

## **STANDING RULES**

### **8<sup>th</sup> DISTRICT WESTERN RIVERS REGION**

#### **UNITED STATES COAST GUARD AUXILIARY**

##### **ARTICLE I -- NAME AND PRINCIPAL OFFICE**

- 1.1 The name of this organizational unit is the 8<sup>th</sup> District Western Rivers Region, UNITED STATES COAST GUARD AUXILIARY (hereinafter, the "District").

##### **ARTICLE II -- STANDING RULES; LIMITATIONS AND AMENDMENTS**

- 2.1 These Standing Rules (sometimes referred to herein as the "Rules") shall govern the conduct of the business of the District Board of the District.
- 2.2 Any provision contained in the Standing Rules in conflict with the Auxiliary Manual COMDTINST M16790.1 (Series), hereinafter referred to as the "Manual", and all additions or amendments thereto, shall be null and void; or, when applicable, deemed to be amended so as to conform to the Manual. Any provision in the Standing Rules in conflict with any directive issued by the Commandant, United States Coast Guard, or the United States Coast Guard District Commander with jurisdiction of this District shall be null and void.
- 2.3 Any provision contained in the Standing Rules in conflict with the Standing Rules of the United States Coast Guard Auxiliary National Board shall be null and void, or, when applicable, deemed to be so amended as to conform thereto.
- 2.4 Approval of the Standing Rules shall be made as set forth in the Manual, as supplemented by these Rules.
- 2.5 In the event of any conflict between provisions in these Rules and a provision in an Appendix to these Rules, the provisions of these Rules shall govern.

##### **ARTICLE III -- ORGANIZATION**

- 3.1 The District Board shall be comprised of the District Commodore ("DCO"), Vice Commodore ("VCO"), each District Rear Commodore ("RCO"), each District Division Captain ("DCP"), the District Director of Auxiliary ("DIRAUX"), the Immediate Past District Commodore ("IPDCO") and the President of the District's

Past Captains' Association. The National Commodore or his/her designate is an ex officio member of the District Board.

- 3.2 The Executive Committee of the District Board ("EXCOM") shall be comprised of the DCO as Chairperson, the VCO, each RCO, DIRAUX, and the IPDCO. EXCOM will: (a) Manage the day-to-day operations and business of this District; (b) Meet as determined by the DCO and DIRAUX; and (c) Review the progress of the District Auxiliary as a whole and constituent District Divisions and Flotillas as necessary. EXCOM will study suggestions received from the District members and will provide recommendations to Divisions and Flotillas where problems develop and when assistance is requested or needed.
- 3.3 Unless otherwise limited by the Manual or these Rules, EXCOM shall have the power and authority to exercise functions of the District Board: (a) To the extent expressly authorized by the District Board; and (b) On any matter which necessarily must be determined between District Board meetings. The DCO shall promptly give written notice to all District Board members of any substantive action(s) taken by EXCOM in intervals between District Board meetings. Unless modified or rescinded by the District Board at the next regular or special meeting, EXCOM actions shall be final.

#### **ARTICLE IV -- DISTRICT OFFICERS**

- 4.1 The eligibility, terms of office, duties, and manner of election or appointment of District Board Officers shall be as set forth in the Manual, as supplemented in these Rules.
- 4.2 The DCO, in addition to the duties set forth in the Manual, shall have the following duties:
- 4.2.1 On or before 30 November of each year, the DCO, with the concurrence of DIRAUX shall appoint all District Staff Officers for the succeeding year, in writing, and advise all members of the District Board and Staff (for the succeeding year) of such appointments, in writing. When a new DCO has been elected, this duty shall become the responsibility of such DCO-elect and shall be made for the succeeding year by the DCO-elect no later than 15 December.
- 4.2.2 Be an ex-officio voting member of each District Standing Committee.
- 4.3 The VCO, in addition to the duties set forth in the Manual, shall have such duties as may be assigned from time to time by the DCO.
- 4.4 The RCO(s), in addition to the duties set forth in the Manual, shall have such duties as may be assigned from time to time by the DCO. This District shall have RCOs, each of whom shall represent and be responsible for one of the District geographic areas ("Area" or "Areas") described in an Appendix to these Rules or

assigned specific program areas of responsibility as described in an Appendix to these Rules. An Area RCO shall be primarily responsible for coordination between this District (including each Division and Flotilla in a RCO's Area) and each U.S. Coast Guard Unit Commander in the RCO's Area. A Program RCO shall be primarily responsible for coordination between the DCO and the appropriate staff officers and units.

- 4.5 Any elected District Officer may be removed from office, in the manner provided in the Manual.

