

**STANDING RULES  
FLOTILLA \_\_\_\_\_  
DIVISION \_\_\_\_\_  
8<sup>th</sup> DISTRICT  
WESTERN RIVERS REGION**

**UNITED STATES COAST GUARD AUXILIARY**

**ARTICLE I -- NAME AND PRINCIPAL OFFICE**

- 1.1 The name of this organizational unit is Flotilla \_\_\_\_\_, Division \_\_\_\_\_, 8<sup>th</sup> District Western Rivers Region, UNITED STATES COAST GUARD AUXILIARY (hereinafter, the "Flotilla").

**ARTICLE II -- STANDING RULES; LIMITATIONS AND AMENDMENTS**

- 2.1 These Standing Rules (sometimes referred to herein as the "Rules") shall govern the conduct of the business of the Flotilla.
- 2.2 Any provision contained in the Standing Rules in conflict with the Auxiliary Manual COMDTINST M16790.1 (Series), hereinafter referred to as the "Manual", and all additions or amendments thereto, shall be null and void; or, when applicable, deemed to be amended so as to conform to the Manual. Any provision in the Standing Rules in conflict with any directive issued by the Commandant, United States Coast Guard, or the United States Coast Guard District Commander with jurisdiction of this Flotilla shall be null and void.
- 2.3 Any provision contained in the Standing Rules in conflict with the Standing Rules of the United States Coast Guard Auxiliary Division Board shall be null and void, or, when applicable, deemed to be so amended as to conform thereto.
- 2.4 Approval of the Standing Rules shall be made as set forth in the Manual, as supplemented by these Rules.
- 2.5 In the event of any conflict between provisions in these Rules and a provision in the Appendix to these Rules, the provisions of these Rules shall govern.

**ARTICLE III -- ORGANIZATION**

- 3.1 The Flotilla shall be comprised of the Flotilla Commander ("FC"), Flotilla Vice Commander ("FVC"), and members of the Flotilla.

## **ARTICLE IV – FLOTILLA OFFICERS**

- 4.1 The eligibility, terms of office, duties, and manner of election or appointment of Flotilla Officers shall be as set forth in the Manual, as supplemented in these Rules.
- 4.2 The FC, in addition to the duties set forth in the Manual, shall have the following duties:
- 4.2.1 On or before 30 November of each year, the FC shall appoint all Flotilla Staff Officers for the succeeding year, in writing, and advise all members of the Flotilla and Staff (for the succeeding year) of such appointments, in writing. When a new FC has been elected, this duty shall become the responsibility of such FC-elect and shall be made for the succeeding year by the FC-elect no later than 15 December.
- 4.3 The FVC, in addition to the duties set forth in the Manual, shall have such duties as may be assigned from time to time by the FC.
- 4.5 Any elected Flotilla Officer may be removed from office, in the manner provided in the Manual.

## **ARTICLE V – MEETINGS**

- 5.1 Regular meetings of the Flotilla shall be held at such place as, from time to time, is selected by action of the Flotilla. There shall be a minimum of twelve (12) Flotilla regular meetings in each calendar year. One meeting per month.
- 5.2 Special Meetings of the Flotilla, for any purpose or purposes, may be called by the FC, or at the written request of a simple majority of Flotilla members, upon not less than fifteen (15) days prior written notice to all Flotilla members. Such notice shall state the purpose(s) and the place, date, and time of the Special Meeting. The notice may be delivered personally or by regular mail and if by regular mail, shall be by certified mail, return receipt requested. The Flotilla Secretary shall include in the minutes of the Flotilla meeting proceedings a copy of the notice and the original of each mail receipt. If, and only if, each Flotilla member has ready access to electronic mail ("email"), the notice may be sent by email. To be a valid notice by email, the recipient shall reply with an acknowledgement of receipt.
- 5.3 All regularly scheduled Flotilla meetings shall be open to any member of the Auxiliary. Any Special meeting at which policies are made, voting is conducted, or funds voted to be disbursed, shall be an open meeting to all Auxiliary

members. Meetings determining Flotilla award recipients, and Special Meetings called by FC or the DCP to discuss unusually sensitive issues at which no formal vote is taken, or meetings of special purpose committees, may exclude Auxiliary members who are not members of the particular committee or body holding the meeting.

