

STANDING RULES
of
THE NATIONAL BOARD
of the
UNITED STATES COAST GUARD AUXILIARY

PREAMBLE

The United States Coast Guard Auxiliary is an element of the United States Coast Guard. The Auxiliary was created by Act of Congress in 1939 and is administered by the Commandant of the Coast Guard. It is an organization of unpaid, volunteer U. S. citizens which, as specifically authorized by the Commandant, assists in carrying out certain of the Coast Guard's civil functions.

An organization of elected and appointed officers has been prescribed by the Commandant to more effectively plan, coordinate and carry out the functions of the Auxiliary. This organization, described in the Auxiliary Manual, includes the National Board. The National Board is authorized and required to adopt Standing Rules which do not conflict with the Manual or any other Coast Guard directives.

ORGANIZATION OF THE STANDING RULES

These Standing Rules are divided into four (4) Articles and several Appendices. This organization provides a hierarchy of rules, indicating which rules cannot be suspended, amended or rescinded, those rules which can be suspended, amended or rescinded, and the vote(s) and notices required.

ARTICLE 1 contains the rules which are in the nature of a "constitution." These rules cannot be suspended and cannot be amended, except by revision of the pertinent provisions of the Auxiliary Manual [COMDTINST M16790.1 (series)].

ARTICLE 2 contains those rules which are in the nature of "by-laws." These rules cannot be amended without notice and only those which are expressly identified can be suspended.

ARTICLE 3 contains those rules which are in the nature of "rules of order." They cannot be amended without notice, but each of these rules can be suspended without previous notice by two-thirds (2/3) vote.

ARTICLE 4 contains those rules which are in the nature of "standing rules." Each of these rules can be:

- (a) suspended, amended or rescinded without previous notice by two-thirds (2/3) vote, or
- (b) suspended, amended or rescinded by majority vote if prior notice is given.

THE APPENDICES contain rules, policies, etc. which can be amended, rescinded or suspended by other Auxiliary authority or by majority vote without prior notice. The appendices are included for informational purposes and are not part of the Standing Rules.

ARTICLE 1

- 1.0 The Rules in this Article cannot be suspended and cannot be amended or rescinded except by revision of the pertinent provisions of the Auxiliary Manual [COMDTINST M16790.1 (Series)] hereafter called the "Manual."
- 1.1 The name of this organization is the National Board of the United States Coast Guard Auxiliary.
- 1.2 The purposes of the National Board and its membership shall be set forth in the Manual.
- 1.3 Membership, Duties, Terms of Office and Removal of National Board; Appointment of National Directorate Officers.
 - (a) National Directorate Commodores (NADCO) for the offices of Chief, Directorate of Recreational Boating Safety, Chief, Directorate of Operations and Marine Safety are appointed by the National Commodore as follows:
 - (1) Prior to 01 June in the year that a national election is conducted, the National Commodore will give notice in the Navigator seeking resumes and relevant information from all persons desiring appointment or reappointment of NADCO for the following two years. The resumes and any information as applicant desires to be considered shall be provided to the National Administrative Officer not later than 1 August of the current year.
 - (2) At the National Conference, prior to the election for national officers, a NADCO Selection Committee shall be chosen, consisting of one District Commodore from each National Area, chosen by the District Commodores during their Area Meeting and one Director of Auxiliary chosen by the Chief Director. The members of the committee shall select the chairperson from the members of the committee.
 - (3) Upon being notified of the members of the Selection Committee, the National Commodore shall at the National Conference provide each member of the committee with a copy of the resumes and other information submitted by the applicants.
 - (4) After the National Conference, but not later than 20 September, the Selection Committee shall evaluate the resumes and other information submitted and present to the National Commodore-Elect a List of the three candidates for each position. A person who is currently a chief of one of the directorates and seeks reappointment will not be evaluated by the committee. Their resumes and other information will be provided to the National Commodore-Elect.
 - (5) The National Commodore-Elect will select a NADCO for each of the directorates from the lists of the person currently holding the position. The National Commodore-Elect will make the final choice in all appointments and subsequently will have the authority to relieve the NADCOs as necessary. The final selection of NADCOs will be submitted to the Chief Director for review and approval.

