



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

02 APR 2020
FM: CHDIRAUX
TO: ALAUX
ALAUX 007/20

Subj: AUXILIARY TELEPHONIC / ELECTRONIC MEETING WAIVER

1. ALAUX 013/13 of September 16, 2013 established new Section 4.E.9. of the Auxiliary Manual (COMDTINST M16790.1 (series)). This new section established policies for the conduct of meetings by Auxiliary units and committees using telephonic and electronic means. Among its provisions were the requirement for Auxiliary districts to develop a specific, written District Electronic Meeting Plan to guide and implement telephonic/electronic meetings along with the requirement for any Auxiliary unit that desired to conduct meetings using telephonic/electronic means to first adopt the unit Standing Rules Telephonic/Electronic Meeting appendices, templates for which can be found at: http://cgaux.org/leadership/chief_counsel.php.
2. Circumstances brought on by the current COVID-19 pandemic warrant maximized use of telephonic and electronic means for Auxiliary units and committees to conduct their meetings. It is also recognized that many Auxiliary units have not adopted the corresponding Standing Rules Telephonic/Electronic Meeting appendices, and that many COVID-19-based travel restrictions now prevent in-person Auxiliary meetings at which such appendices could be properly adopted.
3. Given these circumstances, the requirement for Auxiliary units to adopt the corresponding Standing Rules Telephonic/Electronic Meeting appendices is waived until further notice. The requirement to follow the provisions within those appendices as well as those of Auxiliary Manual Section 4.E.9. remains in effect. Additionally, the requirement for the Director of Auxiliary (DIRAUX) and District Commodore (DCO) to approve the District Electronic Meeting Plan is also waived until further notice.
4. Internet release is authorized.

*****For many reasons including the value of keeping communication lines clear and open as well as facilitating access to training and educational tools, all Auxiliaries are urged to have their own email address and to keep it updated in AUXDATA.*****

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.