## ARTICLE VI -- VOTING

- 6.1 Provided either the FC or the FVC is present, one-fourth (1/4) of the members of the Flotilla shall constitute a quorum for the transaction of Flotilla business at any meeting, unless the Flotilla has adopted a different number of members or percentage to constitute a quorum in any appendix to these standing rules. The action of a simple majority (more than 50%) present and voting at a meeting, at which a quorum is present, shall be the act and decision of the Flotilla unless a greater majority (or percentage) for specific action is required by the Manual or these Standing Rules. Such greater majority shall be based on the count of those members present and voting, provided a quorum is present. In all instances, all Flotilla members present shall be included for the purpose of determining a quorum.
- 6.2 Voting on routine matters normally will be by voice vote or by a show of hands. At the request of any Flotilla member on any pending motion or issue, a secret written vote shall be held on such motion or issue.
- 6.3 No proxy, absentee, or telephone vote shall be permitted or counted on any Flotilla question except as authorized in the Manual. Each Flotilla member shall have one vote on any motion or issue. There shall be no cumulative voting.
- 6.4 All voting, as well as all meetings, shall be conducted and held in accordance with the Manual, these Rules, and the current edition of Robert's Rules of Order Newly Revised. In the event of conflict among the Manual, these Rules, and Robert's Rules, they shall prevail in the order named.
- 6.5 No mail votes shall be submitted or counted at any regular or duly called special meeting of the Flotilla except as authorized in the Manual. Matters requiring the vote of the Flotilla, however, may be solicited and submitted in writing by mail if, from time to time, the FC deems it is impractical either to present a matter at a regular meeting or to call a special meeting of the Flotilla.

6.5.1 Any such solicitation for votes by mail shall be in writing and delivered by certified mail, return receipt requested, to each Flotilla member. The solicitation shall, as to each matter to be voted on by mail: (a) Clearly state the matter; (b) Be so worded that a "yes" vote will be to sustain or adopt the matter; (c) provide a space to be checked for an unqualified "yes" or "no" or "abstention" on the matter; and (d) State the name and address of the Flotilla Officer to whom the vote(s) response is to be submitted. The solicitation shall provide for a period of not less than twenty (20) days from the date of mailing of the solicitation for submission

of the mailed vote(s) on the matter(s).

6.5.2 So long as the member's responding vote is postmarked not later than the 20<sup>th</sup> day after the solicitation of votes has been mailed, such vote shall be counted on the matter(s).

6.5.2(a) If a member of the Flotilla fails to exercise their privilege on any question or questions submitted by certified mail, return receipt requested, within the time limited fixed by the FC, the member's vote shall be included for purposes of determining a quorum, but shall be counted as present and not voting.

6.5.3 So long as a majority of the Flotilla members respond with a vote, a simple majority of votes responding with a "yes" vote shall result in sustaining or adopting the matter. The vote tally resulting from such mail voting shall be the act and decision of the Flotilla and shall be as conclusive and binding as a vote taken at a Flotilla regular or special meeting. The results shall be announced immediately after the votes are tallied. At the next regular Flotilla meeting, the FC shall announce the result of such mail vote. The Secretary shall include in the minutes of the Flotilla proceedings a copy of the solicitation, the original of each mail receipt, and the original of each written vote received in response to the solicitation. Any Flotilla member may review all such written evidence of a mail vote. Any such mail vote shall be effective as of the date of the 20<sup>th</sup> day after the solicitation mailing.

6.5.4 If, and only if, each Flotilla member has ready access to email, such voting by mail may be conducted by email. After transmission of the e-mail to Flotilla members, the Flotilla Secretary shall within 24 hours notify each member of the Flotilla by telephone that a time sensitive e-mail concerning a Flotilla vote has been sent to the Flotilla member's e-mail address. The procedure shall be the same as for solicitation of and voting by regular mail, except that the solicitation and each response shall be printed out and the Secretary shall include in the minutes of the Flotilla proceedings the printed solicitation and each printed email vote. All such printed evidence shall be made available for review by any Flotilla member. Any such email vote shall be effective as of the date of the 20<sup>th</sup> day after the solicitation mailing.

