

VFW Post 12093 'John Lukac'
Standing Rules
2014-15

Rule 1: Minutes and Reports to be Read

With unanimous consent, the signed Minutes of each meeting and properly signed reports of officers and committees, having been made available by the Adjutant to the members at least one day prior to the meeting, be treated as read beginning with the September 2014 regular business meeting.

Rule 2: Main or Substantive Motions Submitted in Writing

All Main Motions are to be submitted in writing to the Chair at or before being made beginning with the September 2014 regular business meeting.

Rule 3: The Reading of Substantive Motions and Resolutions.

A Substantive Motion or Resolution need not be read to the Post at the submission nor by the Post Commander in Stating the Question if said motion has been made available by the Adjutant to the members at least one day prior to the meeting and no member objects. Such a motion may be introduced by the words, "I move the adoption of the *proposed motion name*" or words to that effect, and Stated as the Question by the words, "The question before the Post is whether to adopt *proposed motion name*" or words to that effect. Neither the requirement of a second, debate, amendment, voting, nor any other parliamentary procedure or rule excepting the Stating of the Motion or Question is affected by this Rule.

Rule 4: Adoption and Longevity of Post Standing Rules

- (a) Any and all Standing Rules of VFW Post 12093 'John Lukac' this Post shall be in effect until the the submission of new Standing Rules in accordance with 3 below at the beginning of the first Business Meeting in July; unless waived or rescinded by separate action.
- (b) The first order of Business for the first Business Meeting, whether a Regularly Scheduled or Special Business Meeting, in July of each year shall be the adoption of Standing Rules for the ensuing year.
- (c) The Post Adjutant will place before the Post the Standing Rules from the previous year and any amendments which have been submitted to him or her immediately after the Roll Call of Officers and before any other business including the Reading, Referring Membership Applications.

Rule 5: Portable Electronic Devices.

- (a) A person, in the meeting room of the Post while a Post Meeting is in session, shall not engage in a telephone conversation via the use of a portable telephone.
- (b) At the Calling to Order or before entering the Meeting Room of the Post when in Order, any person who possesses a portable electronic communications device, such as a pager or telephone, that emits an audible alert, such as a ringing or beeping sound, shall turn the audible alert off.

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- (c) During meetings, the Chair may authorize any specific person in attendance to leave the audible alert on and to make phone calls provided such authorization is granted for the single session, such authorization is announced to the Post at the beginning of the session or when authorization is granted if subsequent to the Call to Order, and that no member objects.
- (d) Should any person attending a Post Meeting violate this rule, that person shall make a five dollars and no cents (\$5.00) contribution via the Post Quartermaster to the National Home in Eaton Rapids, Michigan.

Rule 6: Post Seal

At the direction of the Post Commander, the Post Adjutant will affix the Post Seal to all Formal Documents issued by the Post.

Rule 7: Authority to Commit or Refer.

- (a) The Post Commander may commit or refer any Substantive Motion to a Committee, Officer or Sergeant or group thereof after a reasonable discussion during Post Business provided no member objects. Such referral shall specify to which Committee(s), Officer(s) or Sergeant(s) shall consider the Motion and shall specify the Post Meeting at which said Committee(s), Officer(s) and/or Sergeant(s) shall report on the Motion to the Post.
- (b) The Committee, Officer or Sergeant report on a Substantive Motion shall be in writing and include the a recommendation to Pass or Do Not Pass. The last committee to consider the Motion shall include in its report the final version, as finally amended if amended, in a form which places the Motion before the Post.
- (c) Such a reported Motion, as amended if amended, shall need no motion to accept nor a second to place the motion before the Post. Post consideration shall begin with debate or discussion and can move to voting the question upon the close of debate or discussion.

Rule 8: Concurrent Referrals.

- (a) For purposes of this rule, a Post Officer or Sergeant to whom a subject is referred shall be treated as a Committee.
- (b) When a subject is referred to two or more Committees, Officers, Sergeants or combination thereof; the Committee, Officer and/or Sergeant first named will take up consideration first. Upon completing said consideration; the subject shall be referred to the next Committee, Officer or Sergeant in the order named in the referral.
- (c) Should said referral be a Substantive Motion, each Committee, Officer or Sergeant may amend the Motion in turn. When an amended Motion is referred to the next Committee, Officer or Sergeant, the text of the original motion, the text of the Motion as amended by any previous Committee, Officer or Sergeant, and the text of the Motion as currently

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amended shall be provided with the referral to the Committee, Officer or Sergeant to next consider the Motion.

