

## **ARTICLE X - RULES OF ORDER**

### **Sec. 1001 - Rules of Order Governing All Meetings.**

The following Rules of Order shall govern all meetings. Any procedural matter not provided for by these Rules or Convention Rules shall be governed by the current Robert's Rules of Order, Newly Revised. These rules may be altered or amended at any regular session of the body, upon proposition in writing, and by a majority vote of those present and voting. Any alteration or amendment of the rules provided herein shall be in accordance with procedures provided or permitted by Robert's.

1. All questions shall be presented and determined upon motion. A motion must first be properly presented and seconded, and then stated by the presiding officer, before it can be open to debate or amendment, or any further action upon it.
2. A motion may be withdrawn only under the following circumstances: (a) by the mover alone before the question has been completely stated by the presiding officer; (b) by the mover after the presiding officer has stated the question, provided no member of the body objects; and (c) by majority vote of the body after the presiding officer has stated it, regardless of objection. After a motion has been carried, it can be withdrawn only by unanimous consent. A withdrawn motion is not recorded in the minutes.

3. Not more than one primary and one secondary amendment can be before the body at one time, but any number of amendments can be successively proposed when there has been a disposition of either or both pending amendments. If two amendments are pending, the secondary amendment is first put, then the primary amendment (as amended, if the secondary amendment prevails), then the main motion (as amended, if the said primary amendment prevails). The amendment is always put first. The main motion must be put regardless of the action taken on the amendments.
4. When a member rises to speak, the member shall rise and address the presiding officer. When two or more members rise to claim the floor at about the same time, the presiding officer assigns the floor to the member who appeared to have risen first and addressed the chair. A member having the floor shall confine their remarks to the question before the body.
5. No member shall speak more than twice on the same question, nor longer than 10 minutes each time. No member shall speak a second time on the same question if any member who has not spoken on that question arises to claim the floor to speak thereon. Nominating speeches shall not exceed 5 minutes each, nor exceed two seconding speeches of two minutes each.
6. No member shall in debate impeach the motives of a fellow member or treat them with disrespect. Members shall avoid personalities and unbecoming speech. A member shall not pass between the speaker and the chair. Any conversation calculated to disturb a member while speaking or hinder the transaction of business, shall be deemed a violation of order, and, if continued, the offending member shall be reprimanded by the presiding officer and may be ordered to retire from the room. Failure to comply with an order to retire may subject a member to disciplinary action for conduct prejudicial to the good order and discipline. When a member is called to order for disorderly conduct or abusive language, if such conduct is not immediately stopped and an apology immediately proffered by said member, disciplinary action may be taken against such member.
7. No member shall be interrupted while speaking except by a call to order which shall be forthwith ruled upon by the presiding officer as being either "well taken" or "not well taken". When a question of order is raised, the interrupted member shall forthwith take their seat until the point of order is decided. No member shall be interrupted while speaking on account of misstatements spoken in debate, but they may be answered, corrected, or explained when the member has finished speaking.
8. On questions of order there shall be no debate, unless an appeal is taken. When such appeal is taken from a decision of the presiding officer, the appeal shall be put to vote thus: "Shall the decision of the Chair be sustained?" Those in favor of sustaining the decision of the presiding officer will say aye; those opposed will say no. "The ayes have it and the decision is sustained," or "the noes have it and the decision is not sustained," as the case may be. Instead of the above form of the question, the following may be used: "Shall the decision of the Chair stand as the judgment of the body?" etc. A majority vote is required to overrule the decision of the presiding officer.
9. Questions not debatable—
  - a. To fix a time to reconvene
  - b. To adjourn
  - c. To recess
  - d. To raise a question of privilege
  - e. To call for the orders of the day
  - f. To lay on the table
  - g. To close debate and vote

