

SAMPLE FLOTILLA STANDING RULES

Sections indicated by (*) may not be changed and must be included in any proposed standing rules as they represent present Coast Guard and Coast Guard Auxiliary policies. Other sections may be altered, expanded or changed to meet local requirements.

STANDING RULES OF FLOTILLA _____ U.S. COAST GUARD AUXILIARY

ARTICLE I - NAME

* 1.1 The name of this organization shall be CHARTER NAME (if any).
FLOTILLA _____, _____ DISTRICT, _____ REGION, U.S. 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 U.S. Coast Guard Auxiliary Manual, COMDTINST M16790.1 (Series), and all amendments and additions thereto, hereinafter referred to as the "MANUAL", Commandant Instructions and Notices, the National Board Standing Rules, the District 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 U.S. 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 and 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 as such in ensuing years until duly changed in the same manner.
- * 4.2 Special meetings may be called by the Flotilla Commander by notifying all members at least seven (7) days in advance of such meeting, specifying the date, time, location, and purpose.
- * 4.3 Unless otherwise provided in the Manual or 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 ____*____percent (____%) 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. *(The flotilla decides the percentage) (AUXMAN Ch. 4.B.8.)
- * 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 voting members in attendance can carry a motion, provided a quorum is present. One of the voting members must be the Flotilla Commander or Flotilla Vice Commander. If neither Flotilla Commander or the Flotilla Vice Commander is present. Flotilla business cannot be conducted.
- * 5.3 Each eligible member of the Flotilla shall have one vote.
- * 5.4 Proxy and absentee voting shall not be permitted.
- * 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 the request shall be honored without discussion.

ARTICLE VI - ELECTION OF OFFICERS

- * 6.1 The Flotilla shall hold an annual election of officers for the ensuing year, usually at the November meeting but prior to 15 December and after the Division elections.
- * 6.2 The Flotilla Commander shall appoint a Nominating Committee at the regular meeting in the month of_____ of each year. This Nominating committee shall select a nominee for each elective Flotilla office to be filled for the next year, and determine if their selectees are willing to serve.

* 6.3 The Flotilla members may direct the Flotilla Commander to dispense with the appointment of a Nominating Committee in any year. This is possible by a motion duly enacted with an affirmative vote by two-thirds (2/3) of those present, with a quorum present. In this event, the Flotilla Commander shall not appoint a Nominating Committee in that year and all nominations to fill elective Flotilla offices for the next 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 each elective office, in which event the Secretary may be directed by a voice vote to cast a single ballot on behalf of the members.

* 6.5 To be elected, a candidate must receive a majority vote of the members in attendance. If there are more than two candidates for an office and after two votes, no candidate receives enough votes for election; the candidate receiving the least number of votes shall be dropped from the next ballot until only two candidates remain. In the event of three (3) successive tie votes, the moderator shall place all the ballots cast on the third vote into a container, blindly select one ballot from the container, have the ballots minus the withdrawn vote re-counted, and announce the winner.

* 6.6 All notices of any election meeting must be given to the Division Captain at least fifteen (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 unable to act as moderator, a member of the Division Bridge or the Immediate Past Flotilla Commander shall act as moderator.

* 6.8 Upon 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 the office to which elected by an affirmative vote of three-quarters (3/4) of the members. A full and fair hearing shall be conducted with the accused and the accuser present, provided written notice of said meeting and the charges is sent ten (10) days in advance to all those entitled to vote and the Division Captain. Recommendation for removal may only be for cause which brings discredit upon the Coast Guard or the Coast Guard Auxiliary and is addressed to the Coast Guard District Commander through the Division Captain, District Commodore and Director of Auxiliary.

ARTICLE VIII - FINANCES

*8.1 The annual Flotilla dues shall be the sum of money fixed by a majority vote at a regular or special meeting of the Flotilla, at which 7 days prior written 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 during the month of _____ for the following calendar year. First year dues for new members shall be prorated as determined by District policy and shall be submitted with the enrollment application.

