

APPENDIXES of Flotilla 67 Standing Rules

APPENDIX A: FLOTILLA FUNCTIONS

MEETINGS: The regular meetings of Flotilla 67 will be held on the third (3rd) Thursday of each month beginning at 1915 (7:15PM) at Sentara Williamsburg Hospital, Conference Center, Williamsburg, VA 23188.

QUORUM AT MEETINGS: The standard quorum as specified by the standing rules is 25%.

SCREENING COMMITTEE: In addition to the duties established by the standing rules, the SCREENING COMMITTEE shall also be responsible to encourage qualified members to apply to be nominated for FC and VFC.

APPENDIX B: FINANCES

The dues for Flotilla 67 members are set at fifty dollars (\$50) per member per year. Dues are due in August of each year. An invoice will be sent by the FSO-FN to all members by 1 August of each year notifying that the dues are payable.

New Members

Quarter	Current Year	Next Year	Total Due with Application*
1st	\$40	Billed in Aug	\$40
2nd	\$30	Billed in Aug	\$30
3rd	\$20	\$50	\$70
4th	\$0	\$50	\$50

*These amounts are due with the completed application.

Note: New members who join in first or second quarter, still need to pay \$50 in August for the following year.

Third quarter new members pay next year's dues with the application and should not be sent a dues notice in August.

The Flotilla Commander shall initiate disenrollment procedures for any current member whose dues are not received by 1 September in order to remove the member from the rolls by the 1 October deadline.

APPENDIX C: COMMITTEES

BUDGET COMMITTEE: The Flotilla Commander shall appoint a BUDGET COMMITTEE at or before the October meeting. The Budget Committee will consist of the VFC, FSO-MA, FSO-PE, FSO-FN, FSO-DL and other appropriate flotilla members.

MEMBERSHIP OF COMMITTEES: The Vice Flotilla Commander may be a member of any committee involving staff functions.

APPENDIX D: AWARDS

Flotilla Auxiliary Awards are based on the criteria established in Appendix B of the Standing Rules for Division 6 or any other criteria desired by the members.

APPENDIX E: MEMORIALS

The Flotilla Commander or Vice Flotilla Commander in the absence of the Flotilla Commander or a member designated by either of them is authorized to send flowers, other appropriate memorials, make charity donations or get well or sympathy cards as follows:

- For the death of an active or retired member of Flotilla 67 they may send a floral display for a cost of up to \$75.00 or that amount to a charity designated by the family;
- For the death of a spouse or child of an active, retired, or deceased-while-active member of Flotilla 67, they may do the same as above for a cost up to \$50.00;
- For an illness or accident-related injury of a spouse or child of an active, retired, or deceased-while-active member of Flotilla 67, they may send a get-well card.

Memorials may be considered on a case by case basis for a previous member who has resigned or for their family members. The FSO-SR shall keep a record of all retired members in order to facilitate this decision.

APPENDIX F: PUBLICATION

The purpose of official publications of the Flotilla is to serve as a means of dissemination of information and to exchange ideas among members and various units of the Auxiliary. It also serves to keep those Flotilla members who do not reside in the Williamsburg area informed of Flotilla activities. Copies of official publications shall be distributed to each Flotilla member household by email attachment or if so requested in advance by mail.

APPENDIX G: SOCIAL FUNCTIONS

Retired members and their spouses and the spouses of deceased-while-active members should be invited by the Flotilla Commander/Vice Flotilla Commander to attend all Flotilla social functions as appropriate.

APPENDIX H: COASTIE OPERATION

The Flotilla's guidelines for Coastie Operations will be based on the Auxiliary Manual, 5th District Public Affairs Mascot/Mascot Escort Policy CGDFIVEINST 16794.1 (when implemented) and the FL67 Coastie Operation/Training Manual. Nothing in this document is intended to conflict with any of these manuals.

The FL67 Coastie will be operated exclusively by members of FL67 who have attended D5SR Coastie Operators training workshop and have been specifically trained on the proper storage, transport, and operation of the robot by a course generated by the FSO-MT and FSO-PA. Coastie will be used only for events where the operators have been specifically "assigned to duty" as defined by the current version of the Auxiliary manual. All members involved with a Coastie program shall be current in all of the Mandatory Training requirements.

The area of operation for the FL67 Coastie is limited to the greater Williamsburg/James City County area due to the need for protection from inclement weather. Coastie will be returned to its approved storage location immediately after every event and will not be left outside overnight. Exposure to inclement weather could result in considerable damage to Coastie.