## **ARTICLE V – MEETINGS**

- 5.1 Regular meetings of the District Board shall be held at such place as, from time to time, is selected by action of the District Board. There shall be a minimum of two (2) District Board regular meetings in each calendar year.
- 5.2 Special Meetings of the District Board, for any purpose or purposes, may be called by the District Commander, DIRAUX or the DCO, or at the written request of a simple majority of District Board members, upon not less than fifteen (15) days prior written notice to all Board members. Such notice shall state the purpose(s) and the place, date, and time of the Special Meeting. The notice may be delivered personally or by regular mail and if by regular mail, shall be by certified mail, return receipt requested. The District Secretary shall include in the minutes of the District Board proceedings a copy of the notice and the original of each mail receipt. If, and only if, each District Board member has ready access to electronic mail ("email"), the notice may be sent by email. To be a valid notice by email, the recipient shall reply with an acknowledgement of receipt.
- 5.3 All regularly scheduled District Board and District Staff meetings shall be open to any member of the Auxiliary. Any Special Board meeting at which policies are made, voting is conducted, or funds voted to be disbursed, shall be an open meeting to all Auxiliary members. Meetings determining District award recipients, EXCOM meetings, and Special Meetings called by DIRAUX or the DCO to discuss unusually sensitive issues at which no formal vote is taken, or meetings of special purpose committees such as the District Conference committee, may exclude Auxiliary members who are not members of the particular committee or body holding the meeting.

## **ARTICLE VI -- VOTING**

- 6.1 Provided either the DCO or the VCO is present, a majority of the members of the District Board shall constitute a quorum for the transaction of District Board business at any meeting. The action of a simple majority (more than 50%) present and voting at a meeting, at which a quorum is present, shall be the act and decision of the District Board unless a greater majority (or percentage) for specific action is required by the Manual or these Standing Rules. Such greater majority shall be based on the count of those members present and voting,

provided a quorum is present. In all instances, all District Board members present shall be included for the purpose of determining a quorum.

- 6.2 Voting on routine matters normally will be by voice vote or by a show of hands. At the request of any District Board member on any pending motion or issue, a secret written vote shall be held on such motion or issue.
- 6.3 No proxy, absentee, or telephone vote shall be permitted or counted on any District Board question. Each District Board member shall have one vote on any motion or issue. There shall be no cumulative voting.
- 6.4 All voting, as well as all meetings, shall be conducted and held in accordance with the Manual, these Rules, and the current edition of Robert's Rules of Order Newly Revised. In the event of conflict among the Manual, these Rules, and Robert's Rules, they shall prevail in the order named.
- 6.5 No mail votes shall be submitted or counted at any regular or duly called special meeting of the District Board. Matters requiring the vote of the District Board, however, may be solicited and submitted in writing by mail if, from time to time, the DCO deems it is impractical either to present a matter at a regular meeting or to call a special meeting of the District Board.

6.5.1 Any such solicitation for votes by mail shall be in writing and delivered by certified mail, return receipt requested, to each District Board member. The solicitation shall, as to each matter to be voted on by mail: (a) Clearly state the matter; (b) Be so worded that a "yes" vote will be to sustain or adopt the matter; (c) provide a space to be checked for an unqualified "yes" or "no" or "abstention" on the matter; and (d) State the name and address of the District Officer to whom the vote(s) response is to be submitted. The solicitation shall provide for a period of not less than twenty (20) days from the date of mailing of the solicitation for submission of the mailed vote(s) on the matter(s).

6.5.2 So long as the member's responding vote is postmarked not later than the 20<sup>th</sup> day after the solicitation of votes has been mailed, such vote shall be counted on the matter(s).

6.5.2(a) If a member of the District Board fails to exercise their privilege on any question or questions submitted by certified mail, return receipt requested, within the time limited fixed by the DCO, the member's vote shall be included for purposes of determining a quorum, but shall be counted as present and not voting.

6.5.3 So long as a majority of the District Board members respond with a vote, a simple majority of votes responding with a "yes" vote shall result in sustaining or adopting the matter. The vote tally resulting from such mail voting shall be the act and decision of the District Board and shall be as conclusive and binding as a vote taken at a District Board regular or special meeting. The results shall be announced immediately after the votes are tallied. At the next regular Board

meeting, the DCO shall announce the result of such mail vote. The Secretary shall include in the minutes of the District Board proceedings a copy of the solicitation, the original of each mail receipt, and the original of each written vote received in response to the solicitation. Any District Board member may review all such written evidence of a mail vote. Any such mail vote shall be effective as of the date of the 20<sup>th</sup> day after the solicitation mailing.