- (6) If a vacancy in any NADCO position occurs, except in the period 90 days prior to a National election, the procedure stated above shall be followed. For periods within 90 days of a National election the National Commodore, with the approval of the Chief Director, may appoint an interim NADCO.
- 1.4 The National Vice-Commodore-Atlantic Area East [NAVCO-A (E)], the National Vice Commodore-Atlantic Area West [NAVCO-A (W)], and the National Vice Commodore-Pacific Area [NAVCO-P] shall each reside in and be elected from their respective Auxiliary Areas, as defined in the Manual. There shall be no such restriction on the National Vice-Commodore-Chief of Staff (NAVCO-COS).
- 1.5 The Executive Committee of the National Board, its members, duties, limitations and meetings shall be as set forth in the Manual.
- 1.6 The National Board shall meet at least once per year at the time provided by the Manual, which shall be the Annual Regular Meeting of the National Board.
- 1.7 Special Meetings of the National Board may be called by the National Commodore with the consent of the Chief Director, Auxiliary on not less than ten (10) days written notice to all members, provided, however, a Special Meeting can be held if all members waive such notice in writing.
- 1.8 Area Meetings shall be held at the times and in the manner provided by the Manual. The cognizant National Vice Commodore of each Area and the District Commodores thereof shall be the voting members of such Area Meetings, at which the cognizant National Vice Commodore will preside.
- 1.9 The officers of the Executive Committee and National Directorate Commodores shall assume their respective offices on 1 November next after election or appointment. The remaining officers of the National Board shall assume their offices on 1 January next after election. All officers shall continue in office until relieved by their duly elected successors. When so relieved they shall deliver to their successor all current files relating to their offices and assist the relieving officer in effecting an orderly transfer of the duties of office.
- 1.10 Amendments to Article 2 shall not be effective until the date of approval thereof by the Commandant of the exact wording of such amendments or of equivalent wording which has the same meaning, in which case the equivalent wording shall be deemed to have been adopted by the National Board.
- 1.11 Any provision contained in these Standing Rules, or any amendment, addition or revision thereto, in any Article thereof, which is in conflict with the Manual or other statements of established Coast Guard policy shall be null and void or, when applicable, deemed to be amended so as to conform thereto.
- 1.12 Any action of the National Board relating to the expenditure of funds shall be deemed a recommendation to the Board of Directors of Coast Guard Auxiliary Association, Inc. for such expenditures.

Article 2

- 2.0 The Rules in this Article cannot be amended without prior written notice of the motion to amend, setting forth the text of the proposed amendment. Such notice shall be mailed by regular mail to each member of the National Board at least sixty (60) days prior to the first day of the Annual or

Special Meeting at which the motion is to be presented. No Rule in this Article can be suspended unless express provision is made in this Article for the suspension of that Rule.

2.1 Nominations for the election of National Officers shall be conducted as follows:

- (a) Each individual seeking election to a National office shall indicate, in writing, their intent to be a candidate to the National Commodore no later than 1 June prior to the election date.
- (b) The National Commodore shall refer the names of all candidates submitting letter of intent to the Chief Director for verification of eligibility to hold the office sought.
- (c) Upon receipt of verification of eligibility from the Chief Director, the National Commodore will nominate each of these candidates. No later than 1 July, the National Commodore will notify the members of the National Board in writing of the names of the candidates nominated for each office.
- (d) The National Commodore will provide a copy of the letter mentioned in paragraph 2.1(c) to all candidates. Each candidate will send a personal resume to each member of the National Board no later than 1 August prior to the next Annual Meeting.
- (e) In the event a candidate becomes unwilling or unable to serve for any reason, prior to the election, the National Commodore shall promptly notify all members of the National Board. If this results in a National Office without a candidate, the National Commodore will solicit the membership for additional candidates for that National Office. Upon receipt and verification of eligibility of additional candidates, the National Commodore will notify the National Board of additional candidates who will be nominated at the next National Election.
- (f) No nominations for the Office of National Commodore or National Vice Commodore shall be made except as set forth in this Rule 2.1.
- (g) Rule 2.1(f) can be set aside by a two-thirds (2/3) vote of the members present and voting in normal session just before the elections are conducted adopting a motion to set aside the rule for the purpose of receiving additional nominations, from the floor, for one (1) or more specific National offices.
- (h) If a motion to set aside under Rule 2.1(g) is adopted, the National Commodore shall immediately call for such additional nominations from the floor. A nomination from the floor must be seconded or the motion dies.
- (i) When it is determined that there are no more nominations from the floor, and the necessary seconds are obtained, the National Commodore shall require a written statement signed by each person so nominated to the effect that they will serve if elected and shall immediately ask the appropriate Director to certify that the nominee is an active member of the Auxiliary in good standing and otherwise qualified for election to the office for which they were nominated. If such statement and such certification are not furnished, the nomination dies.
- (j) When the names of all persons nominated, including valid nomination from the floor, are ascertained, they shall be announced for all offices for which elections are to be conducted. The National Commodore shall thereupon declare that the