The details of FL67 Coastie Operation/Training Manual will consist of the Operator and Escort training program, maintenance, and the transportation requirements. The FL67 Coastie Operation/Training Manual will be generated and revised as needed by the FSO-MT and FSO-PA.

Operation of Coastie requires two trained operators. One is called the Escort or Director and the other the Remote Operator.

The duties of the Escort are as follows:

1. Serve as the safety operator who is responsible to shut down the robot power if erratic operation or any unsafe action is noted.

2. Perform crowd control to leave some space for Coastie movement and to prevent any vandalism from over enthusiastic people.
3. Engage the crowd in discussions of boating safety and work as a team with the Remote Operator to implement an appropriate boating safety program. Relay any audience comments to the Remote Operator if necessary.
4. For extended events the Escort should swap duties with the Control Operator if both are qualified in both positions.

The duties of the Remote Operator are as follows:

1. Transport and checkout Coastie to assure proper operation prior to the event.
2. During transport, Coastie's battery will be removed and Coastie will be sufficiently tied down with cross straps in the transport vehicle to prevent damage.
3. Coastie will only be operated on hard smooth surfaces and carpet. No operation should be attempted on dirt, gravel, or grass surfaces.
4. Assure that all rechargeable batteries are fully charged and sufficient new 9 volt batteries are available.
5. Operate the remote controls and audio for Coastie in an appropriate manner for the audience to conduct a boating safety program.
6. Follow all Coastie manual requirements. Each Coastie Operator shall have a copy of the latest Robotronics manual and be familiar with its content.
7. In the event of a malfunction of Coastie, the Operator should be familiar with diagnostic techniques from the manual.

APPENDIX I: Flotilla Telephonic/Electronic Meetings Plan

Pursuant to COMDTINST M16790.1 (series), (the Auxiliary Manual), Flotilla 0607 adopts the following Telephonic/Electronic Meeting Plan as an Appendix to its Standing Rules.

Article I. Definitions

A. Telephonic Means: Participation by meeting attendees by telephone of any type (e.g., cell, landline) as to allow live full-time, full communication in a manner that does not interfere with the conduct of the meeting. It shall allow full participation in the meeting by all members, physically and electronically present, and shall meet all applicable requirements (with the exception of provision of all documents and materials referenced during the course of the meeting). If an attendee calls into a physical meeting, then an appropriate number of speaker phones shall be set in the meeting to allow all attendees at the meeting to hear anything the attendee calling in may say.

B. Electronic Means: Participation by telecommuting via electronic audio or video, or both, using a system of a sophisticated nature as to allow live full-time, full communication in a manner that does not interfere with the conduct of the meeting. It shall allow full participation in the meeting by all members, physically and electronically present, and shall meet all applicable requirements including secret votes on matters that may come before the Flotilla if such secret ballot is requested in accordance with the Auxiliary Manual or Flotilla Standing Rules.

C. Participation: The ability of an attendee appearing by telephonic/electronic means to communicate clearly on a live full-time basis with all of the other meeting members and to have provided before the meeting, or electronically during the meeting, all documents and materials referenced during the course of the meeting and to participate in real time in any secret votes on matters that may come before the Flotilla if such secret ballot is requested in accordance with the Auxiliary Manual or Flotilla Standing Rules

Article II. Telephonic/Electronic Meetings for Units

- A. The Flotilla authorizes, when special circumstances warrant, the Flotilla and any Flotilla Detachments and committees to conduct meetings and associated business using telephonic/electronic means.
- B. A regular or special election meeting shall not be held by mail, telephone, or electronic means unless such meeting is impractical due to special circumstances and the Director of Auxiliary specifically authorizes such means for the election.
- C. The Flotilla Commander, in consultation with the District Commodore, shall determine whether such special circumstances exist so as to warrant authorization of a meeting to be held by telephonic/electronic means.
- D. The Flotilla shall use the means selected by the District for holding telephonic/electronic meetings.
- E. The Flotilla's annual line item budget for telephonic/electronic meetings shall be as specified in the budget.

