

Disabled American Veterans  
Department of \_\_\_\_\_  
Annual Convention

Convention Script

# PRE-CONVENTION DEC MEETING

Commander: (Raps gavel 3 times.) ***“All Rise”***  
***“I call this meeting of the DEC to order.”***

Commander: ***“Comrades, Attention! Persons wearing uniform caps will give the hand salute and all others place your right hand over your heart.”***  
***“Please join me in giving the Pledge of Allegiance to the flag.”***  
***“I PLEDGE ALLEGIANCE.....”***  
***“Two!”***

***“We will now be led in prayer by our Chaplain.”***

Chaplain: (Chaplain opens Bible) Opening Prayer.

Commander: (Rap gavel once seating the audience)  
***“I now declare this meeting open for the transaction of such business as may rightfully come before it.”***

Commander: ***“Comrade Adjutant, will you please call the roll for the officers and members of the Department Executive Committee.”***

Adjutant: (Adjutant calls Roll of officers and DEC, announcing whether we have a quorum, or not.)

Commander: ***“I will entertain a motion to accept the minutes of the previous DEC meeting.”***

Floor: (Motion and Second)

Commander: ***I have a motion and a second to accept the minutes of the previous DEC meeting. Any discussion on the motion?”***

Commander: (Recognize the individuals as necessary)

Commander: ***“Hearing no (further) discussion, a motion has been made to accept the minutes of the previous DEC meeting. All in Favor? Opposed? Motion carried.”***

Commander: ***“I will entertain a motion to accept the Rules of the Convention as printed and disseminated.”***

Floor: (Motion and Second)

Commander: ***“I have a motion and a second to accept the Rules of the Convention. Do we have any discussion on the motion?”***

Commander: (Recognizes individuals as necessary.)

Commander: ***“Hearing no (further) discussion, a motion has been made to accept the Rules of the Convention. All in favor? Opposed? Motion carried.”***

Commander: ***“Is there anything under Unfinished Business?”***  
(Recognize individuals as necessary.) (Handle motions as needed.)

Commander: ***“Is there anything under New Business?”***  
(Recognize individuals as necessary.) (Handle motions as needed.)

Commander: ***“Is there anything under Good of Order?”***  
(Recognize individuals as necessary.) (Handle motions as needed.)

Commander: ***“I will now entertain a motion to adjourn.”***

Floor: (Motion and Second)

Commander ***“I have a motion and second to adjourn. Any discussion on the Motion?”***  
***“Hearing no discussion, all in favor? Opposed? Motion carried.”***

Commander: ***“Chaplain, please lead us in prayer.”***

Chaplain: (Prayer)

Commander: ***“Before I declare you adjourned, it is fitting and proper that we again render Honor to the Flag of our Country.”***

(Raps gavel three times) **“All Rise.”**

Commander: ***“Comrades: ATTENTION: by the numbers; hands salute. ONE! TWO!”***

Commander: ***“You are adjourned. The Joint Opening Session begins at (TIME) (DATE)”***

# Joint Opening Session

Commander: (Raps gavel once, calling meeting to order.) *“Welcome to the joint opening of the \_\_\_\_\_ Annual Disabled American Veterans and Auxiliary, Department of \_\_\_\_\_ Convention.”*

Commander: (Raps gavel three times.) *“Comrades and Auxiliary members, you are called to order for the opening ceremonies.”*

Commander: *“Color Guard Commander, please post the colors.”*

Color Guard

Commander: (Post colors)

Commander: **“Please join me in giving the Pledge of Allegiance to the flag. Persons wearing the uniform caps will give the hand salute and all others place your right hand over your heart.” “One!”**

**“I PLEDGE ALLEGIANCE.....”**

**“Two!”**

Commander: *“Comrades we will now be led in prayer by our Chaplain.”*

Chaplain: (Chaplain opens Bible) Opening Prayer.

