

Standing Rules of Flotilla 2-4
District 17
U.S. Coast Guard Auxiliary

Article I – Name:

- 1.1 **The name of this organization shall be "Whittier Flotilla 2-4, 17th District, United States Coast Guard Auxiliary," hereinafter referred to as the "Flotilla."**

Article II -- Limitations of Standing Rules:

- 2.1 Any provision in these Standing Rules which is in conflict with the current edition of the United States Coast Guard Auxiliary Manual. COMDTINST M16790.1 (series), and all amendments and additions thereto, hereinafter referred to as the "Manual", Commandant or District Instructions and Notices, the National Board Standing Rules, the District 17 Standing Rules and/or the Division Standing Rules shall be null and void.
- 2.2 These Standing Rules are supplementary to the policies and procedures established for the formation, operation, membership, election or appointment of officers and disestablishment of the Flotilla by the Manual or other appropriate Auxiliary requirements.
- 2.3 Nothing in these rules shall authorize the Flotilla to take any action inconsistent with or not authorized by the Manual or other policies of the Commandant of the United States Coast Guard.

Article III – Organization:

- 3.1 The composition and purpose of the Flotilla shall be as set forth in the Manual.
- 3.2 The duties of the elected and appointed staff officers shall be as designated in the Manual or in any District Instruction.

Article IV – Meetings:

- 4.1 The frequency, day, time and location of the regular meetings shall be established by a majority vote, provided a quorum is present, and shall remain fixed in such ensuing years until duly changed in the same manner.
- 4.2 Special meetings may be called by the Flotilla Commander by notifying members at least seven (7) days in advance of such meeting, specifying the time, date, location and purpose.

- 4.3 Unless otherwise provided in the Manual or in these Standing Rules, all business shall be conducted at meetings in accordance with Robert's Rules of Order, as last revised.

Article V – Voting:

- 5.1 Twenty-five percent (25%) of the eligible voting members of the Flotilla shall constitute a quorum for the transaction of business at any regular or special meeting of the Flotilla.
- 5.2 Unless a greater number than a majority for specific action is required by these Standing Rules or by the Manual, a majority of the votes actually cast by members present and voting can carry a motion, provided a quorum is present. Blank votes and abstentions do not count in the total for determining the number of votes cast. One of the voting members must be the Flotilla Commander or the Flotilla Vice Commander. If neither the Flotilla Commander nor the Flotilla Vice Commander is present, Flotilla business cannot be conducted.
- 5.3 Each eligible Flotilla member shall have one vote.
- 5.4 Proxy and absentee voting shall not normally be permitted, though absentee voting via approved telephonic or other electronic means of attendance may be allowed.
- 5.5 Voting on routine matters shall normally be by voice unless otherwise requested by a member or as provided in these Standing Rules or by the Manual.
- 5.6 A closed ballot may be requested by any member of the Flotilla and shall be honored without discussion. If a closed ballot is requested with individuals electronically present the vote shall be tabled to the next flotilla meeting.

Article VI -- Election of Officers:

- 6.1 The Flotilla shall hold an annual election of officers at the October meeting for the ensuing year. The election is held after the Division 2 Board elections.
- 6.2 The Flotilla Commander shall appoint an Election Committee at the regular meeting of the Flotilla in the month of September every year. The Election Committee shall select a nominee(s) for each elected Flotilla office for the ensuing year and shall determine that their selectees are eligible and willing to serve, if elected. The committee shall meet no later than October 1 and report its nominations to the Flotilla Commander by at the October meeting. The committee shall report its nominations at the next October Flotilla Meeting. The nominations of this committee may also be reported to the Flotilla members in any written notice sent to the members prior to elections. The Committee nominations shall not preclude other nominations from the floor at the meeting where the election is held. The Flotilla Commander shall encourage such additional nominations. Elections must be conducted at the October Flotilla meeting. Candidates so nominated from the floor must be physically present and eligible for the elective Flotilla Office and must answer in the affirmative the following two questions by/from the Presiding Officer:

- a. Do you accept this nomination?
- b. Will you serve if elected?