Article III. Attendance of Individual Auxiliarists at Telephonic/Electronic Meetings

- A. The Flotilla Commander may authorize members to attend and participate in meetings using telephonic/electronic means. Such authorization shall be given to members who live too far away to reasonably travel to the meeting or in cases in which the cost of travel is prohibitive. Such authorization shall also be given if the Flotilla Commander is reasonably satisfied that there are other compelling reasons to authorize such attendance and participation by telephonic/electronic means.
- B. A member who requests to participate in a Flotilla meeting using telephonic/electronic means must give adequate written notice (email is acceptable) of the request, including the reason(s) for such request, to the Flotilla Commander. The Flotilla Commander shall consider the request in a timely manner and shall notify the member of approval or denial (email is acceptable). If denied, the Flotilla Commander shall include the reason for denial. If approved, the Flotilla Commander shall ensure that the telephonic/electronic system is functional during the meeting in order to accommodate the member's participation. The member shall initiate contact with the telephonic/electronic system. Failure to initiate such contact in a timely manner shall not be grounds for preventing the meeting from occurring as scheduled. A Flotilla member who is denied such authorization may appeal the determination in writing, (email is acceptable), in accordance with Article V paragraph H of this Appendix.

Article IV. Meeting Equipment and Capability

- A. If all members attend a Flotilla meeting by telephonic/electronic means then the Flotilla shall use the means selected by the District for holding telephonic/electronic meetings.
- B. The Flotilla shall be responsible for acquiring all software, hardware, and other system requirements to facilitate participation in the meeting, except that the District may, if it so chooses, fund the purchase or licensing of any software or equipment necessary for the Flotilla to hold electronic/telephonic meetings or elections.
- C. Members who attend a Flotilla meeting using telephonic/electronic means shall be responsible for acquiring, at their own expense, all telephonic/electronic system components (e.g., computer, speaker, headphones, etc.) to facilitate their participation in the meeting.
- D. The Flotilla Commander shall ensure that the telephonic/electronic system used will allow members to vote on any matter in full conformity with voting requirements including requests for secret written ballots as permitted by the Auxiliary Manual or the Flotilla Standing Rules.

Article V. Meeting Guidelines

A. All Auxiliary unit meeting notice requirements shall be applicable to all members who attend a meeting using telephonic/electronic means.

B. The minutes of the Flotilla meeting shall record the time of attendance of any member who attends using telephonic/electronic means.

C. A meeting using telephonic/electronic means may not be utilized for the purpose of interfering with a member's ability to participate in the meeting or to prevent a vote on any matter.

D. No member may purposely interfere with the telephonic/electronic system established to allow members to participate using telephonic/electronic means.

E. Any member authorized to attend a meeting using telephonic/electronic means shall be considered "present" for the meeting while in attendance. When a Flotilla meeting is held with some members physically present and other members present using telephonic/electronic means then the Flotilla Commander, Vice Flotilla Commander, or Immediate Past Flotilla Commander shall be physically present at the meeting in order for Auxiliary unit business to be conducted.

F. If the telephonic/electronic system used by Flotilla becomes inoperative during the meeting then the Flotilla Commander shall be responsible for re-establishing contact with all members participating using telephonic/electronic means. If good-faith attempts do not re-establish contact with such members within 10 minutes then the meeting may continue without their telephonic/electronic participation. Quorum requirements shall be adhered to at all times dependent upon changes brought on by such inoperability.

G. If the telephonic/electronic means used by a member participating in the meeting becomes inoperative during the meeting then the member shall be responsible for re-establishing contact. The Flotilla meeting may continue without the member's participation. Quorum requirements shall be adhered to at all times dependent upon changes brought on by such inoperability.

H. In the event of any challenge or protest regarding any matter pertaining to participating in an Auxiliary unit meeting (including voting) using telephonic/electronic means at the flotilla, detachment, or division level, the Auxiliarist making the challenge or protest shall use the appropriate chain of leadership to refer the challenge or protest to the DCO. The DCO shall consult with the DSO-LP and the Director, and then render a final decision. Any such challenge or protest at the District level shall be referred to the appropriate DNACO. The DNACO shall consult with the ANACO-CC, the NACO, and the Chief Director, and then render a final decision.

Passed by a 2/3 (two thirds) majority vote of the members present and voting on the 21 day of Jul, 2016.

Approved on the 21th day of July, 2016 by a majority vote of Flotilla 67 members, a quorum being present.

Carl Pearson
Flotilla Commander

Revised Appendix B approved on the 15th day of February, 2018, by a 2/3 (two-thirds) majority vote of Flotilla 67 members, a quorum being present.

David H. Gamble
Flotilla Commander

Revised Appendix A approved on the 19th day of July, 2018, by a 2/3 (two-thirds) majority vote of Flotilla 67 members, a quorum being present.

David H. Gamble
Flotilla Commander