Commander: *“Color Guard Commander, please dismiss the Color Guard.”*

Commander: *“I want to thank the members of the Color Guard for posting the colors.”*

Commander: (Raps gavel once, seating the audience)

*“I would like to take this opportunity to introduce all of our special guests in attendance at this, our \_\_\_\_\_ Annual Department of \_\_\_\_\_ Convention.” “Please stand when your name is called.”*

Commander: (Name Honored Guests and Speakers adhering to proper protocol).

Commander: *“I will now recognize our National Officers.”*  
National Guests \_\_\_\_\_

Commander: (Introduce National Guest \_\_\_\_\_ and offer them the opportunity to address the assembly.)

(National Guest's comments)

Commander: ***"I would like to call forward our State Auxiliary Commander, \_\_\_\_\_ for the purpose of introducing our their Auxiliary Representative, and State Officers."***

(Allow DAVA Commander to introduce officers and guests.)

Commander: ***"At this time, I would like to present your Department Officers":***

Sr. Vice Commander –  
1<sup>st</sup>. Jr. Vice Commander –  
2<sup>nd</sup> Jr. Vice Commander –  
Treasurer –  
Judge Advocate –  
Inspector –  
Chaplain –  
Adjutant –

Commander: ***"I would like to invite our special Guests to address the Membership."***

Commander: (INDIVIDUALS TO ADDRESS THE JOINT OPENING SESSION)  
Introduce Guests (VA Directors, etc.) in proper order and allow them to address the session.

(Remarks from all guests)

Commander: ***"We will now proceed with our formal presentation of awards. At this time, I would like to call forward, Awards Chairman \_\_\_\_\_ to present Department Awards."***

Awards

Chair: (Present awards)

1. Chapter of the Year
2. Commander of the Year
3. Recruiter of the Year
4. Volunteer of the Year
5. Disabled Veteran of the Year

Commander: ***"Thank you Chairman \_\_\_\_\_ and your Committee. I would like to congratulate all of our award recipients."***

Commander: *“Chaplain, please lead us in prayer.”*

Chaplain: (Prayer)

Commander: *“Before we recess, it is only fitting and proper, we again render Honor to the Flag of our Country. (Raps gavel three times.) Comrades, ATTENTION, by the numbers hand salute, ONE! TWO!”*

Commander *“We are now in recess until \_\_\_\_\_.”*

# First Business Session

Afternoon Business Meeting

(Date and Day)

Commander: Raps gavel three times. *“All Rise”*  
*“Comrades, Attention! Persons wearing the uniform caps will give the hand salute and all others place your right hand over your heart.”*  
*“Please join me in giving the Pledge of Allegiance to the flag.”*  
*“I PLEDGE ALLEGIANCE....”*  
*“Two!”*

Commander: *“Comrades we will now be led in prayer by our chaplain.”*

Chaplain: Opening Prayer

Commander: (Raps gavel seating the audience) *“Comrades you are called to order for this business session of Department Convention.”*

*“I now declare this meeting open for the transaction of such business as may rightfully come before it. I would like to remind everyone of the specific purpose of our gathering and read our mission statement: We are dedicated to a single purpose: empowering veterans to lead high-quality lives with respect and dignity. We accomplish this by ensuring that veterans and their families can access the full range of benefits available to them; fighting for the interests of America’s injured heroes on Capitol Hill; and educating the public about the great sacrifices and needs of veterans transitioning back to civilian life.*

*This mission is carried forward by:*

*Providing free, professional assistance to veterans and their families in obtaining benefits and services earned through military service and provided by the Department of Veterans Affairs (VA) and other agencies of government.*

*Providing outreach concerning its program services to the American people generally, and to disabled veterans and their families specifically.*

*Representing the interests of disabled veterans, their families, their widowed spouses and their orphans before Congress, the White House and the Judicial Branch, as well as state and local government.*

*Extending DAV’s mission of hope into the communities where these veterans and their families live through a network of state-level Departments and local Chapters.*

*Providing a structure through which disabled veterans can express their compassion for their fellow veterans through a variety of volunteer programs.*

*This is the purpose of our gathering and no other matters other than those specific to our mission will be in order.”*

Commander: *“Comrade Adjutant, will you please call the roll of officers.”*

Adjutant: (Roll call of the officers, announcing whether or not we have a quorum.)