- 6.3 The Flotilla members may direct the Flotilla Commander to dispense with the appointment of an Election Committee in any specific year. This is possible by a motion duly enacted with an affirmative vote of two-thirds (2/3) of those present, with a quorum existing. In this event, the Flotilla Commander shall not appoint an Election Committee in that specific year, and all nominations to fill elective Flotilla offices for the ensuing year shall be made from the floor.
- 6.4 The election of officers shall be by written ballot unless only one member is nominated to either elective office. In this event, the Secretary may be directed by a voice vote to cast a unanimous ballot on behalf of the members for the office(s) with one only candidate.
- 6.5 To be elected, a candidate must receive a majority vote of the voting members in attendance. If there are more than two candidates for an office and after two successive votes, no candidate receives a sufficient number of votes for election; the candidate receiving the least number of votes shall be dropped from the succeeding ballot until only two candidates remain. In the event of three (3) successive tie votes, the moderator shall place all of the ballots cast on the third vote into a container, blindly select one ballot from the container, have the ballots minus the withdrawn ballot counted and announce the winner.
- 6.6 All notices of any election meeting must be given to the Division Commander at least (15) days prior to the election meeting.
- 6.7 Election of officers shall be so organized that if the Flotilla Commander is a candidate for office or is unavailable to so act, then the Division Commander or a member of the Division appointed by the Division Commander or the Immediate Past Flotilla Commander shall act as the Presiding Officer.
- 6.8 Upon the completion of the election, all ballots shall be destroyed by the moderator without revealing the count of any closed ballot.

Article VII -- Removal From Office:

- 7.1 Any elected flotilla officer may be recommended for removal from office to which elected by an affirmative vote of three-quarters (3/4) of the members present and

voting at a meeting in which a quorum is present. A full and fair hearing shall be first conducted with the accused and the accuser present, provided written notice of said meeting and charges is sent ten (10) days in advance to all those entitled to vote and to the Division Commander. Recommendation for removal may only be for the cause which brings discredit upon the Coast Guard or the Coast Guard Auxiliary and is addressed to the District Commander through the Division Commander, District Commodore and Director of the Auxiliary.

Article VIII – Finances:

- 8.1 The annual Flotilla dues shall be such sum of money as may be fixed by a majority vote at a regular or special meeting of the Flotilla, at which seven (7) days prior notice of the meeting and intent were given, and shall remain fixed at such sum in ensuing years until otherwise duly changed by the flotilla.
- 8.2 The annual dues, including Flotilla, Division, District and National, shall be levied on each member on a calendar-year basis and shall be payable no later than October 31st for the following calendar year. First year dues for new members shall be prorated as determined by the District policy and shall be submitted with the enrollment application. A notice of annual dues shall be sent to each member during the month of September
- 8.3 No member who is separated from the Auxiliary by reason of resignation, or otherwise, shall be entitled to refund of paid dues.
- 8.4 The Flotilla Finance Officer shall be the custodian of all Flotilla funds. With the consent of the Flotilla Commander, the Finance Officer shall establish an account with a federally insured banking institution in a location convenient to the Finance Officer.
- 8.5 All Flotilla funds, other than small cash sums in the process of collection, shall be deposited in this account that shall be known as "U.S. Coast Guard Auxiliary, Flotilla 2-4". All withdrawals there from shall be by check only.

8.6 The Flotilla Commander, or the Vice Flotilla Commander, when acting in the absence of the Flotilla Commander is authorized to approve payment of all routine obligations as set forth in a Flotilla budget approved by the Flotilla in connection with carrying out officially adopted policy of the Flotilla and payments within the limits of the budget. This includes, but is not limited to the following:

- Purchases and engraving of authorized awards
- Publishing costs of a newsletter and/or notices
- Purchase of public education and training materials
- Purchase of flags, pennants and Auxiliary uniform accessories
- Bills for all Flotilla functions
- Division, District and National Dues
- Any other expenditure authorized by the Flotilla budget.

8.7 The Flotilla Commander, or the Flotilla Vice Commander, if the Flotilla Commander is unavailable, may authorize emergency or non-budgeted expenditures not exceeding a total of \$200.00 in any one calendar month and direct the Finance Officer to pay for such. A full report of such emergency expenditures shall be made to the Flotilla at its next regular or special meeting.

8.8 The Flotilla may, upon motion duly made and carried by a quorum of its members at any scheduled meeting, set aside separate funds from the general funds to enable committee chairpersons of Flotilla functions to carry out the committee's responsibilities. The Flotilla Commander may authorize payment of bills from these funds. When the fund is depleted, no further bill may be authorized for payment without prior approval from the Flotilla.

8.9 All other obligations, regardless of amount, will be considered as special obligations. Authorization to incur special obligations and requests for the appropriation of Flotilla funds must be submitted to the Flotilla for approval by duly filed and considered motions, except as otherwise provided in this article.

8.10 All disbursements of Flotilla funds shall be by check, signed by the Finance Officer and/or the Flotilla Commander or the Vice Commander.

8.11 The Finance Officer shall render a financial report at each regular meeting of the Flotilla, which report shall include all receipts and expenditures since the last rendering of a financial report and the balance of funds remaining as of the day proceeding the day of the meeting. Any emergency expenditure authorized by the Flotilla Commander, included in the reported expenditures, shall be so designated in the report.

8.12 The chairperson of any duly appointed committee where Flotilla funds are involved will furnish the Flotilla Finance Officer with a monthly statement of the financial transactions of the committee. The chairperson will transfer to the Flotilla Finance Officer within thirty (30) days after the completion of the committee activities, the balance of all monies received with a completed committee financial statement.

