

Standing Rules of Flotilla 2-06 (9WR)
U.S. Coast Guard Auxiliary
September 2009

Article I - Name

- 1.1 The name of this organization shall be "Flotilla Two-Six, Chicago, Ninth District, Western Region, United States Coast Guard Auxiliary," hereinafter referred to as the 'Flotilla.'

Article II - Limitations of Standing Rules

- 2.1 Any provision in these Standing Rules which is in conflict with the current edition of the United States Coast Guard Auxiliary Manual, COMDTINST M16790.1 (series), and all amendments and additions thereto, hereinafter referred to as the "Manual", Commandant or District Instructions and Notices, the National Board of Standing Rule, the District Standing Rules and/or the Division Standing Rules shall be null and void.
- 2.2 These Standing Rules are supplementary to the policies and procedures established for the formation, operation, membership, election or appointment of officers and disestablishment of the Flotilla by the Manual or other appropriate Auxiliary requirements.
- 2.3 Nothing in these rules shall authorize the Flotilla to take any action inconsistent with or not authorized by the Manual or other policies of the Commandant of The United States Coast Guard.

Article III - Organization

- 3.1 The composition and purpose of the Flotilla shall be set forth in the Manual.
- 3.2 The duties of the elected and appointed staff officers shall be designated in the Manual or in any District Instruction.

Article IV - Meetings

- 4.1 The frequency, day, time and location of the regular meetings shall be established by a majority vote provided a quorum (25% of membership) is present, and shall remain fixed in such ensuing years until duly changed in the same manner.
- 4.2 Special meetings may be called by the Flotilla Commander by notifying members at least seven (7) days in advance of such meeting, specifying the time, date, location and purpose.

- 4.3 Unless otherwise provided in the Manual or in these Standing Rules, all business shall be conducted at meetings in accordance with Robert's Rule's as last revised.

Article V - Voting

- 5.1 Twenty-five Percent (25%) of the eligible voting members of the Flotilla shall constitute a quorum for the transaction of business at any regular or special meeting of the Flotilla.
- 5.2 Unless a greater number than a majority for specification is required by these Standing Rules or by the Manual, a majority of the votes actually cast by members present and voting can carry a motion, provided a quorum is present. Blank votes and abstentions do not count in the total for determining the number of votes cast. One of the voting members must be the Flotilla Commander or the Vice Flotilla Commander. If neither the Flotilla commander nor the Vice Flotilla Commander is present, Flotilla business cannot be conducted.
- 5.3 Each eligible Flotilla member shall have one vote.
- 5.4 Proxy and absentee voting shall not be permitted.
- 5.5 Voting on routine matters shall normally be by voice unless otherwise requested by a member or as provided in these Standing Rules or by the Manual.
- 5.6 A closed ballot may be requested by any member of the Flotilla and shall be honored without discussion.

Article VI - Election of Officers

- 6.1 The Flotilla shall hold an annual election of officers for the ensuing year, usually at the November meeting, but prior to 15 December and after the Division elections.
- 6.2 At the regular September meeting the Flotilla Commander shall: (a) Read the requirements for nomination to elected flotilla offices; (b) present a list of all Flotilla members known to be eligible to run for such offices; and (c) appoint a Nomination Committee of three regular members who are in good standing, one of whom shall be a past Flotilla Commander if available to serve.
- 6.3 The purpose of the Nomination Committee shall be to accept third-party nominations or letters of intent to run for elected office and verify the candidate's willingness to serve and eligibility to run for the offices of Flotilla Commander and Vice Flotilla Commander.

- 6.4 Members shall submit a letter of intent or nomination of another member to the Nomination Committee prior to the regular October Flotilla meeting, at which meeting the Nomination Committee Chair shall read the names of the nominees. Nominations may be accepted from the floor at the October or November meetings, in which case, the nominator is responsible for verifying the candidate's willingness to serve and eligibility to run for office.
- 6.5 The election of officers shall be by written ballot unless only one member is nominated to each elective office, in which event the Secretary may be directed by a voice vote to cast a single ballot on behalf of the members.
- 6.6 To be elected, a candidate must receive a majority vote of the voting members in attendance. If more than one candidate is nominated for an office the presiding officer shall appoint three election tellers, selected from the membership, who are not candidates for office.
- 6.7 These election tellers will distribute blank ballots. The voting members shall rank candidates placing the name of their first-choice candidate on the first line of the ballot, the name of their second-choice candidate on the second line, and so forth.
- 6.8 The tellers shall secretly tally the line-one candidates and determine whether one of the candidates has received a majority of those votes containing names. In case of a majority vote for one of the candidates, they shall announce the winner but not reveal the number of votes.
- 6.9 If no majority is reached upon tallying the line-one candidates the candidate receiving the fewest votes shall be dropped from the ballot and the next choice of those ballots that contained the dropped candidates name in line-one shall become line-one votes. If a tie occurs, the tellers shall conduct a coin toss to determine which of the tied candidates will be dropped from the ballot. A new tally is conducted using the now current line-one candidates and this process is continued until once candidate receives a majority.
- 6.10 All notices of any election meeting must be given to the Division Commander at least (15) days prior to the election meeting.
- 6.11 Election of officers shall be so organized that if the Flotilla Commander is a candidate for office or is unavailable to so act, then the members of the Division Bridge or the Immediate Past Flotilla Commander shall act as moderator.
- 6.12 Upon the completion of the election, all ballots shall be destroyed by the moderator without revealing the count of any closed ballot.

