



Department of Hawaii

**STANDARD OPERATING PROCEDURES
(SOP)**

FOR

**CONVENTION CREDENTIALS and
STANDING RULES COMMITTEE**

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

Updated November 18, 2021

**STANDARD OPERATING PROCEDURES (SOP)
FOR
DEPARTMENT OF HAWAII
VETERANS OF FOREIGN WARS OF THE UNITED STATES**

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Convention Credentials and Standing Rules Committee

PURPOSE

The State of Hawaii Veterans of Foreign Wars, Credentials committee, is charged with the coordination the ensuring an accurate and up to date delegate count at the Department Convention. It is also responsible for developing and promulgating Convention Standing Rules.

SECTION 1

Control and Administration

The State Judge Advocate shall be the Committee chairperson is appointed by the State Commander.

The Chairperson will recommend committee members to the Department Commander who will officially appoint them to the committee or appropriate subcommittee.

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. The SOP with changes will be submitted to the State Adjutant no later than 45 days before the start of the Department Convention.
3. The Chairperson's required End of Year report will include all changes with justification for the change to the SOP.

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 effective immediately. During the year any changes to the SOP will given to the Department Adjutant for distribution to be voted on at the next COA.

SECTION 2

National Bylaws Section 222, 504, and 521

Sec. 222 - Delegates, District Convention & Meetings, Department, and National Conventions.

- (a) Delegate strength shall be one for every thirty members or fraction thereof in good standing. Delegates and alternates shall be elected in accordance with the Manual of Procedure.
- (b) Delegates elected under this section shall not be considered instructed and may exercise full authority in the duty to be performed.
- (c) Each Post will pay, in accordance with its Department Bylaws, a delegate registration fee for each and every delegate to which the Post shall be entitled.
- (d) Each Post will pay, in advance, a National Convention registration fee of twenty-five dollar (\$25) which shall entitle the Post to a packet of convention information and materials and one identified registered delegate for the National Convention. Each additional delegate attending the National Convention will pay a ten dollar (\$10) delegate fee.

Sec. 504 - Governing Body; Composition.

Each Department shall be governed by a Department Convention. The Department Convention shall consist of:

1. The Commander-in-Chief and Past Commanders-in-Chief who are members in good standing in a Post within the Department.
2. The National Council Member, the Department Commander, all Past Department Commanders, who are members in good standing in a Post within the Department; all elected officers of the Department, Chief of Staff, Inspector, and the Adjutant.
3. All Post Commanders throughout the Department, in the absence of the Post Commander, the Post Senior Vice Commander, or, in the Senior Vice Commander's absence, the Post Junior Vice Commander may be registered and function as a member of the Convention.
4. Delegates to be elected by the Posts.

Sec. 521-Voting.

Each member of the Department Convention as those persons are defined in Section

504, except delegates elected by the Posts, present at a meeting of the Convention shall be entitled to one vote, and an individual possessing more than one qualification for membership in the Department Convention shall have no more than one vote. The delegate or delegates of a Post present at a meeting of the Department Convention shall be entitled to vote the full delegate strength to which the Post is entitled. The Post Commander, or the Senior or Junior Vice Commander functioning in their place as a member of the Convention, may, at their option, choose to vote as a delegate rather than as a Post Commander. Should there be a division among delegates representing the Post, each delegate present and voting shall cast their pro rata share of the total delegate voting strength of the Post. A roll call may be required and entered upon the record of the Department Convention at the call of at least three officers or delegates representing at least three different Posts.

SECTION 3 Procedures

Before the Convention

With assistance of the Quartermaster and Adjutant, determine the Delegate Count using the above guidelines and Post Delegate Reports.

June

(1st Day of Convention) Preliminary Vote and delegate count

(2nd Day of Convention) Preliminary Vote and delegate count

(Final Day of Convention) Final Vote and Delegate Count. Report to be given just before election of Officers.

Report of Credential Chair to be given to Convention membership daily.

“As of Time, Date, the number of delegates registered at the (Number of Convention) Department of Hawaii Convention is as follows:

Number of Posts with (Number of Delegates) Delegates

Number of Post Commanders

Number of Past Commanders

Number of Department Officers

With (number of Votes duplicated)

For a total of (Total Number) delegates.

Report of Credential Chair to be given to Convention membership before election:

Post (Number) number of delegates, commander vote, number of Past Department Commanders, and number of Department officers eligible to vote for a total of (number) of votes

SECTION 4

VOTING STRENGTH

Before the election of Officers, in order to finalize the vote strength, the Chair will verify where the members with duplicate votes are going to officially vote and adjust the voting total as required.

