



**United States Coast Guard**  
U.S. Department of Homeland Security

07 MAY 2020  
FM: CHDIRAUX  
TO: ALAUX  
ALAUX 013/20

Subj: NATIONAL BOARD TELEPHONIC / ELECTRONIC VOTING

1. In order to authorize and facilitate the conduct of electronic voting by the Auxiliary National Board, as well as clarify expectations regarding the conduct of business at flotilla, division, and district organizational levels, the following respective sections of the Auxiliary Manual, Commandant Instruction M16790.1 (series), are changed as indicated (changed/added texts are underlined):

**4.E.1. Administrative Boards:** The division, district, and national levels each have administrative boards. A majority of the members of any board must be present to transact business. Board meetings are normally open and all Auxiliarists are welcome and invited to attend national or their district, division, and flotilla meetings. In rare situations, a closed meeting may be needed. This action will be taken only when authorized by a Director or the Chief Director for National Board meetings. The senior elected leader of a unit that has scheduled a board meeting by telephone or by other electronic means shall provide the unit's members with the information needed to attend the meeting electronically. Limitations should be expected on the number and degree to which all Auxiliarists may attend and observe meetings when held telephonically or by other electronic means.

**4.E.2.b. Meetings, Business, and Elections (Divisions):** Division Board meetings shall be held in accordance with division standing rules. The Division Board should meet at regular intervals determined locally to be most responsive to Auxiliarists' needs. The Director, DCO, or DCDR may call additional meetings. The DCDR will prepare and publish, in advance, an agenda for each Division Board meeting. Meetings shall normally be open to all Auxiliarists to attend and observe. To conduct business, the DCDR, VCDR, or IPDCDR must be present either in person, by telephone, or by other electronic means. When special circumstances warrant, meetings and associated business, including votes, of the Division Board may be held by mail, telephone, or other electronic means. Regular elections shall not be held by mail, telephone, or electronic means unless an in-person meeting is impractical due to special circumstances and the Director specifically authorizes such means for the elections.

**4.E.3.b. Meetings, Business, and Elections (Districts):** District Board meetings shall be held in accordance with district standing rules. The District Board should meet at regular intervals determined regionally to be most responsive to Auxiliarists' needs. The

District Commander, Director, or DCO may call additional meetings. The DCO shall prepare and publish, in advance, an agenda for each District Board meeting. Meetings shall normally be open to all Auxiliarists to attend and observe. To conduct business, the DCO, DCOS, or IPDCO must be present either in person, by telephone, or by other electronic means. When special circumstances warrant, meetings and associated business, including votes, of the District Board may be held by mail, telephone, or other electronic means. Regular elections shall not be held by mail, telephone, or electronic means unless an in-person meeting is impractical due to special circumstances and the Director specifically authorizes such means for the elections.

**4.E.5.b. Meetings, Business, and Elections (National):** The National Board shall meet in person at least twice each year, normally in January and August. Such meetings may be held by telephone or other electronic means when special circumstances warrant as authorized by the Chief Director. Subject to the Chief Director's concurrence, the NACO is responsible for selecting meeting times and locations. Additional meetings of the National Board may be held by telephone or other electronic means. The definitions at Section E.9.a. of this Chapter shall apply to all meetings held by telephone or other electronic means. The NACO shall prepare and publish, in advance, an agenda for each National Board meeting. Meetings shall normally be open to all Auxiliarists to attend and observe. To conduct business, the NACO, VNACO, or NIPCO must be present in person, telephonically, or by other electronic means. Voting on matters requiring action of the National Board may be conducted by telephone or other electronic means when National Board meetings are not conducted in person. Regular elections shall not be held by mail, telephone, or other electronic means unless an in-person meeting is impractical due to special circumstances and the Chief Director specifically authorizes such means for the election.

**4.E.9. Unit Telephonic/Electronic Meetings:** The District Board may authorize flotilla detachments, flotillas, divisions, districts, and any committees appointed by them to conduct their meetings using telephonic/electronic means. Subsequent to District Board authorization, the Auxiliary unit leader (i.e., FC, DCDR, DCO) may authorize individual Auxiliarists who belong to his/her unit or associated committees to attend and participate in their meetings using telephonic/electronic means (e.g., members who live too far away to reasonably travel to their unit meeting or cases in which the cost of travel is prohibitive). The DCO and DCDR may similarly authorize unit leaders immediately below them in their chain of leadership. Regular flotilla elections shall not be held by mail, telephone, or electronic means unless an in person meeting is impractical due to special circumstances and the Director specifically authorizes such means for the elections.

2. This change is effective immediately and shall be memorialized in the next change to the Auxiliary Manual.
  3. Internet release is authorized.
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**\*\*\*For many reasons including the value of keeping communication lines clear and open as well as facilitating access to training and educational tools, all Auxiliarists are urged to have their own email address and to keep it updated in AUXDATA.\*\*\***

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\*All ALAUX's are posted on the Chief Director of Auxiliary web site located at: [CHDIRAUX ALAUX](#)

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If you have a question regarding this ALAUX, please seek resolution within your Chain of Leadership and Management (COLM) including up to your servicing District Director of Auxiliary (DIRAUX). If your question still cannot be resolved after that, then please email [CGAUX@uscg.mil](mailto:CGAUX@uscg.mil).