6.5.4 If, and only if, each District Board member has ready access to email, such voting by mail may be conducted by email. After transmission of the e-mail to District Board members, the District Secretary shall within 24 hours notify each member of the Board by telephone that a time sensitive e-mail concerning a District Board vote has been sent to the board member's e-mail address. The procedure shall be the same as for solicitation of and voting by regular mail, except that the solicitation and each response shall be printed out and the Secretary shall include in the minutes of the District Board proceedings the printed solicitation and each printed email vote. All such printed evidence shall be made available for review by any District Board member. Any such email vote shall be effective as of the date of the 20<sup>th</sup> day after the solicitation mailing.

6.6 In the absence or inability of any Division Captain to attend any meeting of the District Board, the Vice Captain may attend such meeting and vote in such Division Captain's place and stead. In the absence or inability of both the DCP and VCP to attend any District Board meeting, the Immediate Past Division Captain may attend such meeting and act and vote in such Division Captain's place and stead, unless the Division Captain has specified otherwise in writing. If the Division Captain, Division Vice Captain and Immediate Past Division Captain cannot attend a District meeting, the Division Captain may designate in writing to the DCO another Division member to represent the Division, but such representative shall have no vote on the District Board.

6.7 The President of the Past Captains Association ("PCA") is a voting member of the District Board. If the PCA's President is unable to attend a District Board meeting, the PCA's Vice President, or another PCA member designated by the PCA's President, may attend the meeting and represent the PCA, but neither the PCA's Vice President nor any other designated PCA representative shall have any voting rights on any matter.

## **ARTICLE VII -- DISTRICT ELECTIONS**

7.1 The DCO shall appoint a nominating/screening committee comprised of at least three members of the District not less than ninety (90) days before the date of any District regular election. Each member selected to serve on this committee, shall agree that the member relinquishes any right to be nominated and shall not run for election to any District office at such regular election. Not less than ninety (90) days before the date of any District regular election, each individual seeking election to a District elected office shall submit a letter of their intent to be a candidate to the DCO. The DCO shall refer the names of all such members

submitting a letter of intent to the nominating/screening committee, which shall confirm that each member who has submitted a letter of intent is eligible for the intended office. The nominating/screening committee shall report the names of all such eligible members who have submitted letters of intent to the District Board not later than thirty (30) days before the election date, and shall further verify on the day of the election that all such members submitted to them for screening are eligible for the intended office. At the election meeting, the DCO shall nominate all candidates determined to be eligible by the nominating/screening committee.

7.2 The presiding officer of all District elections shall be a moderator appointed by the DCO before the election. The moderator must be a District member in good standing who: (a) Holds or previously has held the office of Flotilla Commander or any higher elective office; and (b) Is not eligible for the office(s) for which the election is being held. The DCO may act as moderator so long as condition (b) above is satisfied.

7.3 Prior to opening the balloting for election of each District officer (DCO and VCO, and/or RCO(s)), the presiding officer shall invite nominations from the floor. The nominator, prior to making the nomination from the floor, is responsible for ascertaining the eligibility and willingness of the nominee to accept the office and fulfill its duties if ultimately elected. The presiding officer shall accept any nominations from the floor, including self-nominations, and the name of each such nominee from the floor shall be added to the balloting for such elected office. For purposes of all election provisions in these Rules, the term "floor" shall include only incumbent District Board members.

7.4 Election of District Officers (DCO, VCO, and Rear Commodores) shall be by secret written ballot; provided, however, if there is only one nominee for a particular District office the election may be by voice vote, show of hands, or by acclamation.

7.5 If there is more than one nominee for any District office(s), the presiding officer shall appoint a teller committee of three persons, naming one of them the head teller of such committee. None of the committee persons may be members of the incumbent District Board or be running as a candidate for the particular District office(s) for which the election is being held. Written ballots shall be collected and counted by the teller committee after each ballot. After counting by the committee, the ballots shall be presented to the presiding officer in a sealed envelope. The head teller shall certify in writing the result of the balloting to the presiding officer, who shall announce the result of that ballot.

7.6 A simple majority of votes cast is sufficient to elect a candidate to an office. If more than two candidates are nominated for any one district office, and no candidate receives a majority of votes on the first ballot:

7.6.1 The candidate receiving the least number of votes on the first ballot will be

dropped out of the voting on the second ballot. Elimination of the "low vote" candidate will continue on the next and subsequent ballots until one candidate receives a majority of the votes cast.

