

DIVISION 1 STANDING RULES APPENDICES

APPENDIX A – AMENDMENTS

A.1 These policies may be amended or added to at any regular or special meeting of the Division Board, provided fourteen (14) days prior written notice of the meeting and proposed amendment were given, by affirmative vote of two-thirds majority vote of the voting members of Division Board, provided a quorum is present. Email will be considered as written notice.

APPENDIX B – MEETINGS

B.1 Four Division Board business meetings shall be held during the year. The Division Board will determine the location, host flotillas and dates of the business meetings for the following year at the fall meeting.

B.2 The meeting location and special activities will be determined by the host Flotilla. Each Flotilla will, in turn, host the Division Meeting.

B.3 An additional "Change of Watch" meeting may be held during the first half of December. This meeting will include a meeting of the incoming Division Board and incoming Division Staff.

APPENDIX C – AWARDS

C.1 The Division shall have an awards program to honor units and members within the division on an annual basis. The division will also honor (plaque) division members when they reach their 25th year of service.

C.2 Annual Division awards will be based on participation in Auxiliary programs for the calendar year (1) January through 31 December). An Awards Committee will be appointed by the newly elected Division Commander in January each year to serve for the calendar year. The Division Vice Commander will be the Chair with at least two other members appointed by the Division Commander. The Division Commander is an ex-official member of this committee. Recommendations are due to the Award Committee by 15 January or 30 days prior to the Winter Division Board Meeting, whichever is later. The Flotilla Commander must approve the recommendations before submission. Awards (plaque) are presented at the Winter Division Board Meeting. Plaques will be 9" x 7" engraved and retained by awardees.

C.3 William F. Valentine: The award is given to the most outstanding FSO-PE, SO-PE or qualified PE Instructor in the division. The award is based on the number of Public Education Activities and the number of people educated.

C.4 Commodore Cook Award: This award, when warranted, is given annually to the Division Auxiliarist who brings the greatest recognition to the Division.

C.5 Ivory A. Adams Award: This award is given to the new Division Auxiliarist who has the greatest participation in at least three Auxiliary programs. A new Auxiliarist is one who has not exceeded eighteen (18) months service from his or her base date.

C.6 Leo Miller Award: This award is given annually to the most outstanding Member Training Officer in the Division. The primary criterion is the member training hours shown on the 31 December AUXDATA report, provided the Flotilla has accomplished all member training Silver Oar Awards for that year. The award

recommendation will include any special programs, awards, innovative techniques, etc., the FSO-MT has initiated. Other required information: Flotilla Membership at the start and the end of the CY; Number of Member Training Sessions and Member Training Hours; and the new numbers this CY and Flotilla Totals in the following areas: APC, AUXLEA, Vessel Examiners, Program Visitors, Instructors, Boat Crew, Coxswains, and Specialty Course Completion.

C.7 E. Philip Hansen Memorial Award: This award is given annually to the Division Auxiliarist who does the most to promote the Coast Guard Auxiliary image through the media. Public attention shall be brought to the Auxiliary in at least two of the following areas: news or magazine articles, radio or television programming or civic lectures.

APPENDIX D – PUBLICATIONS

D.1 The Division Publication Officer (SO-PB) will publish at least 3 editions of a newsletter called the "The Panhandle Anchor Line"

APPENDIX E - FINANCIAL

E.1 Effective 28 August 2023, annual Division dues are \$8.00 except for Sea Scouts under age 18 age are reduced by 100% at the time the dues invoices are generated.

APPENDIX F – Electronic Meetings

F1 Effective date of this Appendices the Division Telephonic/Electronic Meeting Plan is adopted as changed from time to time. Exhibit 1 is attached.

APPENDIX G – APPROVAL

These Division 1 Standing Rules Appendices were approved 27 January 2024 by 2/3 vote of the Division Board members present.

Signed:  Date: 27 January 2024

Michael Fitzgerald
Division Commander

EXHIBIT I

Division Telephonic/Electronic Meetings Plan Template

Pursuant to COMDTINST M16790.1 (series), (the Auxiliary Manual), U.S. Coast Guard Auxiliary Division 8CR-01 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) so 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 telephones with speaker capabilities shall be set in the meeting to allow all attendees at the meeting to hear anything the attendee calling in may say and for the attendee calling in to hear anything that those physically present may say.