6.6 In the absence or inability of any Flotilla Commander to attend any meeting of the Flotilla, the Flotilla Vice Commander may conduct such meeting. In the absence or inability of both the FC and FVC to attend any meeting, the Immediate Past Flotilla Commander may attend such meeting and act in such Flotilla Commander's place, however if either the FC or VFC are not present, a past FC or other senior leader may preside, but Auxiliary unit business cannot be conducted. If the Flotilla Commander, Flotilla Vice Commander cannot attend a Division meeting, the Flotilla Commander may designate in writing to the DCP another Flotilla member to represent the Flotilla, but such representative shall have no vote on the Division Board.

## ARTICLE VII -- FLOTILLA ELECTIONS

- 7.1 The FC shall appoint a nominating/screening committee comprised of at least three members of the Flotilla not less than ninety (90) days before the date of any Flotilla regular election. Each member selected to serve on this committee, shall agree that the member relinquishes any right to be nominated and shall not run for election to any Flotilla office at such regular election. Not less than ninety (90) days before the date of any Flotilla regular election, each individual seeking election to a Flotilla elected office shall submit a letter of their intent to be a candidate to the FC. The FC shall refer the names of all such members submitting a letter of intent to the nominating/screening committee, which shall confirm that each member who has submitted a letter of intent is eligible for the intended office. The nominating/screening committee shall report the names of all such eligible members who have submitted letters of intent to the Flotilla members not later than thirty (30) days before the election date, and shall further verify on the day of the election that all such members submitted to them for screening are eligible for the intended office. At the election meeting, the FC shall nominate all candidates determined to be eligible by the nominating/screening committee.
- 7.2 The presiding officer of all Flotilla elections shall be a moderator appointed by the FC before the election. The moderator must be a Flotilla member in good standing that is not running for the office(s) for which the election is being held. The FC may act as moderator so long as conditions above are satisfied.
- 7.3 Prior to opening the balloting for election of each Flotilla officer (FC and FVC, the presiding officer shall invite nominations from the floor. The nominator, prior to making the nomination from the floor, is responsible for ascertaining the eligibility and willingness of the nominee to accept the office and fulfill its duties if ultimately elected. The presiding officer shall accept any nominations from the floor, including self-nominations, and the name of each such nominee from the floor shall be added to the balloting for such elected office.
- 7.4 Election of Flotilla Officers (FC, FVC) shall be by secret written ballot; provided, however, if there is only one nominee for a particular Flotilla office the election may be by voice vote, show of hands, or by acclamation.
- 7.5 If there is more than one nominee for any Flotilla office(s), the presiding officer shall appoint a teller committee of three persons, naming one of them the head teller of such committee. None of the committee persons may be members running as a candidate for the particular Flotilla office(s) for which the election is being held. Written ballots shall be collected and counted by the teller committee after each ballot. After counting by the committee, the ballots shall be presented to the presiding officer in a sealed envelope. The head teller shall certify in writing the result of the balloting to the presiding officer, who shall announce the result of that ballot.

7.6 A simple majority of votes cast is sufficient to elect a candidate to an office. If more than two candidates are nominated for any one flotilla office, and no candidate receives a majority of votes on the first ballot:

7.6.1 The candidate receiving the least number of votes on the first ballot will be dropped out of the voting on the second ballot. Elimination of the "low vote" candidate will continue on the next and subsequent ballots until one candidate receives a majority of the votes cast.

7.6.2 If there is a tie for low votes received on any ballot, the next ballot for that office will be a "run off" between the candidates "tied for low" on the preceding ballot. The candidate receiving the highest number of votes on such next ballot run off between the "lows" will again be balloted on in the next succeeding ballot, along with all other candidates who received a higher number of votes on the ballot preceding the tied for low ballot.

