



**SONS OF UNION VETERANS  
OF THE CIVIL WAR 1861-1865**

**DEPARTMENT OF FLORIDA**

**OFFICE OF THE COMMANDER**



Department Order #2  
Series 2012-2013  
16 June 2012 (revised 7/1/12)

1. The Department will be stronger when elected and appointed Department Officers are promptly empowered to carry out their responsibilities, with an awareness of their authority and the resources available to each.
2. History provides the same lesson. In 1861, and again each year 150 years ago those taking on new positions in the Union forces were trained by those with prior experience.
3. I therefore order that those outgoing Department Officers turnover Department items to incoming Department Officers, and identify resources, contacts, and best practices for best advancing the Department mission, with regard to the office they are assuming.
4. One or more face to face “meetings” are encouraged, but other transfer and communication methods are acceptable if effective.
5. The term “meeting” is one to be clear about. On the one hand, inviting all to participate who might improve the quality of the incoming Department Officer’s preparation is recommended. On the other hand, such a “turnover” meeting should be clearly identified as not a Department Encampment, not a Department Mid-Year Conference, and not a “Special Meeting” which has specific advance notice requirements according to Department by-laws.
6. I request that each Department Officer, Chairman, and Project Coordinator assuming a new office inform the Department Commander when in their opinion all pertinent material has been transferred to them, and their turnover briefing is complete.
7. I thank those who submitted a report to the 2012 Department Encampment and continue in their prior position, and I invite any additional comments or recommendations they feel appropriate.

Ordered this 1st day of July 2012:

James Ward  
Commander

Attest:

Lloyd Monroe  
Secretary