nominations are closed and shall proceed to conduct the elections as set forth in Rule 2.2.

2.2. Elections of National Officers shall be conducted as follows:

- (a) In each year the National Commodore and National Vice Commodores are to be elected, the incumbent National Commodore shall schedule such election(s) as the first item on the agenda of the meeting at which they are to be conducted.
- (b) For the election of the National Commodore and National Vice Commodore-COS, each member of the Board shall be entitled to vote for one (1) candidate on each ballot for each of these offices. The election of NAVCO0A (E), NAVCO-A (W) and NAVCO-P shall be by those District Commodores in their respective Areas, plus the National Commodore, the respective Area National Vice Commodore, and the Chief Director. Each of these shall be entitled to vote for one (1) candidate on each ballot.
- (c) Voting shall be by separate written ballot for National Vice Commodore-Atlantic Area (East), National Vice Commodore-Atlantic Area (West) and National Vice Commodore-Pacific Area.
- (d) The written ballots shall be collected and counted by a Tally Committee consisting of three (3) Auxiliarists appointed by the National Commodore who are present in person, but not eligible to vote. After counting, the ballots shall be presented to the National Commodore in a sealed envelope, on the outside of which the Tally Committee shall certify in writing the result of the balloting. The result shall thereupon be announced to the National Board by the National Commodore.
- (e) If there is only one (1) nominee for an office, the requirement of a written ballot may be waived by the National Commodore and the vote can be by voice or show of hands, provided, however, it shall remain the duty of the National Commodore to ascertain and declare that the sole candidate is elected by at least a majority of the members present and voting.
- (f) If more than two (2) candidates are nominated for any one (1) national office and no candidate receives a simple majority (more than 50%) of those members present and voting on the first ballot, the candidate receiving the least number of votes on the first ballot will be dropped out of the voting on the second ballot. If there is a tie for the least number of votes received on the first ballot, then the second ballot for that office will be a run-off between the candidates for least votes on the first ballot. The winner of the run-off will continue as a candidate on the third ballot, along with the candidates who received higher numbers of votes on the first ballot. Elimination of the "low-vote" candidate will continue on the third and subsequent ballots until one (1) candidate receives at least a simple majority of the votes cast.
- (g) If three successive ballots, for any position, result in a tie vote there shall be a short recess for informal discussions. If after the reconvening of the National Board a fourth ballot results in a tie vote the Department Chief - Legal shall blindly draw from the ballot receptacle one ballot and such withdrawn ballot then shall be discarded. The remaining ballots then shall be counted by the Tally Committee and the election shall continue in accordance with the procedures established under Subsection 2.2(d) of the Standing Rules.

