

ORDER OF BUSINESS FOR DISTRICT MEETING

1 - OPENING CEREMONIES

(The hour of opening has arrived, the Officer of the Day displays the Flag of the United States and Bible on the altar, leaving Bible closed, after which the Commander takes station and gives one Rap for attention).

One (1) Gavel Rap for Attention if sitting, one (1) Gavel Rap if standing, to sit down, two (2) Gavel Raps to stand.

COMMANDER: *THE OFFICERS WILL TAKE THEIR RESPECTIVE STATIONS. ALL PERSONS NOT MEMBERS OF THE VFW WILL KINDLY RETIRE, AND THE GUARD WILL CLOSE THE DOORS. (The Commander ascertains if nonmembers have retired).*

COMMANDER: *BY THE POWER AND AUTHORITY VESTED IN ME, I AM ABOUT TO OPEN District No. _____, VETERANS OF FOREIGN WARS, STATE OF WEST VIRGINIA, FOR THE TRANSACTION OF ANY BUSINESS THAT MAY LAWFULLY COME BEFORE IT (Two Gavel Raps). OFFICER OF THE DAY, SATISFY YOURSELF THAT ALL PRESENT ARE ENTITLED TO REMAIN.*

OFFICER OF THE DAY: *COMRADE COMMANDER, I FIND ALL, EXCEPT THOSE STANDING, IN POSSESSION OF OFFICIAL VFW DUES RECEIPTS FOR THE CURRENT CALENDAR YEAR.*

(COMMANDER INSTRUCTS THE QUARATERMASTER TO DETERMINE THE STATUS OF MEMBER'S STANDING. THOSE WHO HAVE NOT PAID THEIR CURRNT DUES WILL BE REQUIRED TO PAY SAID DUES OR LEAVE THE MEETING ROOM. QUARTERMASTER WILL REPORT HIS FINDINGS TO THE COMMANDER.)

COMMANDER: *OFFICER OF THE DAY, YOU WILL PREPARE THE ROOM FOR THE SALUTE TO THE COLORS. (Two Gavel Raps).*

COMMANDER: *ATTENTION! COMRADE CHAPLAIN, YOU WILL DELIVER THE OPENING PRAYER.*

COMMANDER: *PARADE REST.*

PRAYER BY THE DISTRICT CHAPLAIN

COMMANDER: ATTENTION, COMRADES, YOU WILL JOIN ME IN THE PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA. ONE (salute) '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: 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 DISTRICT NO. _____, VETERANS OF FOREIGN WARS, STATE OF WEST VIRGINIA, DULY OPENED FOR THE TRANSACTION OF BUSINESS. GUARD, YOU WILL ADMIT ANY IN WAITING WHO MAY BE WORTHY. (One Gavel Rap to be Seated).

2 - **ORDER OF BUSINESS**

COMMANDER: (Leading all members in recitation of Section 230102 of the Congressional Charter). THE PURPOSE OF THIS CORPORATION SHALL BE FRATERNAL, PATRIOTIC, HISTORICAL CHARITABLE 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.

3. CALLING THE ROLL OF DISTRICT OFFICERS.
4. READING OF DISTRICT MINUTES.
5. DISTRICT ADJUTANT'S REPORT DISBURSEMENTS.
6. DISTRICT QUARTERMASTER'S REPORT: RECEIPTS.
7. READING OF DISTRICT BILLS.
8. ROLL CALL OF POSTS AND REPORTS (Post Commander or Representative to give his report of activities, also Post Total Membership and Number of Post Members present).
9. REPORT OF DISTRICT SERVICE OFFICER.
10. REPORT OF ALL DISTRICT COMMITTEES.
11. REMEMBER OUR NATIONAL HOME.

COMMANDER: *(Raps Gavel Twice). ALL PRESENT WILL RISE. PARADE REST. COMRADE CHAPLAIN, YOU WILL ASK DIVINE BLESSINGS UPON OUR NATIONAL HOME).*

DISTRICT CHAPLAIN: *ALMIGHTY GOD, WE ASK FOR YOUR DEVINE BLESSING ON THE CHILDREN, FAMILIES, AND STAFF OF OUR NATIONAL HOME FOR CHILDREN IN EATON RAPIDS, MICHIGAN.*

MAY YOUR SPIRIT DWELL WITH THEM FOREVER, GIVING THEM HEALTH AND GUIDING THEIR LIVES. HELP US TO ALWAYS BE FAITHFUL TO OUR FALLEN COMRADES BY PROVIDING (SHELTER AND GUIDANCE) SUPPORT FOR THEIR FAMILIES. WE ASK IN YOUR HOLY NAME. AMEN.

(Commander Raps Gavel).

12. UNFINISHED BUSINESS. (Reading of communications associated with Unfinished Business. Read and Vote).

13. NEW BUSINESS. (Reading of communications associated with New Business, Installation of Officers. Read and vote).

14. GOOD OF THE ORDER. (Reading of communications associated with Good of the Order. Read and vote).

3 - CLOSING CEREMONIES

COMMANDER: *THERE BEING NO FURTHER BUSINESS, WE WILL HAVE OUR CLOSING CEREMONY. (Two Raps, All Rise).*

COMMANDER: *OFFICER OF THE DAY, PREPARE TO RETIRE THE COLORS.*

COMMANDER: *COMRADE CHAPLAIN, YOU WILL DELIVER THE CLOSING PRAYER.*

COMMANDER: *PARADE REST!*

PRAYER BY DISTRICT CHAPLAIN

COMMANDER: *ATTENTION! (Chaplain closes Bible).*

COMMANDER: COMRADES, I NOW DECLARE THIS BUSINESS OF DISTRICT NO. _____, VETERANS OF FOREIGN WARS, STATE OF WEST VIRGINIA, CLOSED. OUR NEXT REGULAR MEETING WILL BE (date) _____ at (time) _____, POST. NO. (host location) _____.