*8.3 No member who is separated from the Auxiliary by reason of resignation, or otherwise, shall be entitled to a refund of dues paid.

*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 which shall be known as "U.S. Coast Guard Auxiliary, Flotilla _____". All withdrawals 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 the approved flotilla budget. Routine obligations include those incurred by the Flotilla in conjunction with carrying out officially adopted policy of the Flotilla and payments within the limits of the budget. This includes, but is not limited to:

- Purchases and engraving of authorized awards
- Publishing costs of newsletter, and notices
- Purchase of public education and training materials
- Purchase of flags, pennants and Auxiliary uniform accessories
- Bills for Flotilla functions
- Division, District and National Dues
- Other expenditures authorized in the Flotilla Budget

* 8.7 The Flotilla Commander or in his absence, the Flotilla Vice Commander, may authorize emergency expenditures not exceeding a total of _____ dollars in any one calendar month and direct the Finance Officer to pay them. A full report of such emergency expenditures shall be made to the Flotilla at its next meeting.

* 8.8 The Flotilla may, upon motion duly made and carried, set aside separate funds from the general funds to enable committee chairpersons of Flotilla functions to carry out their committee functions. 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 of the Flotilla.

* 8.9 All other obligation, 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 by this article.

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

* 8.11 The Finance Officer will make a financial report at each regular meeting of the Flotilla . The report will include all receipts and expenditures since the last financial report and the balance of funds remaining as of the day preceding the day of the meeting. Any emergency expenditures 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 which spends flotilla funds will furnish the Flotilla Finance Office a monthly statement of the financial transactions of the committee. The chairperson will provide the Flotilla Finance Officer, within (30) days of completion of the committees activity, with the remaining funds and a complete financial report.

* 8.13 The flotilla members may vote to have the Finance Officer bonded in favor of the Flotilla. The amount is to be determined by the Flotilla and the cost of the bond paid for by the Flotilla.

*8.14 When a new Finance Office is appointed 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 on change of Finance Officers.

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 only by the Flotilla Commander or the Division Captain 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. He shall designate the

chairperson of the committees and outline the objectives to be accomplished. If desired, individuals may be appointed as a committee-of-one.

* 10.2 The Flotilla Commander shall appoint an Audit Committee before the regular meeting of the Flotilla in the month of _____ each year. The committee shall examine and audit the books and records of the Flotilla Finance Officer and Material 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 in the month of January of each year. This committee shall prepare a budget with the assistance of the Flotilla Financial and Materials Officers and submit the to the Flotilla within 2 months.

* 10.4 The Flotilla Commander may appoint an 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 U.S. Coast Guard.

* 10.5 The Flotilla Commander may appoint a Past Commanders Committee composed of active Past Flotilla Commanders and Vice Commanders. The chairperson shall be the Immediate Past Flotilla Commander. If the IPFC is unable to serve, the Flotilla Commander will appoint another Past Flotilla Commander as Chairperson. The primary purpose of the committee is to consider all matters referred to it by the Flotilla Commander and other matters that are of interest to the Flotilla. The committee's recommendations will be made in writing 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 office. The officer being relieved shall assist in effecting an orderly transfer of the the administrative function of the office, including but not leading to the briefing of the successor on the procedures to be followed and the forms to be completed and submitted.

ARTICLE XII – AMENDMENTS

* 12.1 These Standing Rules may be amended at any flotilla meeting, at which fourteen (14) days prior written notice of the meeting and proposed amendment are 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 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 ____day of____, _____(year) by a majority vote of the Flotilla members and become effective upon approval by the District Commodore.

		_____	Flotilla Commander
Attest:			

			Secretary
Approved:	_____	_____	_____
	Date		Division Captain
Approved:	_____	_____	_____
	Date		District Staff Officer-Legal
Approved:	_____	_____	_____
	Date		District Commodore
