

**FLOTILLA 9ER-01-06
FLOTILLA STANDING RULES**

ARTICLE 1 – NAME The name of the organization shall be Alex Bay Flotilla 1-6, Ninth Coast Guard District, Eastern 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 that is in conflict with the current edition of the U.S. Coast Guard Auxiliary Manual, COMNDINST MI690.1 (Series), and all amendments and additions thereto, hereinafter referred to as the “MANUAL”, Commandant Instructions and Notices, the National Board Standing Rules, 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 U.S. Coast Guard.

ARTICLE III – ORGANIZATION

- 3.1** The composition and purpose of the FLOTILLA shall be as set forth in the MANUAL.
 - a.** Elected and appointed officers shall be only those provided by the Auxiliary Manual current Administrative directive of the USCG Auxiliary.
 - b.** The elected officers of the FLOTILLA shall be the Commander, who shall be the ranking officer, and the Vice Commander, who shall be next in command.
- 3.2** The duties of the elected and appointed staff officers shall be as designated in the MANUAL and 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 is present, and shall remain fixed as such in ensuing years until duly changed in the same manner.
- 4.2** Special meetings may be called by the FLOTILLA Commander by notifying all members at least (7) days in advance of such meetings, specifying the date, time, location, and purpose.

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

ARTICLE V – VOTING

- 5.1 At any regular or special meeting, one third (1/3) of the members in good standing, computed to the nearest whole number, shall constitute a quorum.
- 5.2 Unless a greater number than a majority for specific action is required by these Standing Rules or by the MANUAL, a majority of the voting members in attendance can carry a motion, provided a quorum is present. One of the voting members must be the FLOTILLA Commander or Vice FLOTILLA Commander. If neither FLOTILLA Commander nor the FLOTILLA Vice Commander is present, FLOTILLA business cannot be conducted.
- 5.3 Each eligible member of the FLOTILLA 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 the request 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 September meeting, but prior to 15 December.
- 6.2 The FLOTILLA Commander shall appoint a Nominating Committee (NC) consisting of the Immediate Past FLOTILLA Commander (IPFC), and two other members at the regular meeting in the Month of July. The IPFC shall be the chairperson. It is the responsibility of the Committee to ensure that the candidates are eligible for the offices they are running for.
- 6.3 Members wishing to offer themselves for office must send letters of intent to the NC before the August meeting.

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- 6.4 Nominations may be made from the floor providing that the nominator states that the nominee is eligible for the office and is prepared to serve or, if in the event of the nominee's absence, submits a signed statement to the IPFC that he/she is prepared to serve, if elected. A nominee must be present to withdraw a nomination.**
- 6.5 All notices of any election meeting must be given to the Division Captain at least fifteen (15) days prior to the election meeting.**
- 6.6 Upon completion of the election, all ballots shall be destroyed.**

ARTICLE VII - REMOVAL FROM OFFICE

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. A full and fair hearing shall be conducted with the accused and the accuser present, provided a written notice of said meeting and the charges is sent ten (10) days in advance to all those entitled to vote and the Division Captain. Recommendation for removal may be for cause which brings discredit upon the Coast Guard or the Coast Guard Auxiliary and is addressed to the Coast Guard Commander through the Division Captain, District Commodore and Director of the Auxiliary.

ARTICLE VIII - FINANCES

- 8.1 The annual FLOTILLA dues shall be the sum of the money 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, 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 District policy and shall be submitted with the Enrollment Application.**
- 8.3 No member who is separated from the Auxiliary by reason of resignation, or otherwise, shall be entitled to a refund of dues paid.**
- 8.4 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.**

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- 8.5 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 1-6.” All withdrawals shall be by check only.
- 8.6 The FLOTILLA Commander, or in his/her absence, the FLOTILLA Vice Commander, may authorize emergency expenditures not exceeding \$200.00 in any one calendar month and direct the Finance Officer to pay them. A full accounting of such emergency expenditures shall be made to the FLOTILLA at its next meeting.
- 8.7 The Finance Officer will make a financial report at each regular meeting of the FLOTILLA. The report will include all receipts and expenditures since the last financial report and the balance of funds remaining as of the end of the month preceding the day of the meeting. Any emergency expenditures authorized by the FLOTILLA Commander or Vice Commander, included in the reported expenditures, shall be so designated in the report.
- 8.8 When a new Finance Officer is appointed, the retiring Finance Officer shall promptly deliver all FLOTILLA funds, books and records to the new Finance Officer.
- 8.9 The funds, books and records of the FLOTILLA shall be examined yearly or upon change of the Finance Officer by the Auditing Committee consisting of two (2) members.

ARTICLE IX – CONTRACTS

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 only by the FLOTILLA Commander* or the Division Captain in the absence of the FLOTILLA Commander.

ARTICLE X – COMMITTEES

- 10.1 Standing Committees and Special Committees consisting of any number of members may be appointed by the FLOTILLA Commander.
- 10.2 The FLOTILLA Commander shall be an ex-officio member of all committees.

ARTICLE XI – AMENDMENTS

- 11.1 These Standing rules may be amended at any FLOTILLA meeting at which fourteen Days (14) prior written notice of the meeting and the proposed amendment are given by an affirmative vote of two-thirds (2/3) of the voting members, provided a quorum is present.

11.2 Amendments shall become effective upon approval of the District Commodore, unless the amendment provides for a later effective date, upon the approval of the District Commodore.

ARTICLE XII – APPROVAL

These Standing Rules were adopted on the 11th day of September 2006 at Alexandria Bay, NY, by a majority vote of the FLOTILLA members.

Approved _____
Date

Richard Bauer, Flotilla Commander

Signature

Approved _____
Date

Nancy Rudiger, Division Captain

Signature

Approved _____
Date

Clyde Thomas, District Staff Officer-Legal

Signature

Approved _____
Date

J.J. Phillips, District Commodore

Signature