Post Commanders, Department Officers, and Past Department Commanders who are the only member of the Post attending the Convention may be considered the Delegate Chair for the Post, but forfeit any individual votes that they are entitled to.

The Chair will report the final voting strength numbers by Post number.

During voting, the Delegate chair or the Post Commander may either abstain from voting that round or will report the results of any caucus as follows until the total number of votes are accounted for:

Post Number votes (number of votes for) Candidate 1 (Name)

Post Number votes (number of votes for) Candidate 2 (Name) etc.

SECTION 5

Convention Rules

The Judge Advocate is the Chair of the Committee on Standing Rules for the Convention. The committee will draft and submit for consideration the standing rules for the Convention. The rules are good for one Convention and must not conflict with the Department and National By-laws. A copy of the "Proposed Standing Rules for the Convention" will be printed in the Convention Book. The Chair will present the proposed standing rules by reading the rules in their entirety. After the rules are read, the chair will move for the adoption of the Standing rules just read. The Standing rules must be approved by a 2/3 vote.

SECTION 7

LINKS

FWW National Links:

[FWW National](https://www.vfw.org/) <https://www.vfw.org/>

[Visit our FFW Youth Scholarships](https://www.vfw.org/community/youth-and-education) <https://www.vfw.org/community/youth-and-education>

Department of Hawaii Links:

[VFW Department of Hawaii Website](http://www.vfw-dept-hi.org/) <http://www.vfw-dept-hi.org/>

[Department of Hawaii on Facebook](https://www.facebook.com/VfwDepartmentOfHawaii/) <https://www.facebook.com/VfwDepartmentOfHawaii/>

APPENDIX

- A. Post Delegate and Fees Reporting (Word)**
- B. Post Delegate and Fees Reporting (PDF)**
- C. Sample Copy of Proposed Convention Rules**
- D. Sample Copy of Valid Votes for 2021 Convention**

DRAFT

**83rd Annual Department of Hawaii State Convention
POST DELEGATE AND FEES REPORTING**

Each Post shall elect **one** delegate for each **30** members, or fraction thereof, in good standing in the Post to the Department Convention. Each Post will pay a delegate registration fee of **ten dollars (\$10.00)** for each delegate. The Post membership total will be based on the Department Quartermaster's records thirty days prior to the Convention. Additions attributable to late reporting of new members may be authorized up to the day of voting so long as the additional delegate fees are paid before the vote.

The Post must pay the delegate fees for all delegates and for those granted individual voting rights by the Convention Rules (Post Commanders, State Officers and Past Department Commanders). **Please List only members attending.**

Part 1 Delegate List

| | | |
|-----|-----|-----|
| 1. | 21. | 41. |
| 2. | 22. | 42. |
| 3. | 23. | 43. |
| 4. | 24. | 44. |
| 5. | 25. | 45. |
| 6. | 26. | 46. |
| 7. | 27. | 47. |
| 8. | 28. | 48. |
| 9. | 29. | 49. |
| 10. | 30. | 50. |
| 11. | 31. | 51. |
| 12. | 32. | 52. |
| 13. | 33. | 53. |
| 14. | 34. | 54. |
| 15. | 35. | 55. |
| 16. | 36. | 56. |
| 17. | 37. | 57. |
| 18. | 38. | 58. |
| 19. | 39. | 59. |
| 20. | 40. | 60. |

Part 2 - Commanders, State Officers & Past Department Commanders who are members of your Post, may vote separately.

| | | |
|----|----|----|
| 1. | 4. | 7. |
| 2. | 5. | 8. |
| 3. | 6. | 9. |

Delegate Fee Calculation - Post # _____

| 1. Part 1 Total Delegates | 2. Part 2 Commanders, State Officers Past Dept. Commanders | 3. Total Delegates (Column 1 + Column 2) | 4. Total Delegate Fees Owed (Column 3 X \$10.00) |
|------------------------------|--|---|--|
| | | | |

COMPLETE AND MAIL THIS FORM WITH YOUR CHECK FOR THE TOTAL DELEGATE FEES OWED TO:

DEPARTMENT QUARTERMASTER

438 Hobron Lane Suite 407

Honolulu, HI 96815

**83rd Annual Department of Hawaii State Convention
POST DELEGATE AND FEES REPORTING**

Each Post shall elect **one** delegate for each **30** members, or fraction thereof, in good standing in the Post to the Department Convention. Each Post will pay a delegate registration fee of **ten dollars (\$10.00)** for each delegate. The Post membership total will be based on the **Department Quartermaster's records thirty days prior to the Convention**. Additions attributable to late reporting of new members may be authorized up to the day of voting so long as the additional delegate fees are paid before the vote.

