

“Did You Know?” Training Session – April 4 and April 6, 2022  
Election of Officers and Paperwork – Presented by Deborah L. Cenni

Good evening!

First, I would like to thank Karen Dotson for hosting this Zoom training session. I would also like to thank all of the members who have joined tonight’s session.

A few matters of Zoom protocol ... please mute yourself as background noise is distracting. You may not think your television is loud ... but we can hear it! Please refrain from cooking, eating, drinking, smoking or moving about the room in front of your camera ... those actions are distracting to others!

You may post questions at any time in the chat. Karen Dotson will bring those questions to my attention. There will be time at the end of this session to ask questions as well.

A few announcements: • Sr. Vice President Lisa Raplee asked me to announce that the dates for OTI are Friday, August 5 and Saturday, August 6 at the DoubleTree by Hilton Hotel in Binghamton. This is a change from the announcement made at Spring Conference.

- Auxiliaries are encouraged to send the names of their 45+ year members to Chairman Debbie Casella. This is not members who are 45+ years of age but to recognize those who have been a member of our organization for 45+ years.

Where can you find this information in Malta? It is NOT found in Malta but rather the Auxiliary must review the actual paper membership application (which the Auxiliary should keep a copy of all applications) to find the Accepted Date. This year’s presentation will include all members is who joined prior to June 30, 1977.

- Be sure to report your deceased members in a timely manner. The information can be recorded directly in Malta or by contacting the Department Secretary who will enter the information for you. Only those names entered in Malta will appear in the Department Memorial Service Bulletin.

- For those of you who have a Podium Edition at your side, I am going to follow the 2022 Podium Edition Bylaws and Ritual and discuss those Bylaws Sections that are applicable to Election of Officers.

Let’s get started!

Sec. 102 – Application—New Members

The process is quite clear as to how a membership application is to be completed.

### Sec. 103 – Notification and Obligation

When an applicant has been accepted by vote of the Auxiliary

- They shall be notified orally or in writing that their application has been accepted.
- In the event the newly accepted member has subscribed to [signed] the printed obligation [at the bottom] of the application, they shall be considered a member in good standing as soon as accepted and shall thereafter be entitled to all the rights and privileges of a member including election to an office.
- So, can a newly accepted member attend and participate in the meeting after they have been accepted? Yes!
- ***This means the newly accepted member does NOT have to wait to be processed in Malta or receive their membership card to attend meetings, vote, or be elected to hold an office.***
- ***The exception to this is a member is not eligible to apply for a Cancer Grant until one year after they have been entered in Malta.***

### Sec. 104 – Members in Good Standing

The membership year of the Auxiliary is from January 1 to December 31.

**A Member in Good Standing has paid their dues to December 31. A member ceases to be in good standing on January 1 of the year for which dues have not been paid.**

As of April 3rd, there were 8 Auxiliaries with Officers who did not have their dues paid. Those members are not in good standing, should not be attending meetings AND are NOT eligible to be elected to hold an office! I have since learned the 3 of those officers resigned and moved last fall. **It is important to notify the Department Secretary when an officer resigns!**

### Sec. 210 – Meetings, Regular and Special

• The Auxiliary President may call a special meeting whenever, in their opinion, the same may be necessary for the welfare of the Auxiliary.

• Does the President have to call a ***special meeting*** to hold election of officers or send a notice in advance of the April meeting?

***The answer to that question is NO and is found in Bylaws Sec. 804A — Auxiliary Elective Officers shall be nominated and elected at a regular business meeting in April.***

• The following situation, which most of you will never encounter, did arise after last year's Election of Officers. The situation was resolved, but not to the member's satisfaction. It is better to be prepared in advance than have to rectify any situations after the fact.