Commander: *“We will now have the interim report of the Credentials Committee Chair.”*

Credentials

Chair: (Gives interim report)

Commander: *“Comrade Adjutant, would you present the minutes of the Department Executive Committee pre-convention meeting.”*

Adjutant: (Presents the minutes or proceedings of the pre-convention DEC Meeting)

Commander: *“You have heard the minutes or proceedings of the pre-convention Department Executive Committee Meeting; I will now entertain a motion to accept the minutes of the Pre-convention DEC Meeting.”*

Floor: (Motion and Second)

Commander: *“It has been moved and seconded to accept the minutes of the Pre-convention DEC meeting, any discussion!” “All in favor, opposed, motion carried.”*

Commander: *“We will now have the Chairman of the Department Finance Committee \_\_\_\_\_ come forward to present the proposed budget for fiscal year \_\_\_\_\_.”*

Finance

Chair: (Presents the Budget)

Commander: *“You have heard the proposed budget for fiscal year \_\_\_\_\_. I will now entertain a motion to accept the proposed budget.”*

Floor: (Motion and Second)

Commander: *“Having a motion and a second is there any discussion?”*

(Recognize all wishing to speak)

*“Hearing no further discussion all those in favor? Opposed? Motion carried.”*



Commander: ***“I will now call forward the Chairman of the Constitution and Bylaws, for the first reading of the resolutions adopted by the Committee.” “There will be no discussion of the resolutions on the first reading.”***

Constitution

Chair: (Reads the Resolutions Adopted by the Committee)

Commander: ***“We will now have the report of the General Resolutions Committee Chair.”***

Resolutions

Chair: (Report of Committee)

Commander: ***“You have heard the report of the Resolutions Committee. I will now entertain a motion to accept the report.”***

Floor: ***(Motion and Second)***

Commander: ***“Having a motion and a second is there any discussion?”***

(Recognize all wishing to speak)

***“Hearing no further discussion all those in favor? Opposed? Motion carried.”***

Commander: ***“We will now have the report of the Employment Committee Chair.”***

Employment

Chair: (Report of Committee)

Commander: ***“You have heard the report of the Employment Committee. I will now entertain a motion to accept the report.”***

Floor: ***(Motion and Second)***

Commander: ***“Having a motion and a second is there any discussion?”***

(Recognize all wishing to speak)

***“Hearing no further discussion all those in favor? Opposed? Motion carried.”***

Commander: ***“We will now have the report of the Hospital and Voluntary Services Committee Chair.”***

Hosp. / Vol.

Chair: (Report of Committee)

Commander: ***“You have heard the report of the Hospital and Voluntary Services Committee. I will now entertain a motion to accept the report.”***

Floor: ***(Motion and Second)***

Commander: ***“Having a motion and a second is there any discussion?”***  
(Recognize all wishing to speak)  
***“Hearing no further discussion all those in favor? Opposed? Motion carried.”***

Commander: ***“We will now have the report of the Legislative Committee Chair.”***

Legislative  
Chair: (Report of Committee)

Commander: ***“You have heard the report of the Legislative Committee. I will now entertain a motion to accept the report.”***

Floor: ***(Motion and Second)***

Commander: ***“Having a motion and a second is there any discussion?”***  
(Recognize all wishing to speak)  
***“Hearing no further discussion all those in favor? Opposed? Motion carried.”***

Commander: ***“Is there anything under Unfinished Business?”***

Commander: (Handle any formal motions as required.) (If none, continue.)

Commander: ***“Is there anything under New Business?”***

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Commander: ***“Comrade Adjutant, are there any announcements?”***

Adjutant: Yes/No. If yes, make any announcements presented to him.

Commander: ***“I’ll now entertain a motion to recess.”***

Floor: (Motion and Second.)