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Part 1 Delegate List

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|-----|-----|-----|
| 1. | 21. | 41. |
| 2. | 22. | 42. |
| 3. | 23. | 43. |
| 4. | 24. | 44. |
| 5. | 25. | 45. |
| 6. | 26. | 46. |
| 7. | 27. | 47. |
| 8. | 28. | 48. |
| 9. | 29. | 49. |
| 10. | 30. | 50. |
| 11. | 31. | 51. |
| 12. | 32. | 52. |
| 13. | 33. | 53. |
| 14. | 34. | 54. |
| 15. | 35. | 55. |
| 16. | 36. | 56. |
| 17. | 37. | 57. |
| 18. | 38. | 58. |
| 19. | 39. | 59. |
| 20. | 40. | 60. |

Part 2 -Commanders, State Officers & Past Department Commanders who are members of your Post, may vote separately.

| | | |
|----|----|----|
| 1. | 4. | 7. |
| 2. | 5. | 8. |
| 3. | 6. | 9. |

Delegate Fee Calculation - Post # _____

| 1. Part 1 Total Delegates | 2. Part2 Commanders, State Officers Past Dept. Commanders | 3. Total Delegates (Column 1 + Column 2) | 4. Total Delegate Fees Owed (Column 3 X \$10.00) |
|------------------------------|---|---|--|
| | | | |

COMPLETE AND MAIL THIS FORM WITH YOUR CHECK FOR THE TOTAL DELEGATE FEES OWED TO:

**DEPARTMENT QUARTERMASTER
438 Hobron Lane Suite 407
Honolulu, HI 96815**

CONVENTION RULES FOR THE 83rd VFW CONVENTION

The following rules be adhered to at the 83rd Annual Department of Hawaii Annual Convention

1. With the exceptions listed below, Robert's Rules of Order Newly Revised will be recognized as the Parliamentary Authority.
2. All delegates entitled to speak shall be recognized by the Chair
3. When a delegate desires to make a motion or speak at the Convention, The delegate shall rise, be recognized, address the chair as "Comrade Commander", state their name and Post Number or in the case of a Department Officer, they shall state their title. i.e. James Jones, delegate from Post 123 and then speak.
4. Debate shall be limited to three (3) minutes per speaker.
5. The chair has the authority to remove any person interfering with the orderly proceedings of the Convention.
6. A delegate is permitted to speak, but twice on any subject or resolution, except by consent of two-thirds (2/3) of the voting strength present.
7. All votes cast must be paid for. This includes Delegate votes, Commanders votes, State Officers votes, National Councilmember vote, and Past Commanders votes. Delegate fees will be applied as follows:
 - a. Post delegates as determined by Post strength on record with the Department Quartermaster as of May 31, 2021
 - b. Post Commander's votes
 - c. State Officer's votes
 - d. Past Department Commanders vote
 - e. Current National Councilmember vote
8. Voting shall be by acclamation except when a Roll Call vote is requested by three (3) delegates from three (3) different Posts.
9. Each delegate shall not be considered instructed or acting as a proxy.
10. When the roll is called, the delegate chair shall announce the vote of their delegation.
11. Each delegation may arrive at a vote in any manner, but shall announce it in terms of full units and not a fractional part of a vote.
12. When the roll call of a delegation chair is not acceptable to any member of the delegation, the Department Adjutant shall poll that delegation at that point.
13. Roll call voting order shall be (1) Post Commander and Post delegates in numerical order, Past Department Commanders, National Councilmember, Department Officers, State Junior Vice, Commander, State Senior Vice Commander, and State Commander. In accordance with Section 521, of the Congressional Charter and Bylaws, NO person shall have more than one vote.
14. Delegates may pass on the first round of a roll call, but must cast their vote on the second round.
15. Nominating speeches candidates to any elected position shall be limited to three (3) minutes each. Seconding of a candidate is not required but, only one seconding speech of two (2) minutes shall be made for any candidate.
16. The consumption of alcoholic beverages is prohibited in the Convention Hall during official business sessions.
17. The above rules may be suspended at any time by a two-thirds (2/3) vote of the delegates assembled at a Convention, to be taken without debate.