2.2A. Interim Elections

- (a) In the event of a vacancy for any reason in any National Office with more than six (6) months remaining in the term of that office, the National Commodore or National Vice Commodore-Chief of Staff shall within ten (10) days of the vacancy notify all members of the National Board and other persons eligible for election to the vacant office of such vacancy, and that each candidate has fifteen (15) days to mail a Letter of Candidacy, to each Member of the National Board, First Class Official Mail, at the addresses set forth in the National Program. The National Commodore or National Vice Commodore-Chief of Staff shall, upon receipt of the same, mail a copy of each candidate's materials to the other candidates for that office. The provisions of Article 2.1(b) shall apply to this interim election procedure.
 - (1) In the event of a vacancy for any reason in any National Office with more than six (6) months remaining in the term of that office, the National Commodore or National Vice Commodore-Chief of Staff shall within ten (10) days of the vacancy notify all members of the National Board and other persons eligible for election to the vacant office of such vacancy, and that each candidate has fifteen (15) days to mail a Letter of Candidacy, to each Member of the National Board, First Class Official Mail, at the addresses set forth in the National Program. The National Commodore or National Vice Commodore-Chief of Staff shall, upon receipt of the same, mail a copy of each candidate's materials to the other candidates for that office. The provisions of Article 2.1(b) shall apply to this interim election procedure.
 - (2) In circumstances other than death or where an office holder is relieved of a position by competent authority, a National Office holder who desires to vacate an office shall signify this intent by submitting a written letter of resignation to the next higher level elected unit officer. The letter of resignation shall state that the officer resigns the position and the effective date of the resignation. If the letter fails to state an effective date, the National Commodore may declare the office vacant and proceed to fill the position as provided by Article 2.2(a)(1).
- (b) The person elected in the interim election will hold office for the remainder of the unexpired term. Incumbency of more than half the regular term may, if approved by the Commandant, be considered a regular term of office and render the incumbent ineligible for a subsequent regular term in that office. The decision as to whether or not the election to office shall be considered a regular term shall be announced as soon as possible prior to the election.
- (c) The interim election shall be held at the next meeting of the National Board, if one is scheduled no earlier than thirty (30) days from the date of the vacancy, not more than sixty (60) days from said date; otherwise the interim election shall be conducted by mail ballot within thirty (30) days of the date of the vacancy.
- (d) In the event the interim election is held at a National Board Meeting, the provisions of Article 2.2(b) through (f) shall apply. In the event the interim

election is conducted by mail, the persons entitled to vote are those named in Article 2.2(b).

- (e) In the event of a mail ballot, the completed ballots shall be returned to the Chief Director who, together with the National Commodore or National Vice Commodore-Chief of Staff shall open and certify the results of the election. If there are more than two (2) candidates for any one (1) office and no candidate receives a simple majority vote (more than fifty (50%) of those members voting on the first ballot, the candidate receiving the least number of votes on the first ballot will be dropped out of the voting on the second ballot. If there is a tie for the least number of votes received on the first ballot, then the second ballot for that office will be a run-off between the candidates tied for the least votes on the first ballot. The winner of the run-off will continue as a candidate on the third ballot, along with the candidates who received higher number of votes on the first ballot. Elimination of the "low-vote" candidate will continue on the third and subsequent ballots until one (1) candidate receives at least a simple majority of the votes cast.
 - (f) In the event second or subsequent mail ballots are required, the members of the National Board and all candidates listed on the prior ballot shall be notified of the remaining candidates on the ballot by telephone to expedite the mailing of subsequent ballots.
- 2.3 A majority (more than 50%) of the members of the National Board shall constitute a quorum. The action of the majority of those members present and voting at a meeting at which a quorum is present shall be the act of the National Board unless a greater number for a specific action is required by the Manual or these Standing Rules. For the purposes of this section and for the purposes of Rule 2.2(f), blank ballots, abstentions and votes for ineligible candidates shall not be counted in determining the number of members voting.
- 2.4 No proxy voting shall be allowed.
- 2.5 In the absence of any District Commodore from a meeting of the National Board, the District Vice Commodore or, in the event the Vice Commodore is unable to attend, a District Rear Commodore may attend, and act and vote in the place of the District Commodore. The Vice Commodore or Rear Commodore shall thereupon be seated as a voting member of the National Board. If a district has more than one (1) incumbent Rear Commodore, the District Commodore or, in his/her absence or inability, the District Vice Commodore shall select which Rear Commodore will attend, act and vote. In the absence of the President of the National Association of Past District Commodores, the Vice President may attend, act and vote.
- 2.6 If the National Commodore determines it is impractical to call a special meeting of the National Board, voting on matters requiring action of the National Board may be conducted by mail or electronic means. No mail or telephone voting will be conducted during any regular or special meeting of the Board.
- 2.7 A question submitted for voting by mail or electronic means shall be sent by the National Commodore by regular mail or electronic means to each member together with a notice setting a reasonable time (not less than thirty (30) days) for response. A member who fails to exercise his/her vote by mailing the vote by regular mail or responding by electronic means within the time limit set by the National Commodore shall be counted for determining a quorum and shall be counted as abstaining from the voting. The NACO shall announce the results of the vote within seven (7) days of the end of the voting period.
- 2.8 The National Commodore shall retain all written evidence of any voting by mail and affix this documentation to the minutes of the next regular or special meeting.