7.6.3 In the event of three successive tie votes for any Flotilla office, the presiding officer shall place all of the ballots cast on such third tied vote into a container and blindly select one ballot from the container. The teller committee then shall tally the remaining ballots, present the ballots to the presiding officer in a sealed envelope, and certify the result of the balloting to the presiding officer, who shall announce the result of that ballot and, if it be the last ballot between two candidates for any office, the final election result.

7.7 Each member of the Flotilla shall be an eligible voter for the election of each Flotilla office, except for any member that is not in good standing with the Flotilla at the time of the Flotilla elections.

7.8 There will be no announcement of the number of votes received by any candidate on any ballot. At the conclusion of an election for an office, all of the ballots shall be resealed and shall be held by the head teller for a period of twenty-four (24) hours after the election is over. Any unsuccessful candidate for an office who wishes to examine the ballots shall so notify the presiding officer within such 24 hours and such candidate shall then be afforded an opportunity, within a reasonable period of time thereafter, to examine the ballots in a meeting with the head teller and the presiding officer of the election. If no request for examination is made within such 24-hour period, the head teller then immediately shall destroy the ballots.

7.9 In the event any question or controversy concerning any substantive or procedural matter(s) is raised by a Flotilla member during the course of any election, and such question or controversy is not clearly resolved under provisions of the Manual or these Rules, the presiding officer, after consultation with the FC, and parliamentary officer(s), shall decide and announce a resolution to the question or controversy. Such decision, so long as it is not in conflict with the Manual or these Rules, shall be final and binding and the election(s) then shall continue to a

conclusion.

- 7.10 Before assuming office, the election of any member to the office of FC or FVC must be approved and confirmed by the Director of Auxiliary.
- 7.11 If a vacancy occurs in any Flotilla elective office, an interim election shall be held in accordance with the provisions of the Manual, subject to the applicable election procedures of these Rules.

## **ARTICLE VIII -- FLOTILLA STAFF OFFICERS AND STAFF COMMITTEES**

- 8.1 Flotilla Staff Officers (FSOs) may be appointed by the FC.
- 8.2 The selection and appointment of each FSO, and each member of any staff committee, and the chairpersons thereof, shall be made by the FC, in writing. In addition to such duties and responsibilities as are stated in the Manual, each such appointee's duties and responsibilities shall be as the FC may specify in writing. Each FSO, and committee person shall serve at the pleasure of the FC.
- 8.3 If, subsequent to the adoption of these Standing Rules, the Manual or the District Auxiliary Board from time to time authorizes any Staff Officer(s) in addition to the Staff Officers specified in this Article, the FC is authorized to appoint such additional Staff Officer(s), and staff committees as the FC may deem necessary, all in the manner and subject to the provisions of this Article.

## **ARTICLE IX -- FLOTILLA PUBLICATION**

- 9.1 The official publication of this Flotilla shall be known under such name or names as may be set out in any appendix to these standing rules.
- 9.2 The purpose of the Newsletter will be to inform the membership of Flotilla accomplishments and activities and to serve as an exchange of members' ideas within the Flotilla.
- 9.3 The Flotilla Staff Officer, Publications (FSO-PB), shall be the Newsletter's editor. Such officer's duties shall be as set forth in the Manual, and as the FC may specify in writing. All material to appear in the Newsletter shall be submitted to the FC and DIRAUX for clearance prior to publication.
- 9.4 The Newsletter shall be posted on the Flotilla's internet website, and one copy of the Newsletter shall be mailed to each household in the Flotilla for members on the roll at the time of mailing who notify the Flotilla that they do not have internet access. One copy shall be sent to the Division Staff Officer – Publications, DCO

and Director of the District.

- 9.5 There will be no paid advertising or commercial material of any kind in the Newsletter.