Refer to the Ritual – Elections of Officers – ***Once the meeting has been closed and the Bylaws have been followed, the outcome of an election cannot be refuted. (See Robert’s Rules of Order, Newly Revised). The 12<sup>th</sup> edition is the most current.***

A member was banned from Post property or attending Post events. Within a few days, the Department Secretary received a letter from the member demanding that the election process be declared null and void. The member felt they were not given the opportunity to participate in the nomination and election process. The election results were NOT declared Null and Void because the Bylaws had been followed. This member did not contest the election process until after the meeting was closed. ***Be prepared in advance for all situations.*** If you are asked a question during the election process and your response is, “I think the answer is ...” Stop immediately! Take a break and during the break call the Department Secretary or Department Chief of Staff for clarification! Both Karen and I are usually home in the evenings! If you are not 100% positive ... make a phone call!

If your Auxiliary holds its regular meetings at the Post, and you have a member who is not allowed on Post property, is that member entitled to the same privileges and to attend meetings as every other member? The answer is YES! However, the Auxiliary does NOT have to change its meeting place. The member may attend meetings via video or tele conference. They may vote (via text) and apply for a cancer grant ... hold an office (so long as they fulfill the officer duties remotely).

**Sec. 210 – Meetings, Regular and Special** – Video conferencing or teleconferencing is permitted for members unable to attend a meeting.

- The Auxiliary Secretary shall designate in the minutes members attending by way of video conferencing or teleconferencing and ensuring that at least five members in good standing are present by teleconferencing with mandatory attendance at the meeting site of at least the Auxiliary President and/or the designee if unable to attend; such as Senior Vice, Junior Vice, etc.
- Any member who is banned from Post property should be given the opportunity to attend by way of video conferencing or teleconferencing. This should be set up in advance of the meeting.

**• Again, if your answer is “I think so ...” take a break and during the break call the Department Secretary, Department Chief of Staff or Department President for absolute accurate clarification!**

Sec. 212 – Quorum

- Five ***members in good standing*** of that Auxiliary shall constitute a quorum for the transaction of business at any meeting of that Auxiliary.

**A Member in Good Standing has paid their dues to December 31.**

## Sec. 301 – Eligibility

• Any member **IN GOOD STANDING** in their respective Auxiliary shall be eligible for election as a County Council, District, Department or National Delegate (that means a member can vote at one of those meetings).

Question. What is a member in good standing?

Refer to Sec. 104 – Members in Good Standing - **A Member in Good Standing has paid their dues to December 31. A member ceases to be in good standing on January 1 of the year for which dues have not been paid.**

- Delegates and Alternates serve a term of one year from *Election to Election*.
- ***What is a delegate?*** A delegate is any member in good standing who is elected to represent your Auxiliary and will cast a vote at a County Council, District, Department or National meeting. Delegates are elected. Delegates are **not** an officer. Any member in good standing may be a delegate/alternate. (President, Sr. Vice, Jr. Vice, etc. or any other member in good standing). Delegates are those members, often times officers, who may attend conferences and conventions and then report back to their Auxiliary what transpired. Again, delegates are not officers!

Question? None of my Auxiliary members ever attend those meetings. Why should we elect delegates? Your Auxiliary deserves to be represented ... with today's technology, there may be a zoom convention and a roll call vote taken remotely.

- If your election meeting is held on April 8, 2022, your Auxiliary delegates serve from April 8, 2022 to April 8, 2023

- The Delegate forms, on all levels, are to be sent to the respective Secretary of that entity. (County Council, District, Department and National).

The address is clearly indicated on each Delegate form.

- NATIONAL DELEGATES ... the Auxiliary Secretary has access in Malta to enter National Delegates OR they can be sent to the Department Secretary who will enter them for you.

***PLEASE ... DO NOT MAIL, EMAIL OR FAX NATIONAL DELEGATE FORMS TO NATIONAL HEADQUARTERS!!! If you do not use Malta, send the form to the Department Secretary!***

## Sec. 309 – Arrearages Affecting Delegates

- Any Auxiliary in arrears for the following shall be deprived of Auxiliary representation on all levels.
- Other financial obligations to National Headquarters
- Failing to have the office of the President and Treasurer bonded (all Aux. in NY have complied with this)

• FAILURE TO SUBMIT REQUIRED QUARTERLY AUDITS (THE PAST 4 CONSECUTIVE AUDITS DUE PRIOR TO THE CONVENTION).