| A | B | C | D | E | F | G |
|-----------------|------------------------------------|---------------------|------|-------|---------|-------------------|
| MEMBER POSITION | MEMBER NAMES | Post | Vote | Total | PRESENT | NOTES |
| 1 | Commander | Ronald Lockwood | 1 | 1 | | |
| 2 | Senior Vice Commander | Debra M Lewis | 1 | 1 | | |
| 3 | Junior Vice Commander | Joseph F. Bragg | 1 | 0 | | Duplicate Voting |
| 4 | Quartermaster | Norbert K Enos | 1 | 1 | | |
| 5 | Chaplain | Stanley Fernandez | 1 | 1 | | |
| 6 | Chief of Staff | Cal Sagara | 1 | 1 | | |
| 7 | Inspector | Sean Mattimoe | 1 | 0 | | Duplicate Voting |
| 8 | Adjutant | George Barlett | 1 | 1 | | |
| 9 | National Councilmember | Norbert Enos | 1 | 0 | | Duplicate Voting |
| 10 | Immediate Past Dep. Commander | Maria B Vaa Igalo | 1 | 1 | | |
| 11 | Past Department Commander 17-18 | Wilsonanawanui | 1 | 1 | | |
| 12 | Past Department Commander 16-17 | Martin | 1 | 1 | | |
| 13 | Past Department Commander 15-16 | Grant | 0 | 0 | | Not in Department |
| 14 | Past Department Commander 14-15 | Chang | 1 | 1 | | |
| 15 | Past Department Commander 13-14 | Bragg | 1 | 0 | | Duplicate Voting |
| 16 | Past Department Commander 11-12 | Fernandez | 1 | 0 | | Duplicate Voting |
| 17 | Past Department Commander 11-12 | Antonio | 1 | 1 | | |
| 18 | Past Department Commander 09-10 | Barlett | 1 | 0 | | Duplicate Voting |
| 19 | Past Department Commander 06-07 | Young | 1 | 1 | | |
| 20 | Past Department Commander 05-06 | Awakali | 1 | 1 | | |
| 21 | Past Department Commander 04-05 | Chapman | 1 | 1 | | |
| 22 | Past Department Commander 03-04 | Haake | 1 | 1 | | |
| 23 | Past Department Commander 01-02 | Schoener | 1 | 0 | | Duplicate Voting |
| 24 | Past Department Commander 93-94 | Enos | 1 | 0 | | Duplicate Voting |
| 25 | | | | | | |
| 26 | | | | | | |
| 27 | Post 94 Commander | Jose Cruz Jr. | 1 | 1 | | |
| 28 | General Frederick Fundson Post | Leslie Gloston | | | | |
| 29 | | Robert P. Balimo | | | | |
| 30 | | Delegates | 69 | 3 | 3 | |
| 31 | Post 110 Commander | Adriel C. Lam | 1 | 1 | | |
| 32 | Military Intelligence Service | James H. Moy | | | | |
| 33 | Veterans of Hawaii Post | Jason C. Seal | | | | |
| 34 | | Delegates | 29 | 1 | 1 | |
| 35 | Post 352 Commander | Jason E. Jones | 1 | 1 | | |
| 36 | Mililani Post | Donald G. Wood | | | | |
| 37 | | Junice D. Hooks | | | | |
| 38 | | Delegates | 138 | 5 | 5 | |
| 39 | Post 849 Commander | Rocky Naevo | 1 | 1 | | |
| 40 | Leeward (Waianae) Post | Joseph L. Ierodis | | | | |
| 41 | | Stacy N. Lewis | | | | |
| 42 | | Delegates | 66 | 3 | 3 | |
| 43 | Post 970 Commander | Sean Y. Mattimoe | 1 | 1 | | |
| 44 | Col. Horace Hickam Post | Calvin T. Yonamine | | | | |
| 45 | | Phil Branch | | | | |
| 46 | | Delegates | 413 | 14 | 14 | |
| 47 | Post 1540 Commander | Debra M. Lewis | 1 | 1 | | |
| 48 | Honolulu (Kaimuki) Post | Walter Westermuff | | | | |
| 49 | | Curtis Manchester | | | | |
| 50 | | Delegates | 170 | 6 | 6 | |
| 51 | Post 1572 Commander | Fred Chang | 1 | 1 | | |
