



Department of Hawaii

**STANDARD OPERATING PROCEDURES
(SOP)**

FOR

Council of Administration (COA)

**DEPARTMENT OF HAWAII
VETERANS OF FOREIGN WARS
OF THE UNITED STATES**

Updated December 31, 2020

Council of Administration

PURPOSE

The State of Hawaii Veterans of Foreign Wars, Council of Administration is responsible for Department of Hawaii VFW operations between Conventions.

SECTION 1 Control and Administration

This section of the SOP will be administered by the State Adjutant.

SOP REVIEW

The SOP will be reviewed to ensure the following:

1. Contact information is accurate and up to date.
2. The SOP will be updated to ensure compliance with the National Bylaws, and applicable directives and regulations.
3. After an initial approval by the State Commander, this SOP will be reviewed annually. The Senior Vice Commander will review the SOP before the Department Convention. The State Adjutant will present the SOP at the first COA after the Department Convention for approval. After approval the SOP will become immediately effective. During the year any changes to the SOP will given to the Department Adjutant for distribution to voted on at the next COA.

SECTION 2

General

The Date and times of the COA meetings (regular and special) are contained in the Department and National By-laws. The December COA is traditionally moved to correspond with the Commander-in Chief's visit for Pearl Harbor Day Remembrances. This allows the membership a chance to visit with the National Commander. Procedures to change the date and time are contained in the Department By-Laws.

The COA will start at 09:15.

The COA meetings are conducted at the Oahu Veterans Center.

Electronic meetings are allowed in accordance with National By-Laws.

Committee reports are due to the Department Adjutant 10 days before the COA.

Anybody having new business to present to the COA should inform the Adjutant seventy two (72) hours before the meeting.

SECTION 3

Meeting Format and Sample Agenda

0930 Commander Call to Order (1 RAP): Officers take your respective stations. All persons not members of the VFW will kindly retire, and the Sgt-of Arms will close the doors.

Commander: By the power and authority vested in me, I am about to open Department of Hawaii Council of Administration for the transaction of any business that may lawfully come before it.

Zoom Coordinator, Officer of the Day and the Sgt at Arms: Satisfy yourself that all present are entitled to remain.

OOD and Sgt-at-Arms after verifying credentials Report "All present are entitled to remain".

Commander: (2 RAPS) Facing the Flag of our Country – "Hand Salute...Ready Two...Parade Rest".

Commander: Opening Prayer. State Chaplain "Uncover" Amen ... "Recover"

Commander: Attention “Please; Comrades join with me in reciting Pledge of Allegiance”.
“Hand Salute....” I pledge Ready Two”

Commander: **(1 RAP)** Comrades we are assembled again to transact business of mutual benefit. Do not let petty jealousies or trivial personalities influence our deliberations. Let us uphold always the obligation of unselfish comradeship and loyalty to our organization and to the Government of the United States of America. “I declare this COA duly open for the transaction of business.”

Commander: “Are there any guests” Adjutant to announce guests. Commander or Adjutant to recognize all Past Department Commanders and National Councilmembers present .

Commander leads: (Sec. 230102 of the Congressional Charter. (Optional)

0903 Commander: “Adjutant Roll Call of Officers” and Adjutant reports quorum.

0940 Adjutant Report: Minutes have been distributed and are on the website.
Commander: Are there any corrections or additions to the minutes? (Repeat three 3 times)
Minutes are accepted as posted or corrected.

0945 Quartermaster Report: 2020-2021 Year to date report Circulated. QM to move to accept QM report (Get second, any discussion, any discussion, any discussion All in Favor, All Against, Any abstentions Motion Passes).

