

**STANDING RULES**  
**Of**  
**DIVISION \_\_\_\_\_ DISTRICT \_\_\_\_\_**

**UNITED STATES COAST GUARD AUXILIARY**

**ARTICLE I NAME**

- 1.1 The name of this organization shall be Division \_\_\_\_\_, District \_\_\_\_\_ (Region \_\_\_\_\_), United States Coast Guard Auxiliary, hereinafter referred to as the "Division".

**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 Commander Instructions and Notices, and the District 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 and appointment of officers and disestablishment of the Division by the Manual or other appropriate Auxiliary requirements.
- 2.3 Nothing in these rules shall authorize the Division 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 Division and the Division Board shall be as set forth in the Manual and any District Instruction.
- 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 meeting shall be in accord with the Manual as established by a majority vote of the Division Board, provided a quorum is

present, and shall remain fixed as such in ensuing years until duly changed by a majority vote of the Division Board. Meetings may be a combined Board and Staff or the Board and Staff may each meet separately at the discretion of the Division Commander. To conduct business, the Division Commander, Vice Division Commander, or Immediate Past Division Commander must be present.

- 4.2 Additional meetings may be called by the Division Commander, District Commodore, or Director by notifying all members at least seven (7) days in advance of such a 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 A majority of the Division Board members shall constitute a quorum for the transaction of business at any regular or special meeting of the Division.
- 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 or abstentions do not count in the total for determining the number of votes cast. One of the voting members must be the Division Commander or Vice Division Commander.
- 5.3 Each member of the Division Board shall have one vote.
- 5.4 Proxy and absentee voting shall not be permitted, except as outlined in Chapter 4, Section A.9.b of the Manual.
- 5.5 Voting on routine matters shall normally be by voice unless otherwise requested by any member of the Division Board or as provided in these Standing Rules or by the Manual.
- 5.6 A written ballot may be requested by any voting member of the Division Board and the request shall be honored without discussion. No second is required when a Division Board member requests a written ballot.
- 5.7 In the absence of a Flotilla Commander from a Division Board meeting, the Vice Flotilla Commander may vote and act for the Flotilla. In the absence of the Flotilla

Commander and Vice Flotilla Commander, the Immediate Past Flotilla Commander may vote and act for the flotilla. If the Flotilla Commander, Vice Flotilla Commander and Immediate Past Flotilla Commander are unable to attend, any other member of the Flotilla Staff designated by the Flotilla Commander in writing may represent the Flotilla, but not vote on matters coming before the Division Board. This designation must be made known to the Division Board at the beginning of such meeting and shall be recorded in the formal record or minutes of the meeting.

- 5.8 In instances where physical attendance of the Division Board members at a meeting is impractical, the Division Board may transact routine business by mail or electronically in accord with the provisions of Chapter 4, Section E.2.b. of the Manual.

## **ARTICLE VI ELECTION OF OFFICERS**

- 6.1 The Division shall hold an annual election of officers for the ensuing year, usually at the October or fall meeting, but prior to the 20th of November and after the District Elections.
- 6.2 Members wishing to be candidates for Division Elected Office shall submit a "Letter of Intent" to seek election to that office to the Division Commander at least sixty (60) days prior to the scheduled election.
- 6.3 The Division Commander shall appoint a Screening Committee at the regular meeting of the Division in the month of June of each year. The Screening Committee shall consist of persons who agree that they are not candidates for the Division office for which the election is held. The Screening Committee shall verify the eligibility of those candidates having submitted a Letter of Intent to be elected to the particular office. The Screening Committee shall report its findings to the Division Commander and to all members who have submitted letters of intent at least forty five (45) days prior to the scheduled elections and shall state specifically, with reference to the relevant provisions of the Manual, the reason(s) why any member submitting a letter of intent has been deemed ineligible to hold the intended office.
- 6.4 Upon receiving the Screening Committee's report, the Division Commander shall notify the voting members of the Board within fifteen (15) days thereafter of the results of that report.
- 6.5 Candidates for Division Elected Office who have submitted a Letter of Intent, and have been vetted as eligible by the Screening Committee, need not be present at the election to be elected.