| 52 | 1st Filipino Infantry Regt Post | Ray Ballungay | | | | |
| 53 | | Raymond Santana | | | | |
| 54 | | Delegates | 57 | 2 | 2 | |
| 55 | Post 2875 Commander | Russell Cummings | 1 | 1 | | |
| 56 | Pfc Herbert K. Hillau/Sgt Leroy A. | Norbert Enos | | | | |
| 57 | Mendocia (Pearl Harbor) | Fuji Ken Mills | | | | |
| 58 | | Delegates | 431 | 15 | 15 | |
| 59 | Post 3292 Commander | Selwyn J. Collins | 1 | 1 | | |
| 60 | Francis Wai (Aiea) Post | Taielua T. Utoafiti | | | | |
| 61 | | Jason Nguyen | | | | |
| 62 | | Delegates | 118 | 4 | 4 | |
| 63 | Post 3391 Commander | Suai Leo | 1 | 1 | | |
| 64 | American Samoa Post | Potumoge S. Sotao | | | | |
| 65 | | Taielua Toluao | | | | |
| 66 | | Delegates | 191 | 7 | 7 | |
| 67 | Post 3830 Commander | Benedict Fuata | 1 | 1 | | |
| 68 | Lance Corporal Hayward Kimo Hamill | Debra M. Lewis | | | | |
| 69 | Peleholani (Pahoa) Post | Archie Hapai | | | | |
| 70 | | Delegates | 158 | 6 | 6 | |
| 71 | Post 3850 Commander | Paul E. Schoener | 1 | 1 | | |
| 72 | Wilbert Wah Hu Tom (Mau) Post | Ralph J. Thomas | | | | |
| 73 | | Steve Gutierrez | | | | |
| 74 | | Delegates | 201 | 9 | 9 | |
| 75 | Post 3855 Commander | Kimberly J. Baum | 1 | 1 | | |
| 76 | Cordova-De Fries Kauai Post | Janet Downey | | | | |
| 77 | | Alfonso Murrillo | | | | |
| 78 | | Delegates | 74 | 3 | 3 | |
| 79 | Post 3870 Commander | Luan M. Alcon | 1 | 1 | | |
| 80 | Kenneth A. Misaki (Molokai) Post | Henry Luolua | | | | |
| 81 | | Joseph Cariaga | | | | |
| 82 | | Delegates | 19 | 1 | 1 | |
| 83 | Post 3875 Commander | Barbara C. Gostert | 1 | 1 | | |
| 84 | Olo/Onizuka Post | Emilie W. Wery | | | | |
| 85 | | Sarahakalen Neebatt | | | | |
| 86 | | Delegates | 85 | 3 | 3 | |
| 87 | Post 8616 Commander | Lynn B. Mariano | 1 | 1 | | |
| 88 | Diamond Head (Waikiki) Post | Carl E. Dukes | | | | |
| 89 | | Wayne Yoshioka | | | | |
| 90 | | Delegates | 95 | 4 | 4 | |
| 91 | | | | | | |
| 92 | | | | | | |
| 93 | Post 10154 Commander | James K. Kahalahoe | 1 | 1 | | |
| 94 | Windward Post | Rona F. Adams | | | | |
| 95 | | Alfredo Garcia | | | | |
| 96 | | Delegates | 224 | 8 | 8 | |
| 97 | Post 10276 Commander | Ronald H. Schaedel | 1 | 1 | | |
| 98 | Fort Shafter Post | Penny P. Kalua | | | | |
| 99 | | Clyde Yoshimura | | | | |
| 100 | | Delegates | 465 | 16 | 16 | |
| 101 | Post 12122 Commander | Larry Griffin | 1 | 1 | | |
| 102 | Lance Corporal Christopher Camera | Dale L. Ross | | | | |
| 103 | (Kailua Kona) Post | Donald I. Zeno | | | | |
| 104 | | Delegates | 96 | 4 | 4 | |
| 105 | Post 12138 Commander | Joseph F. Bragg | 1 | 1 | | |
| 106 | Ewa Beach Post | John K. Doyle | | | | |
| 107 | | Rodney W. Boucher | | | | |
| 108 | | Delegates | 199 | 7 | 7 | |
| 109 | Delegate Totals | | | | 164 | 156 |
| 110 | | Duplicate Votes | | | 8 | 0 |
| 111 | | Positions Vacated | | | 0 | 0 |
| 112 | | Posts in Arrears | | | 0 | 0 |
| 113 | | Total | | | 156 | |
| 114 | | Majority | | | 78.0 | |
| 115 | | Two thirds | | | 104 | |