***NONE OF YOUR AUXILIARY MEMBERS CAN VOTE AT A COUNTY COUNCIL, DISTRICT, DEPARTMENT OR NATIONAL CONVENTION IF THE AUDITS ARE NOT IN COMPLIANCE.***

• That means if your County Council or District Convention is in May, the Auxiliary MUST have submitted the APPROVED October 1 to December 31, 2021 audit to Department Treasurer Kim White.

• For the Department Convention in June, the Auxiliary MUST have submitted the APPROVED January 1 to March 31, 2022 audit to Treasurer Kim White.

Sec. 801 – Eligibility • Any member in good standing belonging to an Auxiliary shall be eligible to any office in the Auxiliary, County Council, District, Department or the National Organization.

• Question? An Auxiliary voted to accept a new member at the April meeting.

• Can that member newly accepted participate and vote in the election? Yes

• Can that member be nominated and elected to hold an office? Yes

Refer to the Auxiliary Order of Business.

1. Opening Ceremonies, 2. Introduction of National and/or Department Officers, Roll Call of Officers, 4. Reading and referring of Applications for membership. Election of Officers is under New Business!

• No member shall hold two elective offices on the same level at the same time. The member may hold one elective office and one or more appointive offices on that level.

• There is an exception ... an elected Trustee MAY hold another elective office ***EXCEPT*** President, Secretary or Treasurer.

• Elected President can also be appointed Secretary. But President cannot be President and Trustee.

• The Secretary can also be elected Treasurer.

• The Secretary cannot also be an elected Trustee.

• The Treasurer cannot also be an elected Trustee.

• Who can hold 2 elective offices? Sr. Vice, Jr. Vice, Chaplain, Conductor/Conductress, Guard can also be an elected Trustee.

What about Secretary? Ans. That is an appointed position.

Sec. 802 – Elective Officers Elective Officers shall include President, Senior Vice, Junior Vice, Treasurer, Chaplain, Conductor/Conductress and Guard. In addition there are 3 elected Trustees. Trustee 3 is elected to serve 3 years.

• Does an Auxiliary need to elect 3 Trustees each year? NO ...

- Trustee No. 3 should automatically move to Trustee No. 2
- Trustee No. 2 moves to Trustee No. 1
- There should only be one vacancy for Trustee No. 3

Unless an Auxiliary Trustee resigns, AN AUXILIARY SHOULD ONLY NEED TO ELECT TRUSTEE NO. 3

- Members must be present to vote. *Refer again to Sec. 210 – Video conferencing or teleconferencing is permitted for members unable to attend a meeting.* That member may cast a written ballot by text.

Sec 803 – Appointive Officers • The appointive officers may include a Secretary, Patriotic Instructor, Historian, Assistant Secretary and others listed in the bylaws

The *Department President* may appoint an Assistant Treasurer

- Question? Can an Auxiliary President appoint an Assistant Treasurer? The answer is **NO!** There may only be an Assistant Treasurer on the Department level.

Sec 804A – Auxiliary Election

- Nominating committees shall be permitted
- No member shall be elected to office unless the member is in attendance at the election
- Unless they submit in writing their willingness to be elected and hold office
- Elective Officers shall be **NOMINATED AND ELECTED** at a **REGULAR BUSINESS MEETING IN *APRIL***.
- The VFW makes nominations at their March meeting and the election takes place at their April meeting.
- Nominations may be made from the floor or the President’s station. Nominations do not need a second. • The President is eligible to nominate.
- Robert’s Rules Chapter XIV “After nominations have been closed, voting for that office takes place, or nominations for the next office are called for by the chair, depending on the procedure being followed by the particular organization.
- The Auxiliary elects after nominations for that office have been closed.

