

VFW Auxiliary District Meeting Agenda

Traditional and Contemporary (with or without floorwork)

1. Opening Ceremonies
2. Escort and Introduction of National and/or Department Officers
 - a. Department President is to be escorted first and alone when making Official Visit
 - b. At the time of the Official Visit of the Department President, he/she shall be seated to the immediate right of the presiding Officer and his/her official representative shall be accorded the same courtesies
 - c. All Department Officers are to be seated to the immediate left of the presiding Officer
3. Roll Call of Auxiliaries
 - a. District Secretaries are required to send attendance information to the Department Membership Chairman following the meeting
 - b. Roll Call can also include District Officers, District Chairmen, Past District Presidents, Past Department Presidents, and Past National Presidents
4. Presentation of Minutes and Official and Other Communications
 - a. Manner of presentation is by the vote of the Auxiliary/District
 - i. Read aloud
 - ii. Printed and distributed
5. Treasurer's Report
 - a. Manner of presentation is by the vote of the Auxiliary/District
 - i. Read aloud
 - ii. Printed and distributed
6. Presentation of Bills
 - a. Conductor/Conductress takes bills to Trustees for approval
 - i. No action is taken until Report of Trustees
7. Introduction of Guests, who are Not Escorted
 - a. Department Chairmen and other member guests shall be recognized from the floor
 - b. Non-member guests shall not be allowed to enter the room until the Treasurer's Report and Presentation of Bills has concluded
8. Reports of Committees, Standing and Special
 - a. Includes all Committee Chairmen representing the Department or National programs
 - b. Any special committees as assigned by the District President, including School of Instruction
 - c. Reading of the Quarterly Audit – this is the only report accepted by motion
9. Unfinished Business
 - a. The Secretary shall be prepared to remind the President of any unfinished business

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10. New Business

- a. Includes any new business, Draping of the Charter, Nominations and Elections of Officers (in April), Installation of Officers (in May), etc.

11. Report of Trustees and Action Thereon

- a. Motion is required for payment of bills

12. Suggestions for the Good of the Order

- a. Instructions by Patriotic Instructor and new members/guests shall be invited to speak at this time

13. Closing Ceremonies