



VIDEO CONFERENCING MEETING PROCEDURES
District V Thailand/Cambodia/Australia

To preserve and strengthen comradeship among its members, it is essential that District V strive to conduct all District meetings in-person. However, Sec. 403 of the National Bylaws and Sect. 604 of the District V Bylaws dated 28 July 2022, both allow for electronic attendance at these meetings; including the guidance from the Commander-in-Chiefs Executive Order #1 dated July 2020 that authorizes meeting and convention electronically.

Changes to the National Bylaws and Manual of Procedures can only be made during the National Convention. Therefore, we must conduct our meeting within the published guidelines of the 2022 Podium Edition.

These procedures will remain in effect until changed IAW Sect. 1805 of the District V Bylaws. Pursuant to Sec. 403 of the National Bylaws and Sect. 604 of the District V Bylaws the following procedures have been adopted for conducting the District V meeting/convention with electronic attendance, effective date 20 Aug 2022.

1. All District Meetings and the District Convention will have the ability to be conducted on Zoom platform.
2. The Zoom Meeting Host (same as the Post host) shall be responsible for sending out all meeting information, using the below guidelines:
 - a. Flyer information will be sent to District Officers and Post Commanders using the Dept. official VFW email list. Post Commanders will be responsible to share the link, from the flyer, with their Post delegates, members of the governing body, and other Post members in good standing that wish to attend.
 - b. All guests must be pre-approved by the District Commander and will then receive an invite.
 - c. Anyone attending the Zoom meeting will ensure their device can identify the attendee. If unable to do so, you may not be granted permission to attend the Zoom meeting and will remain in the waiting area or removed from the Zoom Platform.
3. Any Post in arrears as outlined in Sec. 213 of the National Bylaws, and Sec. 702 of the District Bylaws, shall be deprived of all representation until said deficiencies have been corrected.
4. The Commander may appoint a meeting moderator who, if other than the Zoom Meeting Host, will be granted permission as a shared HOST. He / She shall be thoroughly familiar with the Zoom features and will control the meeting activities per direction of the District Commander.

5. When addressing the assembly during a combined electronic and in-person meeting, all members recognized by the Commander, using parliamentary procedures, will advance to the designated position so they are in view of the camera.
6. Post Commanders may render a verbal report or may decline to render a verbal report by stating "as submitted". If a Post CDR, SVC or JVC are not physically present, a written report must be submitted electronically to the District Adjutant and kept on file per the DPA document retention policy.
 - a. Post reports will not be attached to the posted District minutes.
7. Committee reports shall also be rendered with a copy submitted electronically to the District Adjutant.
 - a. Committee reports will not be attached to the posted District minutes.
8. Minutes for the previous meeting are posted on the District V website in draft mode. As such, the District Adjutant will move that the minutes be accepted as posted, subject to corrections, thus removing the draft designation, after approval at the meeting.
9. Quartermaster and Trustee Report may be prepared in advance. Providing all requirements outlined in the National Bylaws and MOP are adhered to. However, the Trustee Report will be presented at each District meeting and convention.
 - a. If the audit has been signed; only the applicable totals need to be reported to the membership; beginning balance, receipts, expenditures, and ending balance.
 - b. Any other information from the Quartermaster will be pre-approved by the District Commander.
10. Should a member present via electronic attendance wish to comment, request an amendment information/change or a Point of Order / Information is to be made; they will utilize the raise hand feature of the meeting platform.
11. Voting will be done as directed by the District Commander, unless a roll call vote is needed.
 - a. If available electronic voting may be used via the Zoom platform, if set up prior to the meeting.
12. Should there be a request for a caucus it will be permitted through the use of the private chat feature.
13. All meetings will be recorded and such recording will be used by the District Adjutant to create the record of the minutes of the meeting, only.