- Question? Does the Auxiliary have to send a special notice to members that Election of Officers will take place at the April meeting? **NO**

- Each year at the regular annual election, one Trustee shall be elected for a three-year period.
- Trustee No. 3 moves to Trustee No. 2 • Trustee No. 2 moves to Trustee No. 1
- Election is held for Trustee No. 3 and for Trustee’s who resigned.

Sec 805 – Voting • Auxiliary Officers shall be elected by written ballot if more than one candidate County Council and District Officers may be elected by written ballot or roll call vote.

## Sec. 806A – Auxiliary Installation

Auxiliary Officers shall be installed in their respective offices not more than 60 calendar days prior to the convening of the Department Convention. But Shall not assume their duties until the Department President is installed. Note: Convention convenes on June 8<sup>th</sup>. 60 days prior is April 9<sup>th</sup>. Installation is June 11, 2022.

Note: Newly elected/installed officers do NOT gain access to Malta until July. Many Auxiliaries wait until July before the new officers assume their responsibilities.

The following members are eligible to Install Auxiliary officers:

- Past Auxiliary President (first term President DOES qualify!)
- Any member who has held a higher *elective* office [*note: not appointive office*] in the Auxiliary (County Council, District, Department, National).
- Past Post commander of higher office.
- The Auxiliary President-elect will select the Installing Officer.

Question? Can an Auxiliary President install their own officers. Yes! So long as they are a Past President (first term President DOES qualify!)

## Sec. 809 – Resignations

- All resignations of Officers should be in writing and sent to the President and Secretary of the body from which the Officer is resigning
- If the Secretary is resigning, the resignation shall be sent to the President of the body from which they are resigning.
- Resignations are effective when issued. • Verbal resignations are binding.
- NOTIFY THE DEPARTMENT SECRETARY via email or officer change form.

## Sec 809A – All Levels Presidents & Vice-Presidents

In the event of a vacancy in the office of the President

- The Senior Vice President shall at once succeed to the title and duties of such office.
- The Junior Vice President shall succeed to the title and duties of the Senior Vice President.
- In the event of a vacancy of Senior Vice President, the Junior Vice President shall at once succeed to the title and duties of said office.
  
- An election shall be held at the next regular meeting for the office of Junior Vice President and any other office vacated.

***Written notice does NOT need to be sent to members so long as the President announced during the meeting that an election will take place at the next regular meeting.***

Remember ... the President cannot also be an elected Trustee. ***IF the former Sr. Vice who moved up to President, was also an elected Trustee, they must resign as Trustee.***

- If the Senior Vice President or Junior Vice President chooses not to succeed to the next higher office, they should resign.

#### Sec. 809B – Auxiliaries • Removal of an Elected Officer

- An Auxiliary may, at a regular meeting by majority vote of the members present, declare vacant the position of any elective Officer.
  - Who may be absent, without valid excuse for two consecutive meetings, or for a period of 60 days, whichever comes first
  - OR who fails to fulfill the duties of their office as outlined in the Bylaws.
  - An Auxiliary may, at a regular meeting by 2/3's vote of the members present remove an elective Officer.
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- At least 7 days notice shall be given to all members of the intent to remove any elective Officer and state the reason(s) for removal.
  - The Auxiliary shall notify the Department President of action taken with document proof (meeting minutes).
  - The Department President may, with respect to an Auxiliary within the Department, declare vacant the position of any Auxiliary Officer who fails to fulfill the duties of their office **or who physically or verbally abuses another Auxiliary and/or VFW member.**

#### ***Refer to Sec 810 to Sec 824 – Duties of Officers (elected and appointed)***

- Also refer to Building on VFW Auxiliary Foundation Guidebook found on the National website under Resources and a link is found on the Department website under Resources.

#### Moving on to the Yellow Pages – Booklet of Instructions

- As a reminder ... the yellow pages are VERY IMPORTANT and contain a great deal of information.
- I will refer to a few items found in the **yellow pages 8, 9 and 10 and 11** as they apply to Auxiliary election of officers. Presidents should read and become familiar with this material in advance of their Election of Officers meeting.

