



April 24, 2020

**Re: Executive Order No. 2 - Department Scenario (No Convention)**

April 24, 2020:

1. Sitting Department Council of Administration votes by ballot to cancel the Department Convention and end the terms of all Department Officers on June 12, 2020.

June 12, 2020:

1. Department offices (as well as those District, and Post offices who haven't held an election) become vacant; Senior Vice and Junior Vice succeed to Commander and Senior vice respectively. Other such offices shall succeed to the next as defined within their respective bylaws (i.e. Department Surgeon succeeds to Department Junior Vice Commander if written within the Department bylaws).
2. The Department Commander appoints a Quartermaster Pro Tem, Adjutant, and all other appointed positions pursuant to the Department Bylaws (i.e. Judge Advocate, Chief of Staff, Inspector, Surgeon).
3. The Department Commander sends out a notification to the NEW Department Council of Administration (NEW District Commanders, Senior Vice Commander, Past Department Commander, Quartermaster Pro Tem, Adjutant, as well as the other appointed members pursuant to the Department Bylaws (i.e. Judge Advocate, Chief of Staff, Inspector, Surgeon) announcing the vacancies of the Junior Vice, Quartermaster and all other elected positions pursuant to the Department Bylaws. (As well as those Department elected National Council Members whose four-year term has ended.)
4. The Department Commander sends out a ballot asking for confirmation of any appointed salaried officers (i.e. Department Adjutant).
5. All appointed officers and confirmed appointed salaried officers may be installed at any Post or District regular or special meeting.

June 27, 2020 (15 days thereafter):

1. The confirmed and installed Department Adjutant sends out a ballot with the names of comrades to fill the aforementioned vacancies to the Department Council of Administration. **(Each Council Member is entitled to one (1) vote.)**
2. Once the votes have been tallied, those newly elected officers may be installed at any Post or District regular or special meeting. **(Newly elected National Council Members must be installed prior to August 8, 2020 if they wish to vote for National Officers)**
3. All other business (i.e. passing of the budget, etc.) may be done by ballot, but only those installed members are eligible to vote.

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