- 2.9 Amendment of the Rules in this Article shall require an affirmative vote of two-thirds (2/3) of the members present and voting at any Regular or special meeting, a quorum being present, or by a mail vote, as provided above.

ARTICLE 3

- 3.0 The Rules in this Article cannot be amended without written notice of the motion to amend as required in 2.0. However, except for Rule 3.1, each of the rules in this Article can be suspended without previous notice by a two-thirds (2/3) affirmative vote of members present and voting at any meeting of the National Board at which a quorum is present.
- 3.1 Except as specifically set forth in Articles 1, 2 or 3, all business and meetings of the National Board shall be transacted and conducted in accordance with Roberts Rules of Order (Revised). This Rule .1 can be amended as set forth above but cannot be suspended.
- 3.2 The agenda for each Annual Meeting of the National Board shall be forwarded by the National Commodore to each member at least thirty (30) days prior to the first day of the meeting by regular mail or other equally expeditious means. The agenda for any Special Meeting shall be forwarded with the notice of the meeting. The agenda for each Area Meeting shall be forwarded by the cognizant National Vice Commodore to each voting member of that Area at least thirty (30) days prior to the first day of the Area Meeting by regular mail or equally expeditious means.
- 3.3. Recommendations which may be submitted by the National Board (as authorized by the Manual), for consideration by the Commandant in developing national policies for the Auxiliary, shall be proposed and processed as follows:
- (a) Recommendations made by District Boards may be considered and voted upon at National Area Meetings, provided they are received by the National Vice Commodore of the Area at least thirty (30) days prior to the first day of such meeting. The cognizant National Vice Commodore who receives such recommendation(s) shall forward copies thereof to each voting member of the Area Meeting within ten (10) days prior to the first day of the Area Meeting.
 - (b) Recommendations originating from the sources listed below may be considered and voted upon at Regular Meetings of the National Board or any Special Meeting called for that purpose, provided they are received by the National commodore at least sixty (60) days prior to the first day of such meeting. The National Commodore shall be forwarded copies of all such recommendations to each member of the National Board with the Agenda for such meeting.

Such recommendations can be submitted to the National Commodore

- (1) by a voting member of the National Board;
 - (2) by the National Executive Committee;
 - (3) if submitted through the National Commodore and approved by the National Executive Committee, by
 - (i) the National Staff,
 - (ii) the National Committees,
 - (iii) the National Association of Past District Commodores
- (c) All recommendations submitted from any source must be in the format required by the National Program and must contain all the required information.

- (d) All recommendations submitted to the National Board shall first be considered by the voting members at the National Area Meetings or at the Area Meetings conducted prior to the Committee of the Whole Meeting, and then by the Committee of the Whole Meeting held in conjunction with and just prior to a Regular Meeting of the National Board or any Special Meeting called for that purpose. These meetings shall be informal without Roberts Rules of Order, with no voting conducted, and any discussion and/or conclusions reached shall not be binding upon the National Board. Proposed amendments to recommendations that are to be voted on at the National Board Meeting that are developed during the preceding Area Meetings may be offered for general discussion by the board. Notwithstanding any other provisions of the standing rules, items of concern to one or more members of the Board, other than recommendations and/or motions shall be discussed as set forth above whether or not such items of concern are enumerated on the agenda.

3.4 Nothing in Rule 3.3 shall be construed to prohibit or limit the making or consideration of motions by members of the National Board, which are otherwise in order under these standing rules.