Commander: ***“I have a motion and a second to recess. Any discussion on the motion?”***  
***“Hearing no discussion, all in favor? Opposed? Motion carried.”***

Commander: ***“Chaplain, please lead us in prayer.”***

Chaplain: (Prayer)

Commander: *“Before I declare you in recess, it is fitting and proper that we again render Honor to the Flag of our Country.”*

Commander: (Raps gavel three times) *“All rise.”*

Commander: *“Comrades: ATTENTION; by the numbers; hand salute. ONE! TWO!”*

Commander: *“I now declare you in recess. The next business session begins at (time and date).”*

# Morning Business Session

Morning Business Meeting

(Date and Day)

Commander: *Raps gavel three times. "All Rise"*  
*"Comrades, Attention! Persons wearing the uniform caps will give the hand salute and all others place your right hand over your heart."*  
*"Please join me in giving the Pledge of Allegiance to the flag."*  
*"I PLEDGE ALLEGIANCE...."*  
*"Two!"*

Commander: *"Comrades we will now be led in prayer by our chaplain."*

Chaplain: (Opening Prayer)

Commander: *(Raps gavel seating the audience) "Comrades you are called to order for this business session of Department Convention."*  
*"I now declare this meeting open for the transaction of such business as may rightfully come before it and remind everyone of our Mission Statement."*

Commander: *"Comrade Adjutant, will you please call the roll of officers."*

Adjutant: (Roll call of the officers, announcing whether or not we have a quorum.)

Commander: *"We will now have the interim report of the Credentials Committee Chair."*

Credentials

Chair: (Gives interim report)

Commander: *"We will now proceed with the normal order of business." We will now hear the report of Department Officers."*  
(Officer Reports may continue in afternoon session if needed.)

CALL THE ELECTED OFFICERS TO GIVE THEIR REPORTS:

Sr. Vice Comander

1<sup>st</sup> Jr. Vice Commander

2<sup>nd</sup> Jr. Vice Commander

Treasurer

Adjutant

Inspector

Judge Advocate

Chaplain

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Commander: ***“Is there anything under Unfinished Business?”***

Commander: (Handle formal motions as required.) (If none, continue.)

Commander: ***“Is there anything under New Business?”***

Commander: ***“Comrade Adjutant, are there any announcements?”***

Adjutant: (Yes/No. If yes, make any announcements.)

Commander: ***“I’ll now entertain a motion to recess.”***

Floor: ***(Motion and Second.)***

Commander: ***“I have a motion and a second to recess. Any discussion on the motion?”***  
***“Hearing no discussion, all in favor? Opposed? Motion carried.”***

Commander: ***“Chaplain, please lead us in prayer.”***

Chaplain: (Prayer)

Commander: ***“Before I declare you in recess, it is only fitting and proper, we again render honors to the Flag of our Nation. Comrades, ATTENTION, by the numbers hand salute, ONE! TWO!”***

Commander: ***“We are now in recess until \_\_\_\_\_.”***

# Afternoon Business Session

Afternoon Business Meeting

(Date and Day)

Commander: Raps gavel three times. ***“All Rise”***

Commander: ***“Comrades, Attention! Persons wearing the uniform caps will give the hand salute and all others place your right hand over your heart.”***

***“Please join me in giving the Pledge of Allegiance to the flag.”***

***“I PLEDGE ALLEGIANCE....”***

***“Two!”***

Commander: ***“Comrades we will now be led in prayer by our Chaplain.”***

Chaplain: (Prayer)

Commander: (Raps gavel seating the audience)

***“I now declare this meeting open for the transaction of such business as may rightfully come before it and remind everyone of our Mission Statement.”***

Commander: ***“Comrade Adjutant, will you please call the roll of officers.”***

Adjutant: (Calls the roll, announcing whether or not we have a quorum.)

Commander: ***“We will now have the interim report of the Credentials Chairman.”***

Credentials

Chair: (Gives interim report)

Commander: ***“I will now call forward the Chairman of the Committee on Constitution and Bylaws, \_\_\_\_\_, for the second reading of the resolutions adopted by the Committee.” “Each resolution will require a motion to accept or reject with a second, after which I will open the floor for discussion.”***

Chairman: (Reads the Adopted Committee Resolutions, Commander takes the podium to ask for a motion and a second and then opens up the floor for discussion following each resolution.)

