

## **STANDING RULES**

### **EIGHTH DISTRICT EASTERN REGION**

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

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

- 1.1 The name of this organizational unit is the EIGHTH DISTRICT, EASTERN 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 (hereinafter, the "Board") shall be comprised of the District Commodore ("DCO"), District Chief of Staff ("DCOS"), each District Captain ("DCAPT"), each Division Commander ("DCDR"), the District Director of Auxiliary ("DIRAUX"), and the Immediate Past District Commodore ("IPDCO"). The President of the District's Past Division Commanders Association (formerly District's Past Captains' Association) is also a member of the Board and allowed to vote provided the DCO and DIRAUX have approved the Past Division Commanders Association (formerly District's Past Captains' Association) Standing Rules and attendant bylaws. 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 DCOS, each DCAPT, 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 DCOS, 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 DCAPT(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 three (3) DCAPTs, 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. An Area DCAPT shall be primarily responsible for coordination between this District (including each Division and Flotilla in a DCAPT's Area) and each U.S. Coast Guard Unit Commander in the DCAPT's Area.

- 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. If funding is available, a Summer Board Meeting will be held.
- 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 District. 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 DCOS 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 by the Post Office 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 his/her 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 Commander to attend any meeting of the District Board, the Division Vice Commander may attend such meeting and vote in such Division Commander's place and stead. In the absence or inability of both the DCDR and VDCDR to attend any District Board meeting, the Immediate Past Division Commander may attend such meeting and act and vote in such Division Commander's place and stead, unless the Division Commander has specified otherwise in writing to the DCO. If the Division Commander, Division Vice Commander and Immediate Past Division Commander cannot attend a District meeting, the Division Commander 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 Division Commanders Association (formerly District's Past Captains' Association, and abbreviated herein as "PCA") is a voting member of the District Board as set forth in 3.1 above. If the PCA's President is unable to attend a District Board meeting, the PCA's Vice President may attend the meeting, represent the PCA, and vote with the prior approval of the District Commodore and the Director of Auxiliary. Should the PCA's Vice President be unable to attend, another PCA member designated in writing to the DCO by the PCA's President, may attend the meeting and represent the PCA, but shall not 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 thirty (30) 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 running 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 DCOS, and/or DCAPT(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, DCOS, and District Captains) 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 the DCO and the DCOS, except for any Division Commander whose Division is not in good standing with the District at the time of the District elections. The election of each Area District Captain shall be by the Division Commanders of Divisions within the DCAPT Area (except for any Division Commander whose Division is not in good standing with the District at the time of the District elections), the incumbent Area District Captain, the DCO, the DCOS, the IPDCO, DIRAUX, and the President of the Past Division Commanders Association (formerly District's Past Captains' Association).
- 7.8 In those years in which a DCO and DCOS 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 DCOS; and (c) Lastly, election of the District Captains. 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 parliamentary 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, these Rules, or Roberts Rules of Order 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, DCOS, or DCAPT must 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 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 *The PilotHouse* (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 report at each District Board regular 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 third Board meeting 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 is 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 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.
- 10.8 The net proceeds from any District sponsored event will become the property of the District
- 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 not be amended.
- 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 EIGHTH District, EASTERN Region, U.S. Coast Guard Auxiliary, were duly approved at a District Board meeting on \_\_\_\_\_, 200\_\_, 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

## **APPENDICES**

- Appendix 1 – District Captains
- Appendix 2 – Financial Matters
- Appendix 3 – District Conferences
- Appendix 4 – Standing Rules Committee
- Appendix 5 – Finance Audit Committee
- Appendix 6 – District Staff Officer—Finance
- Appendix 7 – District Staff Officer—Materials
- Appendix 8 – District Awards Program

## APPENDIX 1

### DISTRICT CAPTAINS

In reference to Article 4.4, the three (3) District Captains authorized by the Commander, Eighth Coast Guard District, shall be designated as DCAPT-E, DCAPT-W, and DCAPT-S.

1. The District Captain, East (DCAPT-E) must be a member of and reside within one of the Divisions assigned within their area of responsibility (currently divisions 2, 3, 7, 9, or 18).
2. The District Captain, West (DCAPT-W) must be a member of and reside within one of the Divisions assigned within their area of responsibility (currently divisions 1, 4, 5, or 6).
3. The District Captain, South (DCAPT-S) must be a member of and reside within one of the Divisions assigned within their area of responsibility (currently divisions 8, 11, 12, 16, and 24).