- 6.6 Election of Division officers shall be so organized that if the Division Commander is a candidate for office or is unavailable to so act, then a member of the District Board or the Immediate Past Division Commander shall act as the Presiding Officer.
- 6.7 Prior to opening balloting for election of each Division office, nominations from the floor shall be requested by the Presiding Officer and must be made by an eligible member of the Division Board. The member making the nomination is responsible to ensure the nominee is eligible to be elected. No second shall be required for a nomination from the floor. No self nomination is allowed from the floor.
- 6.8 Any candidate so nominated from the floor must be present and must answer in the affirmative the following two questions asked by the Presiding Officer;
- Do you accept this nomination?
  - Will you serve if elected?
- 6.9 Division elections shall be by secret written ballot, even if there is only one candidate for a Division office, and shall be conducted in accordance with the Manual. The election results shall be verified by a member of the District Executive Committee (EXCOM), or someone designated by the District Commodore.
- 6.10 To be elected, a candidate must receive a majority vote of the voting Board members in attendance provided a quorum is present. There shall be no cumulative voting.
- 6.11 If there is more than one nominee for any Division 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 a candidate running for the particular Division office(s) for which the election is being held. Written secret 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 by writing the order of finish of the balloting on the outside of the envelope. If a candidate received a majority of the votes for an office, the Presiding Officer will announce the results of the election.
- 6.12 If a majority of eligible Board members vote for a candidate, that majority vote is sufficient to elect the candidate to the office provided a quorum was present. If more than two candidates are nominated for any Division office, and no candidate receives a majority of the votes on the first ballot:

- 6.12.1 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.
- 6.12.2 If there is a tie vote for low votes received on any ballot, the next ballot for that office will be a runoff between the candidates tied for low vote on the preceding ballot. The candidate receiving the highest number of votes on the runoff between the two tied for the low vote will be included in the next succeeding ballot along with all of the candidates who received a higher number of votes on the ballot preceding the tie for low ballot.
- 6.12.3 In the event of three successive tie votes for any Division office, the Presiding Officer shall, in open session, place all of the ballots cast on the third tie vote into a container and blindly select one ballot from the container. The teller committee then shall tally the remaining ballots and present the ballots to the Presiding Officer in a sealed envelope after certifying the result of the balloting on the outside of the envelope. The Presiding Officer shall announce the result of that ballot, and, if it is the last ballot between two candidates for any Division office, shall announce the final election result.
- 6.13 All notices of any election meeting shall be given to the District Commodore at least fifteen (15) days prior to the election meeting.
- 6.14 There will be no announcement of the number of votes received by any candidate received on any ballot. At the conclusion of any election for an office, all ballots shall be held in their sealed envelope 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 for that office shall so notify the Presiding Officer in writing within such twenty-four (24) hours and such candidate shall then be afforded an opportunity, within a reasonable time thereafter, to examine the ballots for that office in a meeting with the head teller, the Presiding Officer of the election and District Staff Officer-Legal. If no request for examination is made within such twenty-four (24) hour period, the head teller shall immediately destroy the ballots and all envelopes in which any ballots were sealed. If a request for examination is made in a timely manner, the head teller shall deliver the ballots and envelopes to the Director immediately after the unsuccessful candidate has examined the ballots and the Director shall examine the ballots, certify the results of the election and thereafter destroy the ballots and the envelopes.

## **ARTICLE VII REMOVAL FROM OFFICE**

- 7.1 Any elected Division Officer can be removed from office as specified in the Manual.