Commander: ***“You’ve heard the resolution, is there a motion to accept or reject? Is there a second to the motion? There being a motion and second, is there any***

*discussion?* (Recognize all wishing to speak.) ***“Hearing no (further) discussion, all those in favor? Opposed? Motion carried.”***

(Go through all the resolutions in this manner)

Commander: (Additional items as necessary)

1. Officer Reports if not all were given the chance earlier
2. Additional action on the Budget if necessary
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Commander: ***“Comrade Adjutant, are there any announcements?”***

Adjutant: (Makes any announcements presented to him.) The Nominating Committee will meet in \_\_\_\_\_ from \_\_\_\_\_.

Commander: ***“I’ll now entertain a motion to recess.”***

Floor: (Motion and Second.)

Commander: ***“I have a motion and second to recess. Any discussion on the motion?”***  
***“Hearing non discussion, all in favor? Opposed? Motion carried.”***

Commander: ***“Chaplain, please lead us in prayer.”***

Chaplain: (Prayer)

Commander: ***“Before I declare you adjourned, it is fitting and proper that we again render Honor to the Flag of our Country.”***

(Raps gavel three times.) ***“All rise.”***

Commander: ***Comrades, ATTENTION: by the numbers hand salute. ONE! TWO!”***

Commander: “I now declare you in recess. The final business session begins at \_\_\_\_\_, on \_\_\_\_\_.”

# Final Business Session and Election of Officers

(Time, Date and Day)

Commander: Raps gavel three times. ***“You are called to order for this final session of Department Convention.”***

Commander: ***“Comrades, Attention! Persons wearing the uniform caps will give the hand salute and all other place your right hand over your heart.”***

***“Please join me in giving the Pledge of Allegiance to the flag.”***

***“I PLEDGE ALLEGIANCE....”***

***“Two!”***

Commander: ***“Comrades we will now be led in prayer by our Chaplain.”***

Chaplain: (Prayer)

Commander: (Raps gavel seating the audience)

***“I now declare this meeting open for the transaction of such business as may rightfully come before it and remind everyone of our Mission Statement.”***

Commander: ***“Comrade Adjutant, will you please call the roll of officers.”***

Adjutant: (Roll call of officers, announcing whether or not we have a quorum)

Commander: ***“I will entertain a motion to close registration.”***

Floor: (Motion and Second.)

Commander: ***“Having a motion and second, is there any discussion? Hearing no discussion, all in favor? Opposed? Motion carried.”***

Commander: ***“We will now have the final report of the Credentials Chair.”***

Credentials  
Chair: (Gives final report)

Commander: ***“You have heard the final report of the Credentials Committee. I will now entertain a motion to accept the report.”***



Floor: (Motion and Second)

Commander: ***“Having a motion and a second is there any discussion?”***  
***(Recognize all wishing to speak)***  
***“Hearing no further discussion all those in favor? Opposed? Motion carried.”***

Commander: ***“Hearing no other New Business, we will have the report of the Nominating Committee.”***

Chair: Gives report of Nominating Committee and announces all Committee Nominees are nominated.

Commander: ***“You have heard the report of the Nominating Committee. I will now entertain a motion to accept the report.”***

Floor: (Motion and Second)

Commander: ***“Having a motion and a second is there any discussion?”***  
***(Recognize all wishing to speak)***  
***“Hearing no further discussion all those in favor? Opposed? Motion carried.”***

Commander: ***“We will now proceed with the Election of Department Officers. I now declare the floor open for the nomination of officers. Comrade Adjutant, please conduct the order of election.”***

Adjutant: (Adjutant reads the position and candidate from the Nomination Committee, one at a time. After each, the Commander calls for any floor nominations three times. Then the Adjutant continues until done.)

Commander: ***“Are there any other nominations?” (Three times) “Nominations for the position of \_\_\_\_\_ are now closed.”*** (Rap gavel once after each position is closed) (The Commander will instruct the Adjutant to cast one unanimous ballot for each uncontested position, or poll the delegates as needed.)