This Appendix was adopted on the \_\_\_\_ day of \_\_\_\_\_, by a majority vote of the District Board and becomes effective immediately.

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

Attest:

\_\_\_\_\_  
District Staff Officer –Secretary/Records

## APPENDIX 2

### FINANCIAL MATTERS

In reference to Article X, The District, all Divisions and all Flotillas shall operate on a calendar year for financial purposes. The following procedure must be followed by all Flotillas for the purpose of assuring an accurate dues structure throughout the organization.

1. The Flotilla Finance Officer will send dues notices to the members no later than 1 September of each year. Members are to pay dues during the month of September for the following year.
2. The Flotilla Commander shall complete any disenrollments and submit required paperwork to the DSO-PS by 20 November. The DSO-PS will process the paperwork, in accordance with District policy, and then forward to the DIRAUX by 1 December. The AUXDATA roster as of 31 December, of each year, will be the basis for National, District, and Division billings.
3. Enrollments and disenrollments are based on the date of the letter of acknowledgment as processed by the DIRAUX.
4. As members enroll throughout the year, additional billings will be required in order to collect pro-rata dues. The schedule for pro-ration of the dues is as follows:

<u>DATES</u>	<u>NATIONAL</u>	<u>DISTRICT</u>
Oct. -- Dec	100%	100%
Jan. -- Mar.	75%	75%
Apr. -- Jun.	50%	50%
Jul. -- Sep.	25%	25%

5. Divisions and Flotillas may, if they desire, pro-rate their dues by including a pro-ration schedule in their by-laws.

This Appendix was adopted on the \_\_\_\_ day of \_\_\_\_\_, by a majority vote of the District Board and becomes effective immediately.

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

Attest:

\_\_\_\_\_  
District Staff Officer –Secretary/Records

## APPENDIX 3

### DISTRICT CONFERENCES

1. The District Commodore shall appoint a Division as host for a meeting at least eighteen (18) months prior to the meeting using the rotation schedule in paragraph 10 below. The District Commodore will provide a Conference policy guide to all Divisions prior to any conference.
2. The Division will have the responsibility to organize and operate the Conference as directed by the District Commodore. The Division Commander hosting the Conference will act/or appoint a Conference Coordinator who shall form a Division Conference Committee.
3. The Division Conference Coordinator will make recommendations to the District Commodore as to which hotel the Conference will be held. This recommendation shall be made before the contract is sent to the DSO-LP for review and the Division Commander's signature. All hospitality and breakout room schedules, personnel, food, drinks, shall be approved by the District Commodore prior to the Conference.
4. The District Commodore shall prepare the agenda for each conference. This agenda shall include the times for all events, the training schedule, award presentations, and the uniform of the day. Anything not in the agenda shall be deemed out of order until approved by the District Commodore.
5. The host Division Commanders from the previous Spring or Fall Conference will prepare and present a written report for presentation at the Board meeting at the next Spring or Fall Conference.
6. The host Division Commander will be responsible for conducting a debriefing with the Division Conference Committee and for reporting to the EXCOM, in writing, the results of said debriefing of the Division Conference Committee and to report any recommendations within thirty (30) days of the Conference.
7. The District Commodore shall determine where awards are to be presented during either the Spring or the Fall Conference.
8. The Spring Conference shall have as its primary purposes:
  - a. Conduct District business.
  - b. Presentation of annual awards.
  - c. Member Training.
  - d. Outline of proposed activities for the year.
  - e. Clarification of Auxiliary policy matters by the Director.
  - f. Board approval of the annual budget.
  - g. Fellowship.
9. The Fall Conference shall have as its primary purposes:
  - a. The election of District Officers.
  - b. Member Training.

- c. Conduct of District business.
- d. District's reports on the year's performance.
- e. Clarification of Auxiliary policy matters by the Director.
- f. Fellowship.

10. Conference Rotation: Host Divisions for the District Conferences shall be rotated according to the following schedule. The District Commodore may waive a Division from hosting a Conference.

CONFERENCE ROTATION

Spring 2006	Division 3
Fall 2006	Division 4
Spring 2007	Division 8
Fall 2007	Division 11
Spring 2008	Division 6
Fall 2008	Division 7
Spring 2009	Division 12
Fall 2009	Division 18
Spring 2010	Division 9
Fall 2010	Division 16
Spring 2011	Division 1
Fall 2011	Division 24
Spring 2012	Division 2
Fall 2012	Division 5
Spring 2013	Division 3
Fall 2013	Division 4
Spring 2014	Division 8
Fall 2014	Division 11

This Appendix was adopted on the \_\_\_\_ day of \_\_\_\_\_, by a majority vote of the District Board and becomes effective immediately.