## **ARTICLE X -- FLOTILLA FINANCIAL MATTERS**

- 10.1 The specific details of Flotilla financial matters and policies (including, without restriction, membership dues amounts, budget committee appointment and duties, Flotilla expenditures for Flotilla business and functions, and banking details) shall be as established in an Appendix to these Rules. The following sections of this Article state only some of the Flotilla's general, substantive financial policies.
- 10.2 All Flotilla Accounts shall be kept on a calendar year basis. The Flotilla Finance Officer shall keep such officer's accounts so that financial statements can be obtained on a monthly basis. Such officer shall prepare and submit a complete monthly report at each Flotilla regular meeting and an annual report at the Flotilla's Annual Meeting. The accounts of the Flotilla Finance Officer shall be audited on a yearly basis for the previous calendar year, and copies of the audit report shall be made available to all members of the Flotilla and the Division Captain, no later than the Spring Conference of the ensuing year. The audit report shall be prepared by an audit committee appointed by the FC.
- 10.3 Annual Flotilla membership dues, as established from time to time by the Flotilla, shall include dues payable to the Division, District and National Auxiliary Board and shall be paid to the Flotilla by each of the members of the Flotilla. The Flotilla may establish a procedure and rules to equitably prorate dues payable by members newly admitted during the course of a calendar year.
- 10.4 Members shall be billed for Flotilla membership annual dues by the Flotilla Finance Officer at such time as determined by the policy of the Flotilla.
- 10.5 Any member that fails to pay member dues more than 60 days after the date of a Flotilla billing to the member shall lose their voting rights until such delinquency is corrected.
- 10.6 In accordance with the Manual, any member who is delinquent in payment of dues and who does not request voluntary disenrollment shall be disenrolled by DIRAUX on 31 December of the year in which member dues were payable.
- 10.7 The net proceeds from any Flotilla sponsored event will become the property of the Flotilla.
- 10.8 Except as otherwise expressly provided in these Rules, any motion concerning a financial matter shall be carried by an affirmative vote of a simple majority of the members present and voting at a meeting at which a quorum is present

- 10.9 An affirmative vote of two-thirds (2/3) of the Members, present and voting at a meeting at which a quorum is present, shall be required to approve any change in the amount of the annual dues. Any such dues change shall only become effective as of 1 January of the following year; provided, however, any dues increase reflecting only an increase in the dues payable to the Division, District or National Auxiliary Board, shall become effective in the year that the Flotilla is required to pay the increased dues to the Division, District or National Auxiliary Board.

## **ARTICLE XI -- STANDARD OPERATING PROCEDURES**

- 11.1 Standard Operating Procedures may be developed and adopted by the vote of a majority of the Flotilla members to supplement, facilitate, or implement administrative procedures set forth in these Standing Rules. Any such procedures shall be subordinate to these Rules
- 11.2 If any such procedures are established, they shall be maintained by the Flotilla Secretary from year to year in an Appendix to these Rules.
- 11.3 Changes, additions and deletions to such procedures, from time to time, may be reviewed and approved, if at all, by the vote of a majority of the Flotilla members.

## **ARTICLE XII -- CONTRACTS**

- 12.1 Only the FC is authorized to sign Flotilla licenses, contracts or other agreements. All such documents must first be reviewed and approved by the DSO-LP for legal purposes, or in the case where the DSO-LP is not a Licensed Attorney, by an Attorney designated by the Department Chief Legal Affairs (DC-L)

## **ARTICLE XIII -- AMENDMENTS**

- 13.1 These Standing Rules are adopted upon two-thirds (2/3) vote of Flotilla members present, provided a quorum exists. No amendments are permitted except as provided in the Auxiliary manual.
- 13-2 Any Appendix to these Standing Rules may be amended at any regular or special meeting of the Flotilla, by an affirmative vote of two-thirds (2/3) of the members present and voting, provided a quorum is present.

These Standing Rules of the Flotilla \_\_\_\_\_ Division \_\_\_\_\_ 8<sup>th</sup> District Western Rivers Region, U.S. Coast Guard Auxiliary, were duly approved at a Flotilla meeting on \_\_\_\_\_ by a vote of more than two-thirds of the Flotilla members present and voting, a quorum being present.

\_\_\_\_\_  
Flotilla Commander - Date

\_\_\_\_\_  
Division Captain - Date

**DISTRICT REVIEW AND APPROVAL:**

\_\_\_\_\_  
District Legal Officer - Date

\_\_\_\_\_  
District Commodore - Date

\_\_\_\_\_  
Director of Auxiliary - Date