Order # 2

- a. Conventions Corporation votes to recommend to the Council of Administration that the planned Department Convention be cancelled and a “pro forma” Department Convention be held and all monies received for registration, banquet tickets, or ads will be refunded.
Completed on May 8, 2020
- b. A ballot is emailed to the PRESENT C of A asking them to vote to cancel the planned Department Convention and to hold a “pro forma” Department Convention on **June 2, 2020, at 10:00 a.m. csdst at Department Hq** and refund all monies received for registration, banquet tickets, and ads. **Completed on May 8, 2020**
- c. If the vote carries a “pro forma” Department Convention will be held at Department Hq on the **aforementioned date.** **The vote carried with a majority vote and unanimous for those ballots voted**
- d. **The Department Commander will open the “pro forma” Department Convention and then close that convention due to a lack of a quorum and declare the offices vacant.**
- e. The Department Sr. Vice commander will then move up to the position of Department Commander as well as the Department Commander will assume the position of Past Department Commander, the appointed positions of Adjutant, Chief of Staff, and Inspector will assume their duties on the C of A as well as the elected incoming District Commanders, and an appointed Quartermaster “pro tem”.
- f. **An email will be immediately dispatched to the NEW C of A that nominations for the following positions will be accepted at Department Hq at the Department email address of ksvfhq@kvwf.kscoxmail.com for fifteen, (15) calendar days and nominations shall cease at the close of business, (4:30 p.m. csdst), on the fifteen day which will be June 17, 2020. Those positions that are to be filled for the Department of Kansas VFW by election are: 1. Sr. Vice Commander; 2. Jr. Vice Commander; 3. Quartermaster; 4. Judge Advocate; 5. Surgeon; 6. Chaplain; 7. 5 year Veterans Service Committee member; 8. 5 year Endowment Association member; 9. 3 year Convention Corporation Committee member; 10. National Council Member representing the Department of Kansas.**
- g. **Although any member in good standing is eligible to nominate someone for Department office, because this is considered a Council meeting, nominations must be submitted through a NEW Council of Administration member.**

- h. After the nominations have ceased, the next business day, June 18, 2020, a ballot will be emailed to the NEW C of A to vote on the candidates for the different offices. If a nominee is unchallenged, (has no opposition after nominations have ceased), the Adjutant will cast one unanimous ballot for that nominee for the position they have been nominated for, and they will automatically assume that office and be eligible to vote in this election if elected to the Council of Administration, i.e. # 1, 2, 3 if someone other than the adjutant, 4, 5, and 6. In case of a tie, a revote will be held and any new members of the C of A by virtue of having been elected will be able to participate. **Per the By-Laws and Roberts Rules of Order, a Council member may NOT split their vote. "One person, one full vote".**
 - i. Per instructions from National VFW, the new C of A do NOT have to be installed prior to taking part in the election, but, it is Highly Recommended IF POSSIBLE!
 - j. If an undeclared candidate is nominated, the Adjutant shall contact that nominee and get in writing/email that they will accept/decline that nomination.
 - k. By-Laws and Resolutions that were to be brought before the Convention will have to wait until next year. The By-Laws clearly state that By-Law amendments must be voted on by the membership and Resolutions will be voted on at the Convention and due to a "pro forma" Convention neither will be possible.
- 7. Post Commanders shall see that the office of Quartermaster be bonded in accordance with Section 703, National Manual of Procedure. They shall also see that Trustee's Report of Audit is properly prepared and submitted each quarter as required by the National Manual of Procedure Section 218
 - 8. Attention of incoming Post Officers is directed to Section 218, Manual of Procedure, which outlines the duties of various Post Officers.
 - 9. Congratulations are hereby extended to all Posts who were 100% in membership during the 2019-2020 year.

By order of
Lee Hursey, Commander
Department of Kansas, VFW



ATTEST: Herbert Schwartzkopf, Adjutant
Department of Kansas, VFW