



DPA Convention Rules

Electronic Meeting Procedures

Pursuant to section 503 of the National Bylaws, C-in-C Executive Order # 1, and the Adjutant General's Memo on Executive Order # 1 (both dated July 29, 2020), the following procedures have been adopted for conducting virtual DPA meetings, conventions and allowing for electronic attendance.

Every effort will be made to ensure this meeting is conducted in accordance with established guidelines outlined in the National Bylaws and Manual of Procedures.

1. All Department Meetings and the Department Convention will use the ZOOM platform.
 - a. It is Incumbent upon members of the Convention to have the latest version of the ZOOM application installed.
2. The Zoom Meeting Host shall be responsible for sending out all meeting invites.
 - a. Invites will be sent to all members of the Governing Body as outlined in Section 504 (1 through 4) of the National Bylaws, at least 72 hours in advance.
 - b. Post Commanders are responsible to share the link with their post delegates and other post members in good standing that wish to attend.
 - c. All visitors not a member of the VFW, must be pre-approved by the department commander.
3. Any Post or District found to be in arrears shall be deprived of all representation until said deficiencies have been corrected.
4. The Commander shall appoint a meeting moderator who, if other than the Zoom Meeting Host, will be granted permission as a shared host. They shall be thoroughly familiar with the Zoom features and will control the meeting activities per direction of the Chair.
5. The presence of a quorum shall be established at the beginning of the meeting. To ensure that a quorum is maintained throughout the meeting, and to keep an accurate count of those present and voting, any member of the convention leaving the meeting shall announce their departure using the chat feature.
6. Should a member present via electronic attendance wish to seek recognition by the chair, they will utilize the raise hand feature. Upon recognition by the chair, they shall state their name, title and affiliated post.
7. All members, when addressing the assembly, and upon recognition by the chair, will ensure they are in the cameras view.

8. Members in attendance will have their mic's muted when not addressing the assembly.

9. When addressing the assembly, the speakers' camera shall be activated.

10. Members who participate in the meeting via electronic attendance, may not submit motions in writing during the meeting, but are entitled to make motions orally. Members may, however, submit motions in writing by sending them at least 72 hours before the meeting to the Department Adjutant, who shall send any such pre-submitted motions by email to all members of the governing body in advance of the meeting.

- a. No member of the Convention may speak more than once on any motion until other members present have been given the opportunity to speak
- b. No member of the Convention may speak more than twice on the same question.
- c. In that this is a virtual Convention, each member shall be limited to five (5) minutes the first time and three (3) minutes the second time. The presiding officer may on the best interests of the Department, further limit the time of discussion on a motion.

10. All Reports shall be submitted electronically to the Department Adjutant and attached to the Convention Minutes.

11. The Department Commander will determine in advance which reports will be rendered orally.

12. Voting will be done using the ZOOM Application Polling Feature to determine a simple majority. Voting requiring a roll call vote, shall be done in alpha-numeric order for members of the convention. The current day DPA Commander will vote last.

13. The total number of authorized votes, number of members present and voting shall be entered in the minutes.

14. Should there be a request for a caucus it will be conducted using the private chat feature.

15. All meetings will be recorded and kept on file by the meeting host for future reference.

16. Should the meeting-room connection be lost, any business transacted will be suspended and will not resume until connection is reestablished. If the connection cannot be restored within one (1) hour, the meeting shall be rescheduled and continued where the interruption occurred.

17. Each member is responsible for their connection to the meeting; no action shall be Invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.

18. Should a member of the Convention lose their connection during a voting processes the chair will continue with the voting process. If it is determined that his or her vote could affect the outcome. The chair will delay announcing the results. If the member re-establishes their connection before the end of the scheduled meeting, they may then cast their vote and the chair will announce the results. If unable to re-establish their connection, their vote will be disallowed and the results announced. Casting a vote via email or other electronic means is not allowed and will not be accepted.

20. The presiding officer, may order the meeting moderator to disconnect or mute a member's connection if it is causing undue audio interference. The decision to do so, shall be announced during the Meeting and recorded in the minutes.