7.6.2 If there is a tie for low votes received on any ballot, the next ballot for that office will be a "run off" between the candidates "tied for low" on the preceding ballot. The candidate receiving the highest number of votes on such next ballot run off between the "lows" will again be balloted on in the next succeeding ballot, along with all other candidates who received a higher number of votes on the ballot preceding the tied for low ballot.

7.6.3 In the event of three successive tie votes for any District office, the presiding officer shall place all of the ballots cast on such third tied vote into a container and blindly select one ballot from the container. The teller committee then shall tally the remaining ballots, present the ballots to the presiding officer in a sealed envelope, and certify the result of the balloting to the presiding officer, who shall announce the result of that ballot and, if it be the last ballot between two candidates for any office, the final election result.

- 7.7 Each member of the District Board shall be an eligible voter for the election of each District office, except for any Division Captain whose Division is not in good standing with the District at the time of the District elections.
- 7.8 In those years in which a DCO and Vice Commodore are to be elected to District office for a two year term, the election sequence shall be: (a) First, election of the DCO; (b) Second, election of the VCO; and (c) Lastly, election of the Rear Commodores. Any unsuccessful candidate for election to a District office who is eligible for election to a lower position District office may be nominated from the floor, by self-nomination or otherwise, for election to such next, lower position District office.
- 7.9 There will be no announcement of the number of votes received by any candidate on any ballot. At the conclusion of an election for an office, all of the ballots shall be resealed and shall be held by the head teller for a period of twenty-four (24) hours after the election is over. Any unsuccessful candidate for an office who wishes to examine the ballots shall so notify the presiding officer within such 24 hours and such candidate shall then be afforded an opportunity, within a reasonable period of time thereafter, to examine the ballots in a meeting with the head teller, the presiding officer of the election, and a District legal officer. If no request for examination is made within such 24 hour period, the head teller then immediately shall destroy the ballots.
- 7.10 In the event any question or controversy concerning any substantive or procedural matter(s) is raised by a District Board member during the course of any election, and such question or controversy is not clearly resolved under provisions of the Manual or these Rules, the presiding officer, after consultation with the DCO, DIRAUX, and the District's legal and parliamentarian officer(s), shall decide and

announce a resolution to the question or controversy. Such decision, so long as it is not in conflict with the Manual or these Rules, shall be final and binding and the election(s) then shall continue to a conclusion.

- 7.11 Before assuming office, the election of any member to the office of DCO, VCO, or District Rear Commodore must be approved and confirmed by the District Commander.
- 7.12 If a vacancy occurs in any District elective office, an interim election shall be held in accordance with the provisions of the Manual, subject to the applicable election procedures of these Rules.

## **ARTICLE VIII -- DISTRICT STAFF OFFICERS AND STAFF COMMITTEES**

- 8.1 District Staff Officers (DSOs) may be appointed by the DCO, with the concurrence of the DIRAUX, as authorized by the Manual.
- 8.2 At the discretion of the DCO, the DCO may appoint Assistant District Staff Officers (ADSOs) and staff committees to assist the DSOs in carrying out their duties.
- 8.3 The selection and appointment of each DSO, ADSO, and each member of any staff committee, and the chairpersons thereof, shall be made by the DCO, in writing. In addition to such duties and responsibilities as are stated in the Manual, each such appointee's duties and responsibilities shall be as the DCO may specify in writing. Each DSO, ADSO, and committee person shall serve at the pleasure of the DCO.
- 8.4 If, subsequent to the adoption of these Standing Rules, the Manual or the National Auxiliary Board from time to time authorizes any District Staff Officer(s) in addition to the District Staff Officers specified in this Article, the DCO is authorized to appoint such additional District Staff Officer(s), with such other Assistant District Staff Officers and staff committees as the DCO may deem necessary, all in the manner and subject to the provisions of this Article.
- 8.5 The DCO shall have the discretion to appoint such additional aides and staff members as, from time to time, may be authorized by the Manual. In addition, after consultation with and concurrence of DIRAUX, the DCO may appoint such other staff members and District representatives as the DCO may deem necessary or advisable for the efficient conduct of the District's business. Each such appointment shall be in writing and shall specify the responsibilities and duties of the appointee.

## **ARTICLE IX -- DISTRICT PUBLICATION**

- 9.1 The official publication of this District shall be known as Western Rivers, hereinafter referred to as the "Newsletter")
- 9.2 The purpose of the Newsletter will be to inform the membership of District accomplishments and activities and to serve as an exchange of members' ideas within the District.
- 9.3 The District Staff Officer, Publications (DSO-PB), shall be the Newsletter's editor. Such officer's duties shall be as set forth in the Manual, and as the DCO may specify in writing. All material to appear in the Newsletter shall be submitted to the DCO and DIRAUX for clearance prior to publication.
- 9.4 The Newsletter shall be posted on the District's internet website, and one copy of the Newsletter shall be mailed to each household in the District for members on the roll at the time of mailing who notify the District that they do not have internet access. One copy shall be sent to the Chief Director, NEXCOM members, national department chiefs, DCOs and Directors of other districts.
- 9.5 There will be no paid advertising or commercial material of any kind in the Newsletter.