#### ***Yellow Pages – Election of Officers – page 8 –Installation of Officers***

- At an open installation the giving of the charges by the Installing Officer is optional. The Auxiliary Installing Officer should comply if the Post installing officer requests the Auxiliary to omit the Officers' charges ... with the exception of the President. • No Officer shall be installed by proxy.

***Yellow Pages – Election of Officers – page 8 and 9***

- No member may enter or leave the room during the election of one officer except for a valid reason. After members have voted and the vote is declared closed, a member who has not voted in not permitted to vote.
- A committee of one judge and two tellers is appointed by the President before nominations are opened. The tellers count the votes, the judge reports the count. The President declares the result of the election.
- A presiding Officer shall announce before opening the nominations, “If there are no objections, the Chair will close the nominations after calling for further nominations three times, following the last nomination for that office.”
- Nominations may be made from the floor or the President’s station. Nominations do not have to be seconded. Any member in good standing can nominate themselves for office. The President may nominate a member in good standing for office.
- The written ballots may be deposited by each member in a ballot box provided on the Teller’s table or collected by the Conductor/Conductress by passing the ballot box to each member.
- The Judge should announce the number of members in the room entitled to vote, the number of votes cast, and the number of members not voting.
- All members in good standing are entitled to vote.
- No member can be compelled to vote.

***Reminder: A Member in Good Standing has paid their dues to December 31.***

- The President can cast the tie breaking (or tie making) vote provided the President has not already voted. If the President’s vote caused a tie, then the assembly needs to keep voting per Robert’s Rules of Order in order to elect that Officer.
- After the results have been declared by the President, all ballots are destroyed.

A few suggestions ... and these are suggestions only! • Announce in advance ...  
• Announce that the Auxiliary President will not vote unless there is a tie. He/she will cast the tie breaking vote.

Suggestion: Announce and vote in advance ...

- Decide in advance how to handle a tie that exists after three votes by majority vote of the members present!
- Examples may include: putting names in a hat and drawing one name.

Flipping a coin. The judge flips the coin. Short straw. The judge holds the straws. Rock, paper, scissors (decide who will be involved.)

- The Judge announces the total number of people voting.
- The total number of votes cast and the number of members not voting.

**Follow the election procedure on the Yellow pages 10 and 11.**

**Election of 2 or more candidates. Election by Acclamation, 1 Candidate.**

- Three or more candidates:

There must be a majority of votes to win. That means one half plus one to win.

25 members present at the meeting. One half plus one is 13 to win.

The judge should announce, it takes 13 votes to win.

Example: 3 candidates running.

- Candidate No 1 has 10 votes; candidate No 2 has 11 votes, candidate No 3 has 4 votes.

- Candidate No. 3 drops off and a second election now takes place between candidate no. 1 and candidate no. 2. The winner would have to get 13 votes.

- Candidate no. 1 has 20 votes; candidate No. 2 has 3 votes; candidate No. 3 has 2 votes ... no need for a second vote as one of the candidates had a majority vote.

- Two or more candidates.

25 members present at the meeting. One half plus one is 13 to win.

- Refer to Ritual – Pages 42 to 45.

Offices to be elected:

President, Sr. Vice, Jr. Vice, Treasurer, Chaplain, Conductor/Conductress, Guard, Three year Trustee.

Question? Do you have to elect 3 Trustees? NO!

- Refer to Bylaws Sec. 802 – Elective Officers

Trustee 3 is elected to serve 3 years.

Trustee No. 3 should automatically move to Trustee No. 2

Trustee No. 2 moves to Trustee No. 1

There should only be one vacancy for Trustee No. 3

- Unless an Auxiliary Trustee resigns, AN AUXILIARY SHOULD ONLY NEED TO ELECT TRUSTEE NO. 3!