- h. To limit (or extend) debate
  - i. To take up any particular item of business
  - j. To grant leave to speak
  - k. To grant leave to withdraw a report or resolution
  - l. Questions of order when no appeal has been taken, or where the presiding officer has not invited discussion
10. Except by unanimous consent, no question on which debate has been closed shall be debatable further. A two-thirds (2/3) vote is required to close debate.
  11. When there is no further debate, or debate has been closed, the presiding officer shall put the question to vote thus: "Those in favor of the motion will say aye; opposed will say no". The presiding officer shall then announce the results thus: "The ayes have it and the motion is carried," or "The noes have it and the motion is lost," as the case may be.
  12. When the decision of any voice vote is doubted, the presiding officer shall direct the vote be taken by show of hands or by rising vote. When the decision of any written secret ballot is doubted, the presiding officer shall appoint a committee of two members, one of whom shall be the Adjutant, to recount the ballots and report to the presiding officer.
  13. The ayes and noes shall be taken by roll call only when ordered by a majority vote of the body. The result shall be recorded in the minutes.
  14. When a question is before the body, the following motions shall be in order:

**Privileged Motions**

1. To fix a time to adjourn
2. To adjourn
3. To recess
4. To raise a question of privilege
5. To call for the orders of the day

**Subsidiary Motions**

1. To lay on the table
2. To close debate and vote
3. To limit (or extend) debate
4. To postpone definitely
5. To commit, or refer
6. To amend
7. To postpone indefinitely

These motions take precedence in the order named, that is: the higher the motion shown above, the higher its order of precedence or rank. A motion of higher order or rank can be entertained while a motion of lower order or rank is pending before the body. If more than one of the above motions are pending at the same time with a main question, the motion of the highest order is put to vote first and then successively the next motion of highest rank up to disposition of the main question by the body. Any number of the motions specified above can be pending with the main question, provided each one has been proposed in accordance with its admitting order, or rank, as shown above.

All privileged motions and subsidiary motions, 1, 2 and 3 shall be decided without debate.

15. None of the privileged motions, shown above, can be reconsidered except the top motion "to fix a time to reconvene." All of the subsidiary motions can be reconsidered except the motion "to lay on the table."
16. When a main motion or resolution has been defeated, the same or substantially the same question shall not be renewed during the same session, but the vote on the question can be reconsidered once at the session.

17. A main motion can be reconsidered whether it was adopted or defeated. Reconsideration of a motion shall not be in order unless it has been moved by one who voted with the prevailing side. The prevailing side shall be the winning side, whether it be the affirmative or negative. On tie votes, the negative side is the prevailing side. In the case of a two-thirds (2/3) vote, the negative side is the prevailing side if the two-thirds (2/3) vote loses, and the affirmative is the prevailing side if it wins. A motion to reconsider once made and negative shall not again be in order upon the same question any time. Reconsideration shall always require a majority vote regardless what motion is reconsidered. If reconsideration is defeated, the motion to rescind that question shall be in order any time, provided the question has not been carried out or executed. To rescind requires a two-thirds (2/3) vote, unless previous notice is given in which case a majority vote shall be required at the next session.

18. A motion to adjourn shall be in order, except:

- a. While a member is speaking
- b. While a vote is being taken
- c. When a motion to adjourn was the last preceding motion
- d. When the privileged motion "to fix a time to reconvene" is the immediate pending motion

A simple motion "to adjourn" shall be neither debatable nor amendable, but when qualified by the addition of other words, such as "to adjourn a half-hour from now," or "to adjourn subject to the call of the Chair," it becomes both debatable and amendable and is subject to all privileged and subsidiary motions outlined in paragraphs 14 and 15.

19. An appeal is debatable and the presiding officer is entitled to debate it without being required to surrender the Chair. However, appeals are not debatable when they relate to (a) indecorum—as when a member is deprived of the floor by the presiding officer for disorderly conduct; abusive language, or because of impugning the motives of members of the assembly, or otherwise indulging in personalities; (b) transgression of the rules of debate—as when a member is denied the floor because they have already spoken twice on the question, or because they have exceeded their 10 minute debate when they had the floor or for failure to confine oneself to the pending question, and (c) when the immediately pending motion is not debatable or debate has been voted closed.