- 8.13 The Flotilla may provide by a duly enacted motion that the Finance Officer post a bond in favor of the Flotilla in such amount as the Flotilla may determine. All costs for such a bond shall be paid by the Flotilla.
- 8.14 Upon the appointment of a succeeding Finance Officer, the retiring Finance Officer shall promptly deliver all Flotilla funds, books, and records to the new Finance Officer.
- 8.15 The funds, books and records of the Flotilla shall be examined by the Audit Committee yearly and upon the appointment of a new Finance Officer.
- 8.16 Flotilla general funds may be used only for the duly authorized purposes of the Coast Guard Auxiliary. They are permanently dedicated to the purpose of the Auxiliary and they may not inure to the benefit of or be distributed to individual members of the Auxiliary
- 8.17 Upon disestablishment of a Flotilla, all general funds, financial records and property of the flotilla must be turned over promptly to the division having jurisdiction over the disestablished flotilla.
- 8.18 The Finance Officer must submit annually a financial report on Form ANSC #7025, "Financial Report of an Auxiliary Unit", to the Director of Auxiliary via Division Commander, DSO-FN and District Commodore immediately after the close of the units' fiscal year.

Article IX – Contracts:

- 9.1 All licenses and agreements for the use of real property as well as contracts for the expenditure of Flotilla funds as may be authorized by a vote of the Flotilla, shall be approved by the District Staff Officer-Legal (DSO-LP) or an attorney designated from the National Legal Affairs staff, before signing and shall be signed by the Flotilla Commander or the Division Commander in the absence of the Flotilla Commander.

Article X – Committees:

- 10.1 Standing committees and special committees consisting of any number of members may be appointed by the Flotilla Commander. The Flotilla Commander shall designate the chairperson of each such committee appointed and outline the objectives to be accomplished unless such are otherwise prescribed. Individuals may be appointed as one-person committees.
- 10.2 The Flotilla Commander shall appoint an Audit Committee at or before the regular meeting of the Flotilla in the month of November of each year. This committee shall

examine and audit the financial books and records of the Flotilla Finance Officer and Materials Officer for the preceding year and shall report their findings at the next regular meeting of the Flotilla.

- 10.3 The Flotilla Commander shall appoint a Budget Committee at or before the regular meeting of the Flotilla in the month of January of each year. This committee shall prepare a budget with the assistance of the Flotilla Finance Officer and Flotilla Materials Officer and submit said budget to the Flotilla for approval within 2 months of the New Year.
- 10.4 The Flotilla Commander is empowered to appoint the Awards Committee to review and make recommendations to the Flotilla for the recognition of individuals and groups for special recognition by the Flotilla, Division, District or the United States Coast Guard.
- 10.5 The Flotilla Commander is empowered to appoint a Past Commander Committee composed of all past Flotilla Commanders who are currently active. The chairperson shall be the Immediate Past Flotilla Commander, if active and available. If unavailable or unwilling to serve, the Flotilla Commander shall appoint any other Past Flotilla Commander as chairperson.

The primary duty of this committee shall be to consider all Auxiliary matters that are referred to it by the Flotilla Commander and all matters that are of interest to the Flotilla. The committee shall make written recommendations concerning such matters directly to the Flotilla Commander.

- 10.6 The Flotilla Commander shall be an ex-officio member of all committees.

Article XI -- Procedure for Relief of Officers:

- 11.1 It will be the duty of each elected and appointed officer, at the end of the term of office, to deliver to the successor, all current materials, supplies and records pertaining to the office. The officer being relieved shall assist in effecting an orderly transfer of the administrative function of the office, including but not limited to the briefing of the successor on the procedures to be followed and the forms to be completed and submitted.

Article X11 – Amendments:

12.1 These Standing Rule's may be amended at any regular or special meeting of the Flotilla, at which fourteen (14) days prior notice of the meeting and proposed amendment were given, by an affirmative vote of two-thirds (2/3) of the voting members, provided a quorum is present.

12.2 Amendments shall become effective upon approval of the District Commodore unless the amendment provides for a later date, in which event the amendment shall become effective upon the date provided or upon the approval of the District Commodore, whichever shall later occur.

Article XIII – Approval:

These Standing Rules were adopted on the 12th day of January 2011, by a majority vote of the Flotilla members and become effective upon approval by the District Commodore.

Submitted: _____
Date

Mark Parmelee, FC 2-4

Attest: _____
Date

Stewart Sterling III, VFC 2-4

Approved: _____
Date

Jim Chase, DCDR-2

Approved: _____
Date

Christine Fern, LCDR DIRAUX

Approved: _____
Date

Jennifer Messick, DSO-LP

Approved: JUNE 1, 2011
Date

Roy Stoddard, DCO