***• Officers must be nominated and elected EACH YEAR even if the same officers are staying in place ...***

Refer to Ritual – Pages 42 to 45 and repeat the election process for each office beginning with • President ; Then Sr. Vice; Then Jr. Vice; Then Treasurer; Then Chaplain; Then Conductor/Conductress; Then Guard, ***Then Three year Trustee.***

- Once nominations are closed, election takes place for that office.

Question? Why isn't the Secretary included in that list? The Secretary is NOT elected. The Secretary is an appointed position ... appointed by the President!

Question? Two members run for President.

Then the newly elected President decides they would rather run for Treasurer. The newly elected President would then *resign* from President and a new election would be held for the President.

Reminder ... Refer to Sec. 809 – *Resignations*

- Resignations are effective when issued. • Verbal resignations are binding.

The election process is complete and you have a full slate of Officers.

### • **WHAT'S NEXT?**

- The Auxiliary Secretary should obtain the APRIL edition of *AUXILIARY NEWS FROM THE AUXILIARY PRESIDENT* for the year end packet and forms!

The Auxiliary Secretary will then ...

- ... Complete Anticipated Report of Officers

The Secretary may enter names in Malta.

The Secretary MAY enter the information in Malta OR mail the form to the Department Secretary and she will enter the information.

EVEN IF YOU ENTER NEW OFFICER NAMES IN MALTA ...

Immediately Mail, scan/email or fax this form to the Department Secretary.  
DO NOT WAIT UNTIL YOUR INSTALLATION!!!

- ... Complete The National Delegate/Alternate form.

***One Delegate and one Alternate for every 50 members (or part thereof) based on your March 31<sup>st</sup> membership.*** Either enter names in Malta immediately following your election of Officers OR mail the form to the Department Secretary.  
DO NOT WAIT UNTIL YOUR INSTALLATION!!! Please! Do NOT Mail, email or fax this form to National Headquarters!

- Ensure accuracy of Membership Numbers and all contact information.

If you cannot read it, the Department Secretary probably cannot read it either!

- On the reverse side of the Anticipated Report of Officers is the

***Department Delegates and Alternates*** form. Complete this form and Immediately Mail, scan/email or fax to the Department Secretary.  
DO NOT WAIT UNTIL YOUR INSTALLATION!!!

***One Delegate and one Alternate for every 30 members (or part thereof) based on your membership as of the date of election of officers.*** If you are not sure what your membership is, check Malta or contact the Department Secretary

Complete the **District** Delegate/Alternate form. ***One Delegate and one Alternate for every 15 members (or part thereof) for District based on your membership as of the date of election of officers.***

Immediately mail to your **DISTRICT SECRETARY**.

The name and address is found on the bottom of the form!

If your Auxiliary is part of a County Council, complete the County Council Delegate/Alternate form. ***Two Delegates and two Alternates for the first 50 members or part thereof and one Delegate and one Alternate for every additional 50 members (or part thereof) based on your membership as of the date of election of officers.*** Maximum of 8 County Council Delegates/Alternates.

Immediately mail to your **COUNTY COUNCIL SECRETARY**.

The name and address is found on the bottom of the form!

**DO NOT WAIT UNTIL YOUR INSTALLATION!!!**

### ***WARRANT TO INSTALL OFFICERS AND REPORT OF INSTALLATION***

• Once you have held your Installation of Officers, Immediately mail, email/scan or fax the Installation Report to the Department Secretary. Be sure the Installation Report is signed by the Installing Officer and that he/she is qualified to Install.

- Reminder: The following members are eligible to Install Auxiliary officers:
- Past Auxiliary President (who has been President for one full year)
- Any member who has held a higher *elective* office [***note: not appointive office***] in the Auxiliary (County Council, District, Department, National).
- Past Post commander of higher office.

• Ladies and Gentlemen, that concludes my presentation!

• Are there any questions?

Again, thank you to Karen Dotson and members for their attention to this evening's Zoom training session for April!

Feel free to email or call me with specific questions and/or concerns.

Loyally,  
Deborah Cenni, Secretary  
VFW Auxiliary Department of New York