- (d) At the time a subject is referred to the next Committee, Officer or Sergeant as specified in 2 above, a copy of the referral, including the information required by 3 above, shall be submitted to the Post Adjutant.

Rule 9: Appointment of Committees and their Chairmen and Chairwomen.

The Post Commander may appoint interim committees and specify the Chairperson thereof and shall announce said appointment at the next Business Meeting. Such appointment shall become fixed if there is no objection from any member present.

Rule 10: Duties and Authority of Chairmen and Chairwomen.

- (a) The chair has all authority necessary to ensure an efficient operation of the committee or subcommittee.
- (b) The chair shall have general direction of the committee room or other meeting place of the committee, and in case of any disturbance or disorderly conduct therein, or if the peace, good order, and proper conduct of the legislative business is hindered by any person or persons, the chair shall have power to exclude from the session any individual or individuals so hindering the Post business.
- (c) Possessing the powers and performing the duties described in this Rule, each committee chair shall:
1. Preside over committee meetings and put all questions before the committee;
 2. Preserve order and decorum and decide all questions of order;
 3. Determine the order of subjects for hearing;
 4. Inform all Committee members of the committee's agenda;
 5. Inform all Committee members of all measures on which the committee is ready to consider final action;
 6. Call recesses of the committee as deemed necessary;
 7. Request amendments to resolve conflicts;
 8. Determine when final action is to be taken on measures, committee reports and other business of the committee;
 9. Sign and submit motion draft requests on behalf of the committee;
 10. Appoint subcommittees, as necessary;
 11. Provide direction to committee support staff;
 12. Prepare and submit committee reports;
 13. Review and approve minutes of the committee if minutes are kept;
 14. Handle unfinished business for measures heard in the committee;
 15. Inform the Post Commander of committee activity; and
 16. Maintain custody of all papers referred to the committee until they are turned over to the Post Adjutant.

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- (d) In the absence of the chair, or upon the request of the chair, the vice chair of the committee shall assume the duties of the chair.
- (e) The chair may name any member of the committee to perform the duties of the chair if such substitution shall not extend beyond such meeting.
- (f) The chair of each committee shall have custody of all Substantive Motions text, papers and other documents referred to the committee and shall make reports authorized by the committee and submit the same to the Post Adjutant.
- (g) The chair of each committee shall keep, or cause to be kept, a record of the committee proceedings in which there must be entered:
 - 1. The time and place of each meeting;
 - 2. The attendance and absence of members;
 - 3. The names of all persons appearing before the committee, with the names of persons, firms, corporations or associations in whose behalf such appearance is made; and
 - 4. The subjects or measures considered and action taken.
- (h) The Post Commander and the Post Adjutant are authorized to make any necessary corrections and additions to the minutes of committee meetings if the committee kept minutes.
- (i) The Chair may appoint Committee Secretary to keep minutes if the committee votes to keep minutes. Such Secretary may be assigned such other administrative support duties as assigned by the Chair and approved by the Committee.

Rule 11: Committee Voting.

- (a) The chair shall declare all votes and shall cause same to be entered on the records of the committee.
- (b) A member shall not vote for another member on any roll call.

Rule 12: Subcommittees.

- (a) Subcommittees and their Chairperson made up of committee members may be appointed by the Committee Chair to consider and report back on specific subjects.
- (b) The Committee Chair may designate the subject of investigation to any subcommittee provided no committee member objects. Should there be objection, a majority of Committee Members, by open vote during a scheduled Committee Meeting, may assign such a subject.
- (c) Subcommittee meetings shall be scheduled by the Subcommittee Chair after consultation with the Committee Chair.
- (d) Subcommittees shall follow the same same rules as the Parent Committee.

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Rule 13: Vacancies in Office.

If any elected office is vacant at the time of the elections, that vacancy is to filled by the person elected to that office for the next service year. If a vacancy in any elected office occurs between the election for the next service year and the elected officers actually taking office, the officer elected to assume the office for the next year shall automatically fill the vacancy. Should the vacancy occur between elections and taking office for the next service year and the newly elected officer is also the incumbent, then an election of one person will be held to fill both the remaining term and the the elected service year.