

Flotilla Telephonic/Electronic Meetings Plan

Pursuant to COMDTINST M16790.1 (series), (the Auxiliary Manual), Flotilla _____ 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 \$ _____.

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 _____ day of _____, 201____.

Approved:

Flotilla Commander

Date