## **ARTICLE VIII FINANCES**

- 8.1 The annual Division dues shall be such sum of money as may be fixed by a majority vote of the Division Board at a regular or special meeting of the Division Board, at which seven (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 Division Board. However, any such change in the amount of dues shall be made by the month of October of the year preceding the effective date of such change.
- 8.2 The annual dues, including 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.
- 8.3 No member who is separated from the Auxiliary by reason of resignation or otherwise, shall be entitled to refund of dues paid prior to their separation with the exception of a member who was in AP status and did not receive a favorable determination.
- 8.4 The Division Finance Officer shall be the custodian of all Division funds. With the consent of the Division Commander, the Finance Officer shall establish an account with a federally insured banking institution or federal credit union in a location convenient to the Finance Officer.
- 8.5 All Division funds, other than small cash sums in the process of collection, shall be deposited in a federally insured banking institution or federal credit union in an account which shall be known as "U.S. Coast Guard Auxiliary, Division \_\_\_\_\_", or "USCGAUX, Division \_\_\_\_\_." All withdrawals therefrom shall be by check only.
- 8.6 The Division Commander or the Vice Division Commander, when acting in the absence of the Division Commander, is authorized to approve payment of all routine obligations as set forth in a budget approved by the Division Board. Routine obligations include those incurred by the Division in connection with carrying out officially adopted policy of the Division and payments within the limits of the budget. This includes, but is not limited to, the following:
- Purchase and engraving of authorized awards;
  - Publishing costs of Division newsletter and/or notices;

- Purchase of public education and training materials;
  - Bills for Division functions; District and National dues;
  - An annual expense fund provided to reimburse the Division Commander and Vice Commander for expenses incurred in the course of Division business;
  - Any other expenditure authorized by the Division Board.
- 8.7 The Division Commander or if the Division Commander is unavailable, the Vice Division Commander, may authorize emergency expenditures not exceeding a total of \$\_\_\_\_\_ in any one calendar month and direct the Finance Officer to pay for such. A full report of such emergency expenditures is to be made to the Division Board at its next meeting.
- 8.8 All other obligations, regardless of amount, will be considered as special obligations. Requests for the appropriation of Division funds must be submitted to the Division Board for approval by duly filed and considered motions, except as otherwise provided in these rules.
- 8.9 The Division Board may, upon motion duly made and carried, set aside funds from the general Division funds to enable committee chairpersons of Division functions to carry out the committee's responsibilities. The Division Commander may authorize payment of bills from these funds. When the fund is depleted, no further bills may be authorized for payment without prior approval of the Division Board.
- 8.10 All disbursements of Division funds shall be by check signed by one (1) of the following three (3) Division Officers: Division Commander, Vice Division Commander, or the Division Finance Officer; however the Division in its appendix to these standing rules may require that checks be signed by two (2) of the above named Division Officers.
- 8.11 The Finance Officer shall render a financial report at each regular meeting of the Division. The financial report shall include all receipts and expenditures since the last rendering of a financial report and the balance in funds remaining as of the day preceding the day of the meeting. Any emergency expenditure authorized by the Division Commander, included in the reported expenditures, shall be so designated in the report.
- 8.12 The chairperson of any duly appointed committee where Division funds are involved will furnish the Division Finance Officer with a monthly statement of financial transactions of the committee. The chairperson will transfer to the Division Finance Officer within thirty (30) days after the completion of the committee's activities, the balance of all monies received along with a completed committee financial

statement.

