

GENERAL ORDER #3  
2019-2020 Series

March 17, 2020

TO BE READ AT A REGULAR MEETING AND FILED:

**1. Temporary Emergency Meeting Measures**

I feel it is appropriate to provide the VFW Department of Oregon's Districts and Posts with recommended temporary coronavirus (COVID-19) emergency meeting measures due to our real concerns of providing safe meeting places to conduct business. This emergency meeting measure remains in effect during the COVID-19 health crisis or suspended in the future by the next State Commander. All your State line officers have been consulted in order to enable me to offer you the best advice possible.

**2. All Districts and Posts must hold elections in April and provide an election report in accordance with Section 217 and 417 of the National Bylaws.**

If we are all willing to be flexible, there is no reason we can't hold elections in April. At the time of the elections, ask all elected officers to provide their proof of eligibility. If a member to be nominated for an office cannot attend or be a part of the meeting, that member must submit in writing to either the Commander or Adjutant their agreement to be placed on the ballot, prior to the election.

**3. During this time of nationwide health crisis, we must work "outside the box" and re-examine what constitutes a meeting and the minimum quorum of (5) five members. As the Commander for this great Department, I offer the following advice with the understanding that these recommendations are not required, but will be acceptable to the Department:**


**a. Meetings do not need to be held at Post.** If the meeting is to be at the Post, consider only having a minimum quorum attend the meeting. The individual names of the members who will make up the quorum must be provided to Post or District members so any member can share their concerns on matters they want brought up, etc. Make sure all members get copies of the meeting minutes.

**b.** It is the individual Post or District that is responsible for conducting meetings, other Post business such as bingo and fund raising. It is recommended that the Posts and Districts follow the guidelines set out for our use in accordance with our governmental leaders and health agencies. In this way, we will not put our members or members of the public in potential harmful situations. Please exercise common sense when making decisions on our activities.

- a. If your Post felt necessary to cancel their March meeting and failed to open the nominations of officers, I will excuse this step in our election process. It is assumed that the Post's March meeting decisions were based on COVID-19.
  - b. Mail in ballots – Ballots must be provided to all Post or District members prior to the election. Results of the ballot must be included in the meeting minutes and made available to all Post and District members and the Department.
  - c. Electronic Attendance – must have a minimum quorum to conduct the meeting and approved by the members:
    - a. Skype
    - b. Facebook
    - c. Phone
    - d. Video phone conference, such as using Zoom
    - e. Email
    - f. Live Streaming
1. The use of electronic attendance by applications such as Zoom come with a cost. Attached are guidelines on the purchase or use of Zoom to conduct a meeting. To help Posts who want to purchase an application for conducting electronic meetings, the State Commander's Project has been changed to COVID-19 meeting assistance. If your Post has already donated to this fund, your donation will be returned upon proof that you have purchased a program, such as Zoom, to host a conference meeting. For those who have not donated yet, Department will show that you donated to the State Commander's Project on the Pink and Purple Monster upon receiving proof that you have purchased a program, such as Zoom, to host a conference meeting.
  2. **The Department will provide you with training on video conferencing, etc.** Do not hesitate to take steps to protect the health of your members. Call Department to arrange date, time and place.
  3. **The Department must have copies of the meeting minutes to verify election results.**
  4. Please continue to follow advertised procedures for dealing with COVID-19. Take care of your family and yourselves and be vigilant for others whose health may already be compromised. Ask your members to call, email, text, etc., and offer your help should your members be in need. It is our responsibility to leave no member behind.

BY ORDERS OF:

ATTEST:



JOHN WRINKLE  
State Commander



CHERYL CAMPOS  
Adjutant

## Temporary Emergency Meeting Guidelines

### 1. zoom.us

#### 1. Commander(HOST) Setup account

##### 1. Free to Pricing Plans

1. *District 15 used the Pro plan (\$14.99 month) because it had recording and voting(poling) options which are mandatory for meeting requirements.*
2. *Alternate Option: GoToMeeting (GoToWebinar) was the next best option but price is considerably more at \$249 month for the voting and recording requirements*
3. *There are many other Web Conferencing Software, but with time invested in research for the needs and requirements for VFW meeting bylaw requirements District 15 found zoom.us was the most professional for the VFW needs and requirements even though there was limited cost involved.*

##### 4. Prepare Opening Online Procedures (Online ONLY)

1. *prepare normal manual and procedures with Screenshots to share to attendees of these items*

1. *Pledge*
2. *Bible Open*
3. *Charter Draped*
4. *screen background (optional)*

##### 5. Prepare and Share Agenda with addendum of proposed motions and ELECTION Roster to tally (if there is competition)

1. *The primary (QM/Bills/Budget) and proposed motions and election tally SHOULD be placed in zoom PRIOR to meeting by host. (the Host is the Commander!)*
  1. *Reason why; It makes it easier to send poll to attendees during meeting.*
  2. *Also recommend adding additional generic motions in system then assign later as motion 1 ,motion 2, etc...*

#### 2. Notes of lessons learned;

1. *If time and price permits (14.99 Pro plus 40.00 webinar add on will be a total of 54.99) the Webinar option provides registering for meetings and will save time in getting members properly documenting for the record of those in attendance. The webinar option would probably be the best option for larger meetings for taking roll call of officers present. Also webinar attendees can be over 10,000.*
2. *If others in attendance ie. Department Representative and quorum in person attendance (may be waved for this emergency procedure) utilize only **one** recording device to eliminate feedback or echo.*

#### **3. Election requirements will require letters of nomination acceptance for officers up for election before meeting is commenced.**

1. *Voting determined by delegate strength*
2. *Installing Officer (video preferred)*
3. *Installation of Officers (Preferred video)*

#### 4. *Online procedure normally are required to be voted on by the body but may be waved due to emergency procedures*