## **ARTICLE X -- DISTRICT FINANCIAL MATTERS**

- 10.1 The specific details of District financial matters and policies (including, without restriction, membership dues amounts, budget committee appointment and duties, District expenditures for District business and functions, and banking details) shall be as established in an Appendix to these Rules. The following sections of this Article state only some of the District's general, substantive financial policies.
- 10.2 All District Accounts shall be kept on a calendar year basis. The District Finance Officer shall keep such officer's accounts so that financial statements can be obtained on a monthly basis. Such officer shall prepare and submit a complete monthly report at each District Board regular meeting and an annual report at the District Board's Annual Meeting. The accounts of the District Finance Officer shall be audited on a yearly basis for the previous calendar year, and copies of the audit report shall be made available to all members of the District Board and the District Commander, no later than the Spring Conference of the ensuing year. The audit report shall be prepared by an audit committee appointed by the DCO.
- 10.3 Annual District membership dues, as established from time to time by the District Board, shall include dues payable to the National Auxiliary Board and shall be paid to the District by each of the Divisions of the District. The District Board may establish a procedure and rules to equitably prorate dues payable by members newly admitted during the course of a calendar year.

- 10.4 Divisions shall be billed for District membership annual dues by the District Finance Officer at such time as determined by the policy of the District Board.
- 10.5 Any Division which fails to pay member dues more than 60 days after the date of a District billing to the Division shall lose its District Board voting rights until such delinquency is corrected.
- 10.6 In accordance with the Manual, any member who is delinquent in payment of dues and who does not request voluntary disenrollment shall be disenrolled by DIRAUX on 31 December of the year in which member dues were payable.
- 10.7 The net proceeds from any District sponsored event will become the property of the District.
- 10.8 Except as otherwise expressly provided in these Rules, any motion concerning a financial matter shall be carried by an affirmative vote of a simple majority of the District Board present and voting at a meeting at which a quorum is present
- 10.9 An affirmative vote of seventy-five percent (75%) of the District Board, present and voting at a meeting at which a quorum is present, shall be required to approve any change in the amount of the annual dues. Any such dues change shall only become effective as of 1 January of the following year; provided, however, any dues increase reflecting only an increase in the dues payable to the National Auxiliary Board, shall become effective in the year that the District is required to pay the increased dues to the National Auxiliary Board.

## **ARTICLE XI -- STANDARD OPERATING PROCEDURES**

- 11.1 Standard Operating Procedures may be developed and adopted by the vote of a majority of the District Board to supplement, facilitate, or implement administrative procedures set forth in these Standing Rules. Any such procedures shall be subordinate to these Rules
- 11.2 If any such procedures are established, they shall be maintained by the District Secretary from year to year in an Appendix to these Rules.
- 11.3 Changes, additions and deletions to such procedures, from time to time, may be reviewed and approved, if at all, by the vote of a majority of the District Board.

## **ARTICLE XII -- CONTRACTS**

- 12.1 Only the DCO is authorized to sign District licenses, contracts or other agreements. All such documents must first be reviewed and approved by the DSO-LP for legal purposes, or in the case where the DSO-LP is not a Licensed Attorney, by an Attorney designated by the Department Chief Legal Affairs (DC-L)

## **ARTICLE XIII -- AMENDMENTS**

- 13.1 These Standing Rules may be amended upon two-thirds (2/3) vote of Board members present, provided a quorum exists.
- 13-2 Any Appendix to these Standing Rules may be amended at any regular or special meeting of the District Board, by an affirmative vote of a majority of the members present and voting, provided a quorum is present.

These Standing Rules of the 8<sup>th</sup> District Western Rivers Region, U.S. Coast Guard Auxiliary, were duly approved at a District Board meeting on 10 March 2006 by a vote of more than two-thirds of the District Board members present and voting, a quorum being present.

### **DISTRICT REVIEW AND APPROVAL:**

\_\_\_\_\_  
District Legal Officer

\_\_\_\_\_  
District Commodore

\_\_\_\_\_  
Director of Auxiliary

### **NATIONAL REVIEW AND APPROVAL:**

\_\_\_\_\_  
National Legal Officer

\_\_\_\_\_  
National Commodore