B. Electronic Means: Participation by telecommuting via electronic audio or video or both using a system of a sophisticated nature 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 District if such secret ballot is requested in accordance with the Auxiliary Manual or Division 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 Division if such secret ballot is requested in accordance with the Auxiliary Manual or Division Standing Rules.

D. Division: Includes all committees appointed by the Division.

Article II. Telephonic/Electronic Meetings

A. The Division Board authorizes, **when special circumstances warrant** the conduct of its meetings and associated business, including votes, using telephonic/electronic means. The conduct of meetings using telephonic/electronic means shall only occur in conjunction with considerable planning and careful implementation.

B. The Division Commander, after consultation with the District Commodore, shall determine whether such special circumstances exist so as to warrant authorization of the Division meeting to be held by telephonic/electronic means.

C. The means for holding telephonic/electronic meetings that will ensure meeting all provisions of the Auxiliary Manual and the Standing Rules for meetings, including the holding of a secret ballot, if called for by a voting member of the Division Board, shall be the means selected by District Board for holding its telephonic/electronic meetings

D. A regular or special election shall not be held by mail, telephone, or electronic means **unless such meeting is impractical due to special circumstances** and the Director specifically authorizes such means for the election.

E. The Division's annual budget for electronic/telephonic meetings shall not exceed \$ 100.

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

A. The Division Commander, after consultation with the District Commodore, may authorize individual Board Members to attend and participate in meetings using telephonic/electronic means. Such authorization shall be given to Board 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 Division Commander, after consultation with the District Commodore is reasonably satisfied that there are other compelling reasons to authorize such attendance and participation by telephonic/electronic means. A Board 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.

B. Pursuant to Auxiliary Manual Chapter 4 subdivisions E.1. and E.2.b, Division Board meetings shall normally be open and all Auxiliarists are welcome and invited to attend Division meetings. In rare situations a closed meeting may be needed. This action may be taken only if authorized by the Director. All reasonable efforts shall be made by the Division Commander to accommodate the attendance at telephonic/electronic meetings of members who give adequate written notice (email is acceptable) in advance of the meeting of their desire to attend. If the request is denied, the Division Commander shall include the reason for denial. If approved, the Division Commander shall ensure that the telephonic/electronic system is functional during the meeting in order to accommodate the member's attendance. 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. If denied, the member may challenge the determination in accordance with Article V paragraph H of this Appendix.

Article IV. Meeting Equipment and Capability

A. If all Board members attend a Division meeting by telephonic/electronic means, then the Division shall use the means selected by the District for holding telephonic/electronic meetings.

B. The Division shall be responsible for acquiring all software, hardware, and other system requirements to facilitate participation in the meeting unless the District has chosen to fund the

purchase or licensing of any software or equipment necessary for the Division to hold electronic/telephonic meetings or elections.

C. Auxiliarists who attend a Division 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.) needed to facilitate their participation in the meeting.

D. The Division Commander shall ensure that the telephonic/electronic system used will allow Board 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 Division's Standing Rules.

Article V. Meeting Guidelines

A. All meeting notice requirements shall be applicable to all Division Board Members who attend a meeting using telephonic/electronic means.

B. The minutes of the Division meeting shall record the time of attendance of any Division Board Member who attends using telephonic/electronic means.

C. A Division Board 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 Division Board Member authorized to attend a meeting using telephonic/electronic means shall be considered "present" for the meeting while in attendance. When a Division meeting is held with some members physically present and other members present using telephonic/electronic means, then the Division Commander, Vice Division Commander, or Immediate Past Division Commander must be physically present at the meeting in order for the Division's business to be conducted.

F. If the telephonic/electronic system becomes inoperative during the meeting then the Chair shall be responsible for re-establishing contact with all Division Board 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 Division Board member participating in the meeting becomes inoperative during the meeting, then the member shall be responsible for re-establishing contact. The 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 a Division meeting, including voting, using telephonic/electronic means, the Auxiliarist making the challenge or protest shall use the appropriate chain of leadership to refer the challenge or protest to the District Commodore. The District Commodore shall consult with the DSO-LP and the Director and then render a final decision.

Passed by a 2/3 (two-thirds) majority vote of the members of the Board on the 27th day of Jun, 2024.

Approved:



Division Commander

27th Jun 2024
Date