ARTICLE 4

4.0 Each of the Rules in this Article can be

- (a) suspended, amended or rescinded without previous notice by two-thirds (2/3) affirmative vote of the National Board at any meeting, a quorum being present;
- (b) suspended, amended or rescinded by majority vote of the National Board at any meeting at which a quorum is present, if prior notice of the motion to suspend, amend or rescind is given in the manner provided in Rule 2.0.

4.1 The National Commodores and those to whom he/she delegates such responsibilities shall make the necessary arrangements for all meetings of the National Board and the Executive Committee. Such arrangements are subject to the approval of the Chief Director.

4.2 The National Vice Commodores of the Areas involved and those to whom they delegate such responsibilities shall make the necessary arrangements for the Area Meetings. Such arrangements shall be subject to the approval of the National Commodore and the Chief Director.

4.3 There shall be a standing National Awards Committee, which shall be composed of four (4) members; the President of the National Association of Past District Commodores, who shall serve as the Chairperson, and three District Commodores, one from each National Area of the United States Coast Guard Auxiliary.

4.4 There shall be a standing National Staff Operating Committee (OPCOM) composed of the members of the National Executive Committee, the National Directorate Commodores - Operations and Marine Safety, Member Services, Recreational Boating Safety, The Chief of the Auxiliary Administration Division (G-OCX-1) and the Chief of the Auxiliary Operations Division (G-OCX-2), the Chief of the Program Development & Implementation Division (G-OPB-2), representatives from G-W and G-M, and the Chief of each National Staff Department.

The National Vice Commodore - Chief of Staff shall be the Chairperson.

The National Staff Operating Committee shall:

- (a) meet during the course of the Annual Meeting and at such other times and places specified by the National Commodore with the approval of the Chief Director;

- (b) coordinate the efforts of each Department to the end that the departments shall function together more effectively;
- (c) perform such other functions as are prescribed by the National Commodore.

4.5 There shall be a standing National Legislative Liaison Committee composed of a Chairperson appointed by the National Commodore and such other members as shall be nominated by the Chairman from time to time and appointed by the National Commodore.

The Legislative Liaison Committee shall function only under the sole and direct control of the National Commodore. From time to time the Committee may request the assistance of other Auxiliary units, staff resources and individual members, keeping the cognizant elected and staff officers informed of such requests and resulting activities.

The functions of the Committee are:

- (a) to inform the National Board, National Executive Committee and the National Staff of legislative and regulatory developments at the federal, state and local levels which affect Auxiliary missions;
- (b) to recommend to the National Commodore appropriate Auxiliary responses to such developments;
- (c) to assist the National Vice Commodores and District Commodores in implementing such responses as may be specifically authorized by the National Commodore.

No Congressionally appropriated funds shall be used in operations of the Legislative Liaison Committee or in implementing such Auxiliary responses.

4.6 The National Commodore may appoint other special committees as deemed necessary, designating the members and chairperson thereof and specifying the committee's duties and limitations.

APPROVAL

These Standing Rules of the National Board of the U.S. Coast Guard Auxiliary were approved as amended at the meeting of the National Board held in St. Louis, MO on 25 January 2003 by a vote of 24 in favor, a quorum being present:

LEGAL REVIEW: s/s Donald A. Krispin Date: 4-21-03
 Donald A. Krispin
 Legal Officer DC-L
 U. S. Coast Guard Auxiliary

APPROVED: s/s E. W. Edgerton, Jr. Date: 5-1-03
 E. W. Edgerton, Jr.
 National Commodore
 U. S. Coast Guard Auxiliary

APPROVED: s/a Dave Hill Date: 15 May 03
 Dave Hill
 Captain, USCG
 Chief Director, Auxiliary

APPENDICES

The following rules, policies, programs, etc. are to be promulgated by Auxiliary authority other than the National Board and can be amended, rescinded or suspended by such other authority without action of the National Board or by majority vote of the National Board without notice. They are included for informational purposes only.

SUBJECTS FOR INCLUSION IN THE APPENDICES

Auxiliary National Awards
The National Publications (e.g. THE NAVIGATOR)
Contents and Distribution of the National Program
Approved Public Education Courses and Minimum Standards
Required Reports by National/District Elected/Staff Officers