

# **Standing Rules of Flotilla 53 U.S. Coast Guard Auxiliary**

## **ARTICLE I - NAME**

- 1.1 The name of this organization shall be FLOTILLA 5-3, 11<sup>TH</sup> DISTRICT, Northern Region, 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 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 Instructions.

## **ARTICLE IV - MEETINGS**

- 4.1 The day, time and location of the regular monthly meetings shall be established by a majority vote and shall remain fixed as such in ensuing years until duly changed by a majority vote.
- 4.2 Special meetings may be called by the Flotilla Commander by notifying all members at least **7** days in advance of such meeting; specifying the date, time, location and purpose of the meeting.
- 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 33% or 1/3rd of the eligible 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 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 is present, Flotilla business cannot be conducted.
- 5.3 Each eligible member of the FLOTILLA, if present, 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 of the *FLOTILLA* in the month of **September** of each year. This nominating committee shall select a nominee for each elective *FLOTILLA* office to be filled for the ensuing year, and determine that their selectees are willing to serve if elected. The committee shall meet no later than October and report its nominations at the regular *FLOTILLA* meeting in the following month. The nominations of this committee may also be reported to the flotilla members in any written notice sent to the members prior to the regular meeting in November. 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.
- 6.3 The flotilla members may direct the Flotilla Commander to dispense with the appointment of a nominating committee in the specific year. This is possible by a motion duly enacted with an affirmative vote of two-thirds (2/3rds) of those present, with a quorum existing. In this event, the Flotilla Commander shall not appoint a nominating 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 each elective office, in which event the Secretary may be directed by a voice vote to cast a ballot in behalf of the members.
- 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 no candidate receives a sufficient number of votes for election, the candidate receiving the least number of votes shall be dropped from the next succeeding ballots until only two candidates remain.
- 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 such sum of money as may be 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*. However, any such change in the amount of dues shall be made no later than by the month of September of the year preceding the effective date of such change.
- 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 September 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 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 The Flotilla funds, other than small cash sums in the process of collection, shall be deposited in this account which shall be known as "*FLOTILLA 53, U.S. COAST GUARD AUXILIARY*". All withdrawals shall be by check only.
- 8.6 The Finance Officer, at the direction of the Flotilla Commander, shall pay from the *FLOTILLA* funds all dues payable by the *FLOTILLA* to the division, the district, and the National Board and costs of the Auxiliary public education course materials.
- 8.7 The Flotilla Commander may authorize emergency expenditures not exceeding a total of 200 dollars in any one calendar month and direct the Finance Officer to pay for such provided a full report of such emergency expenditures is made to the flotilla at its next regular or special meeting.
- 8.8 No other expenditures shall be made by the Finance Officer except in accord with a duly enacted motion of the flotilla, except as otherwise provided in this article.
- 8.9 All disbursements of the *FLOTILLA* funds shall be by check, signed by the Finance Officer or Flotilla Commander.
- 8.10 The Finance Officer shall render a financial report at each regular meeting of the *FLOTILLA*. This 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 Flotilla Commander included in the report shall be so designated in the report.
- 8.11 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 bond shall be paid by the *FLOTILLA*.
- 8.12 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.
- 8.13 The Audit Committee yearly upon the appointment of a new Finance Officer shall examine the funds, books and records of the flotilla.

## **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 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 The Flotilla Commander may appoint standing committees and special committees consisting of any number of members. 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 if desired.
- 10.2 The Flotilla Commander shall appoint an audit committee at, or before the regular meeting of the *FLOTILLA* in the month of October each year. This audit committee shall examine and audit the funds, books, records and property of the *FLOTILLA* and shall report their findings at the next regular meeting of the *FLOTILLA*.
- 10.3 The Flotilla Commander shall be an ex-officio member of all committees.

## **ARTICLE XI – PRODEDURE 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 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 regular or special meeting of the *FLOTILLA*, at which fourteen (14) days prior written notice of the meeting and proposed amendment were given, by an affirmative vote of two-thirds 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 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 \_\_\_ day of \_\_\_\_\_, 20\_\_\_ by a

majority vote of the Flotilla members and become effective upon the approval by the Director of Auxiliary.

\_\_\_\_\_  
Date

\_\_\_\_\_  
//SIGNED//  
DOUGLAS J. BURKE, Auxiliarist, USCGA  
Flotilla Commander, Flotilla 5-3

Attest:

\_\_\_\_\_  
Date

\_\_\_\_\_  
//SIGNED//  
NEDLA POWERS, Auxiliarist, USCGA  
Secretary, Flotilla 5-3

Approved:

\_\_\_\_\_  
Date

\_\_\_\_\_  
//SIGNED//  
PHIL SANCHEZ, Auxiliarist, USCGA  
Division Caption, Division 5

Approved:

\_\_\_\_\_  
Date

\_\_\_\_\_  
//SIGNED//  
District Staff Officer-Legal

Approved:

\_\_\_\_\_  
Date

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//SIGNED//  
District Commodore