20. The presiding officer may speak to points of order in preference to other members rising for that purpose. The presiding officer shall announce all votes and decisions and shall decide all questions of order, subject to an appeal by any two members (mover and seconder of the appeal).

21. The reading of any report relating to the subject under consideration shall always be in order. All reports and resolutions shall be in writing. When reports and resolutions are from a committee they must be signed by a majority thereof. When a report has been read it is properly before the body without motion to accept.

Motions and resolutions of committees shall not require a second when moved for adoption by the committee directly, but when moved for adoption by a non-committee member a second is necessary.

On matters or questions previously referred to a committee by the body, all motions or resolutions of such committee based on such matters may be properly acted upon during "Reports of Committees" in the order of business. However, if a committee originates motions or resolutions on matters not previously referred to such committee by the body, such motions or resolutions are properly actionable at that time unless the body otherwise agrees to entertain such motions or resolutions at some other time in the order of business.

Recommendations in reports must be accompanied by appropriate written motion or resolution in order to be acted upon.

22. When a report is submitted with a motion or resolution attached, action shall be held on such motion or resolution only, unless such report may be considered improper or incomplete. In that event, such improper or incomplete report can be recommitted, or such report can be amended and an appropriate resolution incorporated in it. No report, or resolution thereon, properly before the body shall be withdrawn without permission of the body, such withdrawal to be decided without debate.
23. All members entitled to vote may vote on all questions. The presiding officer shall have a vote like any other member.
24. Members may change their vote from one side of the question to the other, provided they do so before announcement of the final result.
25. The dispensation and/or consumption of alcoholic beverages or use of smoking/vaping products in VFW meeting rooms during VFW meetings are prohibited.

#### **Sec. 1002 - Order of Business - National and Department Conventions.**

1. Opening of the Convention in due form
2. Roll call of officers
3. Adopt Convention rules as appropriate
4. Appointment of committees
5. Reports of officers (Reports of National and Department officers may be submitted in printed form to assembled delegates)
6. Reports of committees
7. New business
8. Election and installation of officers
9. At the second and each succeeding session, a summary of the preceding session may be furnished the delegates assembled
10. Closing of the Convention in due form. This order of business may be suspended at any time by a two-thirds (2/3) vote of the delegates assembled at a Convention, to be taken without debate.

#### **Sec. 1003 - Order of Business-Districts.**

1. Opening in due form
2. Roll call of officers
3. Roll call of Posts
4. Read minutes of last meeting
5. Report of Quartermaster in detail
6. Read communications
7. Reports of committees
8. Read bills
9. Unfinished business
10. New business
11. Election and installation of officers
12. Good of the Order
13. Closing in due form

## **Sec. 1004 - Order of Business-Posts.**

### **(a) Order of Business Traditional:**

1. Opening in due form
2. Commander: Recitation of the purposes of the Veterans of Foreign Wars, Section 230102 of the Charter
3. Roll call of officers
4. Read, refer membership applications
5. Report of Investigating Committee
6. Ballot on applications
7. Muster in recruits
8. Read minutes
9. Quartermaster's report; disbursements
10. Quartermaster's report; receipts
11. Read bills
12. Report of *Benefits Advisor*
13. Report on Comrades or the families of Comrades in distress
14. Report of all committees
15. Remember our National Home
16. Unfinished business (Read communications associated with unfinished business and vote)
17. New business (Read communications associated with new business and vote)
18. Nominations, elections and installation of officers
19. Good of the Order (Read communications associated with the good of the order and vote)
20. Closing in due form

### **(b) Order of Business Contemporary:**

1. Call to order
2. Check dues cards
3. Roll call of officers
4. Read, refer membership applications
5. Read minutes
6. Quartermaster's report
7. Report of *Benefits Advisor*
8. Report on Comrades or the families of Comrades in distress
9. Committee report(s)
10. Unfinished business
11. New business
12. Good of the Order
13. Close meeting

## **Sec. 1005 - Title of Address.**

In meetings of units of this organization, members holding office shall be addressed as "Comrade" followed by the title of the office they hold. All other members shall be addressed as "Comrade."

(End of Article X)