Commander: ***“Congratulations to the newly elected Officers!”*** (Allow new Commander opportunity to address body.)

Commander: ***“Comrade Adjutant, are there any announcements?”***

Adjutant: (Makes any announcements presented to him.) ***The Post DEC Meeting including the installation of newly elected and appointed officers will take place at \_\_\_\_\_.***

Commander: *“I’ll now entertain a motion to adjourn the \_\_\_\_\_ Department of \_\_\_\_\_ Annual Convention.”*

Floor: (Motion and Second.)

Commander: *“I have a motion and second to adjourn. Any discussion on the motion?”*  
*“Hearing non discussion, all in favor? Opposed? Motion carried.”*

Commander: *“Comrades we will now be led in prayer by our chaplain.”*

Chaplain: (Closing Prayer)

Commander: (Raps gavel once audience to stand.)

Commander: *“Before I declare this convention adjourned, it is only fitting and proper that we again render honores to the Flag of our Nation. Comrades, ATTENTION, by the numbers hand salute, ONE! TWO!”*

Commander: *“Color Guard Commander, retrieve the colors.”*

Commander: (Provide thanks and well wishes) *“The Department Convention is adjourned.”*

POST DEC MEETING  
(Time, Date and Day)

Commander: (Raps gavel three times, calling the meeting to order.)

Commander: ***“All Rise, you are called to order for the Post-Convention DEC Meeting.”***

Commander: ***“Comrades Attention! Persons wearing the uniform caps will give the hand salute and all others will place your right hand over your heart.”***

***“Please join me in the Pledge of Allegiance to our Flag.***

***One, “I Pledge Allegiance to our Flag.... Two.”***

Commander: ***“Comrades we will now be led in prayer by our Chaplain.”***

Chaplain: (Prayer)

Commander: ***“I now declare this meeting open for the transactions of such business that may rightfully come before it.”***

Commander: ***“Comrade Adjutant, please call the roll of the newly elected officers and members of the Department Executive Committee.”***

Adjutant: Calls the roll of newly elected officers and members of the DEC.

Commander: ***“At this time, I will announce my appointments for the coming year.”***

(Announce appointments)

Department Adjutant \_\_\_\_\_

Department Inspector \_\_\_\_\_

Other Officers \_\_\_\_\_

Committees \_\_\_\_\_

Commander: ***“I will entertain a motion to accept the appointments.”***

Commander: ***“It has been moved and second to accept the appointments. All in favor say “Aye”, all opposed say “Nay”. Motion Passed.”***

Commander: ***“I’d like to ask \_\_\_\_\_ to conduct the installation of newly elected and appointed department officers. Comrade Adjutant, please call the roll of newly elected and appointed officers – please stand and come forward as your name is called.”***

Adjutant: (Conduct roll call and turn over to installing officer.)

Installing

Officer: (Conduct installation as outlined in the DAV Rituals.)

Commander: ***“Thank you \_\_\_\_\_, and congratulations to each of you for being elected or appointed to your positions, and I look forward to working with you all this coming year.”***

***“Comrade Adjutant, do we have any announcements?”***

Adjutant: ***“Officers and members of the DEC, please fill out a form with your name, address phone number and email address for the department roster.”*** (Forms provided and make any other announcements.)

Commander: ***“Having no other business to come before this committee, I will entertain a motion to adjourn.”***

DEC: (Motion and second)

Commander: ***“We have a motion and second to adjourn. All in favor, say “yes”, opposed say “no”. Motion carried.***

Commander: ***“Chaplain, please lead us in prayer.”***

Chaplain: (Prayer)

Commander: ***“Before I declare you adjourned, it is Fitting and proper that we again render Honor to the Flag of our Country.”***  
(Raps gavel three times.) ***“All Rise.”***  
***“Comrades before us is the Flag of our Country. Let us always be true to its Ideals and worthy of its exalted traditions. Comrade’s attention! By the Numbers hand salute. One. Two.”***

Commander: ***“You are adjourned.”***

Begin New Year!!!