- 8.13 The Division may provide by a duly enacted motion that the Finance Officer post a bond in favor of the Division in such amount as the Division may determine. All costs for such bond shall be paid by the Division.
- 8.14 Upon the appointment of a succeeding Finance Officer, the retiring Finance Officer shall promptly deliver all Division funds, books, and records to the new Finance Officer. Upon appointment of a succeeding Finance Officer and whenever a new Division Commander or Vice Division Commander is elected, a new signature card reflecting the change will be delivered to the banking institution or federal credit union where the Division funds are held.
- 8.15 The funds, books, and records of the Division shall be examined by the Audit Committee selected by the Division Commander yearly and upon the appointment of a new Division Commander or Finance Officer.
- 8.16 Division general funds may be used in accord with the Manual only for duly authorized purposes of the Coast Guard Auxiliary. They are permanently dedicated to the purposes 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 the Division, all general funds, financial records and property of the Division must be turned over promptly to the District Auxiliary.
- 8.18 The Division must submit annually a financial report on Form ANSC 7025 "Financial Report of an Auxiliary Unit" to the Director of Auxiliary with a copy to the District Commodore immediately, but not later than February 1<sup>st</sup>, after the close of the calendar year and when there is a new Division Commander elected or new Division Financial Officer appointed.

## **ARTICLE IX CONTRACTS**

- 9.1 All licenses and agreements for the use of real property as well as contracts for the expenditure of Division funds as may be authorized by a vote of the Division Board, shall be approved by the District Staff Officer-Legal before signing and shall be signed by the Division Commander or the District Commodore in the absence of the Division Commander. Copies of all contracts will be provided to and maintained by the District Staff Officer-Legal after being signed by the parties thereto.



## **ARTICLE X COMMITTEES**

- 10.1 Standing committees and special committees consisting of any number of members may be appointed by the Division Commander. The Division 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 if desired.
- 10.2 The Division Commander shall appoint an Audit Committee at or before the regular meeting of the Division Board in the month of October which committee shall examine and audit the financial books and records of the Division Financial Officer and Materials Officer within one (1) month of the new year and shall report its findings at the next regular meeting of the Division.
- 10.3 The Division Commander shall appoint a Budget committee at or before the regular meeting of the Division Board in the month of January of each year. This committee shall prepare a budget with the assistance of the Division Finance Officer and the Division Materials Officer and submit said budget to the Division Board for approval within the first three (3) months of the new year.
- 10.4 The Division Commander is empowered to appoint an Awards Committee to review and make recommendations to the Division Board for the recognition of individuals and groups for special recognition by the Division, District or the United States Coast Guard.
- 10.5 The Division Commander is empowered to appoint a Past Commanders Committee composed of all Past Division Commanders and Past Vice Division Commanders who are currently active. The chairperson shall be the Immediate Past Division Commander. If the Immediate Past Division Commander is unable or unwilling to serve, the Division Commander shall appoint any Past Division Commander as the chairperson. The primary duty of this committee shall be to consider all Auxiliary matters that are referred to it by the Division Commander and all matters that are of interest to the Division. The committee shall make written recommendations concerning such matters directly to the Division Commander.
- 10.6 The Division Commander shall be an ex-officio member of all committees.

## **ARTICLE XI PROCEDURES 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 effectuating 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 XII AMENDMENTS**


12.1 These Standing Rules may not be amended except to conform verbatim to changes Directed by the Commandant of the United States Coast Guard or the National Board, provided however, optional and elective provisions may be amended in conformity with the Manual.

**ARTICLE XIII APPENDICES**

13.1 Appendices to these Standing Rules may be adopted by two-thirds (2/3) majority vote of the Division Board and are effective upon signature of the Division Commander. The appendices should include matters local in nature including, but not limited to, dates, times and location of meetings, amounts and due dates for collection of membership dues, information regarding local awards, number, title and composition of committees not otherwise provided and similar items.

**ARTICLE XIV APPROVAL**

These Standing Rules were adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by a two-thirds (2/3) vote of the Division Board and become effective upon approval as set forth in Chapter 4, Section H of the Manual.

Signed:  Date \_\_\_\_\_  
Division Commander

Approved: \_\_\_\_\_ Date \_\_\_\_\_  
District Staff Officer-Legal

Approved: \_\_\_\_\_ Date \_\_\_\_\_  
District Commodore

Approved: \_\_\_\_\_ Date \_\_\_\_\_  
Director of Auxiliary