0955 Correspondence: Adjutant to read.

1000 Comrade/Family of a Comrade in Distress. **(Posts to provide written reports to Adjutant)**

1005 Service Officer Report **(Three 3 minutes Max)**

1008 Officers & Committee Reports: Either circulated or 2 minutes verbal each report. Commander (Includes Community Service, and Student Veteran) Sr Vice (Includes Budget, Buddy Poppy, VSO Oversight), Jr Vice (Includes Membership, Teacher’s Award and Veterans and Military Support), Chaplain (Includes OVC), Inspector, Surgeon (Includes Hospital and Homeless Veteran), Judge Advocate (Includes Bylaws and Resolutions), Jeffery Foundas (Patriot’s Pen Essay), Lane Martin (Safety), Wayne Yoshioka (Public Relations), Stephen Thompson POW/MIA, Fred Chang (Audit and Ways and Means/Fundraising) **All Committee Chairs are to submit a written report to State Adjutant. Reports are to be attached to minutes.**

1030 Commander: (2 RAPS) “Uncover...Parade Rest ...Chaplain: National Home Prayer/Short Version.... Cover”

1032 (1 RAP) Unfinished Business:

1. List unfinished Business

1045 New Business:

1. List new business
2. Fundraising Requests from Posts

1100 Good of the Order: Announcements:

List Good of the Order reports (½ and ½, Awards, Recognition)

Post Commander Reports

1102 Commander’s Moment:

1105 Commander: Closing Ceremonies: “There being no further business, we will have our closing ceremony.

(2 RAPS) Parade Rest Comrade Chaplain, please offer the Closing Prayer: Uncover

State Chaplain Amen ... “Recover”

Commander: ATTENTION! Facing the Flag HAND SALUTE” The next Council of Administration meeting will be conducted at 0930 month, day, 20XX at OVC or on Zoom depending on COVID-19 restrictions.

SECTION 4

Meeting Protocols

We follow VFW National Bylaws and Manual of Procedures, Department Bylaws and Robert’s Rules of Order Newly Revised for questions and procedures for meeting conduct.

Voting requirements are as follows: all elected State Officers of the Department of Hawaii, Department Adjutant, four Past Department Commanders in good standing and all Post Commanders or other Line officers in the Post.

In order for a Post to have a vote and representation at the COA, the Post must meet the following requirements:

1. Be up to date for all financial obligations.
2. All Post Officers responsible for finances properly bonded
3. All Quarterly Post Trustees Report of Audit submitted.
4. Have a completed Post Election Report

SECTION 5

Balloting between Meetings

When directed by Department Commander, the Department Adjutant will conduct mail ballots. The results of the ballot shall be reported for the record at the next regular COA meeting.

Balloting will be conducted as follows:

1. The Department Adjutant will prepare the Ballot. A sample of the format is located in the Appendix.
2. The Department Adjutant will distribute the ballots along with a deadline for return of the completed ballots.
3. The Department Adjutant with an observer will tally the results of the ballot.
4. All members of the COA will be notified of the results.

The following records will be kept by the Department Adjutant.

1. The ballot that was distributed.
2. The returned ballots. Ballots returned by email will be printed out and kept with the tally. Ballots returned by mail or delivered to office will be kept with the tally.
3. A tally sheet detailing the results.

SECTION 6 LINKS

Links:

VFW National Links:

VFW National

[Visit our VFW Youth Scholarships](#)

VFW Department of Hawaii Links:

[VFW Department of Hawaii Website](#)

[Department of Hawaii on Facebook](#)

APPENDIX

A. Minutes Format

B. Quorum Sheet

C. Voting Record Sheet

MINUTES SUMMARY

Council of Administration



Date of Meeting

Commander Lockwood opened meeting in form at the VFW Department of Hawaii Headquarters and on Zoom at 09:00 AM.