Article VII – Removal from Office

- 7.1 Any elected flotilla officer may be recommended for removal from office to which elected by an affirmative vote of three-quarters (3/4) of the members present and voting at a meeting in which a quorum is present. A full and fair hearing shall be first conducted with the accused and the accuser present, provided written notice of said meeting and charges is sent ten (10) days in advance to all those entitled to vote and to the Division Commander. Recommendation for removal may only be for the cause which brings discredit upon the Coast Guard or the Coast Guard Auxiliary and is addressed to the District Commander through the Division Commander, District Commodore and Director of Auxiliary.

Article VIII – Finances

- 8.1 The annual Flotilla dues shall be such sum of money as may be fixed by a majority vote at a regular or special meeting of the Flotilla, at which seven (7) days prior notice of the meeting and intent were given, and shall remain fixed at such sum in ensuing years until otherwise duly changed by the Flotilla.
- 8.2 The annual dues, including Flotilla, Division, District, and National, shall be levied on each member on a calendar-year basis and shall be payable during the month of September for the following calendar year. First year dues for new members shall be prorated as determined by the District policy and shall be submitted with the enrollment application.
- 8.3 Members remitting their dues to the Flotilla Commander or the Flotilla Finance Officer before the close of the regular September Flotilla meeting are entitled to a \$5.00 reduction to the current dues.
- 8.4 No member who is separated from the Auxiliary by reason of resignation, or otherwise, shall be entitled to refund of paid dues.
- 8.5 Flotilla dues will be waived for all members who have been granted Life Membership status.
- 8.6 The Flotilla Finance Officer shall be the custodian of all Flotilla funds. With the consent of the Flotilla Commander, the Finance Officer shall establish an account with a federally insured banking institution in a location convenient to the Finance Officer.
- 8.7 All Flotilla funds, other than small cash sums in the process of collection, shall be deposited in this account, which shall be known as “U.S. Coast Guard Auxiliary, Flotilla 2-06”. All withdrawals there from shall be by check only.

- 8.8 The Flotilla Commander or the Vice Flotilla Commander when acting in the absence of the Flotilla Commander is authorized to approve payment of all routine obligations as set forth in a flotilla budget approved by the Flotilla in connection with carrying out officially adopted policy of the Flotilla and payments within the limits of the budget. This includes, but is not limited to the following:
- Purchases and engraving of authorized awards;
 - Publishing costs of a newsletter and/or notices;
 - Purchase of public education and training materials;
 - Purchase of flags, pennants and Auxiliary uniform accessories;
 - Bills for all Flotilla functions;
 - Division, District and National Dues;
 - Any other expenditure authorized by the Flotilla budget.
- 8.9 The Flotilla Commander, or the Vice Flotilla Commander if the Flotilla Commander is unavailable, may authorize emergency expenditures not exceeding a total of \$100.00 in any one calendar month and direct the Finance Officer to pay for such. Such disbursements shall be reserved for purchases that cannot be held for Flotilla consideration.
- 8.10 All other obligations, regardless of amount, will be considered as special obligations. Authorization to incur special obligations and request for the appropriation of Flotilla funds must be submitted to the Flotilla for approval by duly filed and considered motions, except as otherwise provided in this article.
- 8.11 All disbursements of Flotilla funds shall be by check, signed by the Finance Officer and/or the Flotilla Commander or the Vice Flotilla Commander.
- 8.12 The Finance Officer shall render a financial report at each regular meeting of the Flotilla, which report shall include all receipts and expenditures since the last rendering of a financial report and the balance of funds remaining as of the day proceeding the day of the meeting. Any emergency expenditures authorized by the Flotilla Commander, included in the reported expenditures, shall be so designated in the report.
- 8.13 The Flotilla may provide by a duly enacted motion that the Finance Officer post a bond in favor of the Flotilla in such amount as the Flotilla may determine. All costs for such a bond shall be paid by the Flotilla.
- 8.14 Upon the appointment of a succeeding Finance Officer, the retiring Finance Officer shall promptly deliver all Flotilla funds, books and records to the new Finance Officer.
- 8.15 The funds, books and records of the Flotilla shall be examined by the Audit Committee yearly and upon the appointment of a new Finance Officer.

Article IX – Contracts

- 9.1 All licenses and agreements for the use of real property as well as contracts for the expenditure of Flotilla funds as may be authorized by a vote of the Flotilla, shall be approved by the District Staff Officer-Legal (DSO-LP) or an attorney designated from the National Legal Affairs staff, before signing and shall be signed by the Flotilla Commander or the Vice Flotilla Commander in the absence of the Flotilla Commander in emergency situations.

Article X – Committees

- 10.1 Standing committees and special committees consisting of any number of members may be appointed by the Flotilla Commander. The Flotilla Commander shall designate the chairperson of each such committee appointed and outline the objectives to be accomplished unless such are otherwise prescribed. Individuals may be appointed as one-person committees. Committees shall be dissolved upon changes in the office of Flotilla Commander.
- 10.2 The Flotilla Commander shall be an ex-officio member of all committees.

Article XI – Procedure for Relief of Officers

- 11.1 It will be the duty of each elected and appointed officer, at the end of the term of office, to deliver to the successor, all current materials, supplies and records pertaining to the office. The officer being relieved shall assist in effecting an orderly transfer of the administrative function of the office, including but not limited to the briefing of the successor on the procedures to be followed and the forms to be completed and submitted.

Article XII – Amendments

- 12.1 These Standing Rules may be amended at any regular or special meeting of the Flotilla, at which fourteen (14) days prior notice of the meeting and proposed amendment were given, by an affirmative vote of two-thirds (2/3) of the voting members, provided a quorum is present.
- 12.2 Amendments shall become effective upon approval of the District Commodore unless the amendment provides for a later date, in which event the amendment shall become effective upon the date provided or upon the approval of the District Commodore, whichever shall later occur.