Roll Call of officers:

Commander Lockwood:	Present
Senior Vice Commander Debra Lewis:	Present
Junior Vice Commander Joseph "Frank" Bragg:	Present
Quartermaster Norbert Enos:	Present
Chaplain Stanley Fernandez:	Present
Adjutant George Barlett:	Present
Immediate Past Commander Maria Va'a-Igafo:	Present
Past Commander:	Present
Past Commander:	Present
Past Commander:	Present
Post 94: Commander	Present
Post 110: Commander	Present
Post 352: Commander	Present
Post 849: Commander	Present
Post 970: Commander	Present
Post 1540: Commander	Present
Post 1572: Commander	Present
Post 2875: Commander	Present
Post 3292: Commander	Present
Post 3391: Commander	Present
Post 3830: Commander	Present
Post 3850: Commander	Present
Post 3855: Commander	Present
Post 3870: Commander	Present
Post 3875: Commander	Present
Post 8616: Commander	Present
Post 10154: Commander	Present

Post 10276: Commander	Present
Post 12122: Commander	Present
Post 12138: Commander	Present (Frank Bragg) Not Counted in Quorum because of being Department Junior Vice Commander

We have a quorum.

Members in attendance:

Adjutant Report: Minutes for Date of Meeting have been distributed and are on the website. Motion to approve the minutes with no corrections was made, seconded and approved.

Report of Balloting since last COA:

Ballots for 2020-2021 Administrative Year:

1. Series 2020-2021 Ballot-08:

Records of Ballots and results are available at the Department Headquarters for review.

Quartermaster Report: QM report Circulated. Motion to approve QM report was made, seconded and approved.

Correspondence: Read, listed and filed

Comrade/Family of a Comrade in Distress:

Service Officer Report: Report attached.

Officer and Committee Reports:

1. Commander (Community Service, and Student Veteran) See attached Report.
2. Senior Vice Commander (Assistant Inspector, Budget, Buddy Poppy, VSO Oversight, Legacy Life Membership)
3. Junior Vice (Membership, Life Membership, Teacher's Award, National Home for Children, Veterans and Military Support) Membership: Chaplain (OVC) See attached report.
4. Adjutant (Youth Activities, Voice of Democracy, Scouting, JROTC, Convention Hospitality, Time and Place) See attached report
5. Inspector: Surgeon (Hospital, Homeless Veteran)
6. Judge Advocate (Bylaws and Resolutions) Jeffery Foundas (Patriot's Pen Essay) Covered under Youth Activities report.

7. Lane Martin (Safety)
8. Wayne Yoshioka (Public Relations) See attached report.
9. Stephen Thompson POW/MIA:
10. Fred Chang (Audit, Ways and Means/Fundraising)

Chaplain conducted National Home Prayer/Short Version.

Unfinished Business:

New Business:

Good of the Order:

Announcements:

Awards Announced and Presented:

Commander's Moment: Topic

Commander closed meeting in form at 1135. The next Council of Administration meeting will be on 0930 Date, 20XX at the OVC or on Zoom depending on COVID-19 restrictions.

No training conducted. Members and Posts can request training by calling the Department Headquarters to set up a training session. This includes Service Officer, Quartermaster, and Adjutant, Trustee or leadership trainings.

Submitted:

Department Adjutant
George Barlett

MEMBER POSITION	MEMBER NAMES	VOTING STATUS	PRESENT	NOTES
Commander	Ronald N Lockwood	OK		
Senior Vice Commander	Debra M Lewis	OK		
Junior Vice Commander	Joseph F. Bragg	OK		
Quartermaster	Norbert K Enos	OK		
Chaplain	Stanley Y Fernandez	OK		
Adjutant	George Barlett	OK		
Immediate Past Department Commander	Maria B Vaa Igafo	OK		
Past Department Commander 1	Ho'omanawanui, Martin, Grant, Chang, Bragg			
Past Department Commander 2	Fernandez, Antonio, Barlett, Young, Arakaki			
Past Department Commander 3	Chapman, Haake, Schoener, Enos			
Post 94 Commander	Jose Cruz Jr.	OK		
General Frederick Fundson Post	Leslie Gloston			
	Robert P. Balino			
Post 110 Commander update	Adriel C. Lam	OK		
Military Intelligence Service	James H. Moy			
Veterans of Hawaii Post	Jason C. Seal			
Post 352 Commander	Jason E. Jones	OK		
Mililani Post	Donald G. Wood			
	Junice D. Hooks			
Post 849 Commander	Rothwell (Rocky) Naeole	OK		
Leeward (Waianae) Post	Joseph L. Jerviss			
	Stacy N. Lewis			
Post 970 Commander	Sean Y. Mattimoe	OK		
Col. Horace Hickam Post	Richard E. Ellison			
	Calvin T. Yonamine			
Post 1540 Commander Update	Petr Hirai	OK		
Honolulu (Kaimuki) Post	Walter Westernoff			
	Curtis Manchester			
Post 1572 Commander	Fred Chang			
1st Filipino Infantry Regt Post	Vacant			
	Pedro Tampon			
Post 2875 Commander	Russell G. Cummings	OK		
Pfc Herbert K Pillaau/Sgt Leroy A.	Norbert Enos			
Mendonca (Pearl Harbor)	Fruji Ken Mills			
Post 3292 Commander	Selwyn J. Collins	OK		
Francis Wai (Aiea) Post				
	Taielua T. Utoafili			
Post 3391 Commander	Siuai Leo	OK		
American Samoa Post	Potumoe S. Sotoa			
	Talafua Tolua			
Post 3830 Commander	Archie Hapai	OK		
Lance Corporal Hayward Kimo Hamili	Debra M. Lewis			
Peleiholani (Pahoa) Post	Benedict Fuata			
Post 3850 Commander	Paul E. Schoener	OK		
Wilbert Wah Hu Tom (Maui) Post	Ralph J. Thomas			
	Steve Gutierrez			
Post 3855 Commander	Kimberly J. Baum	OK		
Cordova-De Fries Kauai Post	Janet Downey			
	Alfonso Murillo			
Post 3870 Commander	Samuel K. Makaiwi			
Kenneth A. Misaki (Molokai) Post	Jan M. Alcon			
	Lonnie S. Kaai			
Post 3875 Commander	Rankin C. Gossert	OK		
Orr/Onizuka Post	Emile W. Wery			
	Barbara Jean L. Nesbitt			
Post 8616 Commander	Lynn B. Mariano	OK		
Diamond Head (Waikiki) Post	Carl E. Dukes			
	Wayne Yoshioka			
Post 10154 Commander	James K. Kahalehoe	OK		
Windward Post	Rona F. Adams			
	Alfredo Garcia			
Post 10276 Commander	Ronald H. Schaedel	OK		
Fort Shafter Post	Penny P. Kalua			
	Clyde Yoshimura			
Post 12122 Commander	Larry Kniffin	OK		
Lance Corporal Christopher Camera (Kailua Kona) Post	Dale L. Ross			
	Donald I. Zero			
Post 12138 Commander	Joseph F. Bragg	OK		
Ewa Beach Post	John K. Doyle			
	Rodney W. Boucher			
Quorum Totals	No member may vote twice	30		
	Members Holding 2 positions	1		
	Positions Vacated	0		
	Posts in Arrears	2		
	Total	27		
	Quorum/ two thirds	14 18		

MEMBER POSITION	Valid	Yea	Nay	Abstain	
Commander					
Senior Vice Commander					
Junior Vice Commander					
Quartermaster					
Chaplain					
Adjutant					
Immediate Past Department Commander Igafu					
Past Department Commander					
Past Department Commander					
Past Department Commander					
Post 94 Commander					
Post 110 Commander					
Post 352 Commander					
Post 849 Commander					
Post 970 Commander					
Post 1540 Commander					
Post 1572 Commander					
Post 2875 Commander					
Post 3292 Commander					
Post 3391 Commander					
Post 3830 Commander					
Post 3850 Commander					
Post 3855 Commander					
Post 3870 Commander					
Post 3875 Commander					
Post 8616 Commander					
Post 10154 Commander					
Post 10276 Commander					
Post 12122 Commander					
Post 12138 Commander	Current Commander Holds 2 Positions is only allowed 1 vote				
Totals	29	0	0	0	
Majority	15	15			
2/3 Majority	19.3	20			