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

Attest:

\_\_\_\_\_  
District Staff Officer –Secretary/Records

## APPENDIX 4

### STANDING RULES COMMITTEE

The Standing Rules Committee shall consist of three (3) members. At least one (1) member shall be an incumbent member of the Board. The duties of the Standing Rules Committee shall include:

1. Periodically, and not less than annually, review the existing Standing Rules to determine if they need updating to meet current policy.
2. Reporting at each District Board Meeting if the Committee has any recommended changes for appropriate action by the Board.
3. When a change is to be proposed by the Committee, the Chair shall notify the DIRAUX and the District Commodore of the proposed change in writing at least sixty (60) days prior to the first day of the Board meeting to allow time for a study of the proposal by the District Board members. Approval by the Director or District Commodore is not necessary for the Committee to recommend a change to the Board through its incumbent Board Member.

This Appendix was adopted on the \_\_\_\_ day of \_\_\_\_\_, by a majority vote of the District Board and becomes effective immediately.

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

Attest:

\_\_\_\_\_  
District Staff Officer –Secretary/Records

## APPENDIX 5

### FINANCE AUDIT COMMITTEE

The Finance Audit Committee shall consist of four (4) members of the Board appointed by the District Commodore. The duties of the Finance Audit Committee shall include:

1. Assisting the Finance Officer, when required, in matters concerning the Treasury or Financial reports and records.
2. Performing an audit of the Treasury and Materials Center accounts as of the close of the fiscal year and reporting the results, in writing, to the Board at the Spring Conference. Two members of the committee shall audit the Treasury and two members shall audit the Materials Center.
3. Performing an Audit of the Treasury and Materials Center accounts as of the time of transfer of responsibility from one Finance Officer and/or Materials Officer to a successor and reporting the results, in writing, to the District Commodore, the Director of Auxiliary, and the current and previous Finance Officer and/or Materials Officer.
4. Ensure that the DCO and DCOS are signatories on the General Treasury and Materials Center checking accounts and cash instruments in addition to the responsible DSO.

This Appendix was adopted on the \_\_\_\_ day of \_\_\_\_\_, by a majority vote of the District Board and becomes effective immediately.

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

Attest:

\_\_\_\_\_  
District Staff Officer –Secretary/Records

## APPENDIX 6

### DISTRICT STAFF OFFICER – FINANCE

1. The DSO-FN shall be bonded annually as of 1 January. The cost of the bond is to be paid from the District Treasury. The bond shall at no time be less than the liquid assets of the District Treasury.
2. The duties of the Finance Officer shall include:
  - a. Receiving and expending all monies of the Treasury authorized by the approved budget, the EXCOM, or District Board and approved by the District Commodore.
  - b. Keeping an accurate account of the Treasury in a written form acceptable to the Audit Committee. The account will consist of not less than a numbered receipt book, a checkbook, and receipts and disbursement records in which will be recorded every transaction from the receipt book and checkbook.
  - c. Preparing and presenting a detailed financial statement to the Board at every regular Board meeting.
  - d. Presenting a special financial report to the District Commodore or Director when so requested by either of them.
  - e. Working in close liaison with the Division Commanders and Division Finance Offices to insure prompt submission of National and District dues.
  - f. Preparing and submitting bills for National and District dues to each Division.
  - g. Assisting the District Commodore in the preparation of the Annual Budget.
  - h. Paying National dues and other receivables as required and in a prompt manner.
  - i. Performing other duties as required by the District Commodore.
3. The banking institutions in which the District Board's funds are deposited shall be selected by the Finance Officer with the consent of the District Commodore. Any such bank shall be a legally constituted banking institution which is Federally Insured in a location convenient for the Finance Officer. All accounts and assets shall be held in the name of the United States Coast Guard Auxiliary Eighth District-Eastern Region.

This Appendix was adopted on the \_\_\_\_ day of \_\_\_\_\_, by a majority vote of the District Board and becomes effective immediately.

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

Attest:

\_\_\_\_\_  
District Staff Officer –Secretary/Records

## APPENDIX 7

### DISTRICT STAFF OFFICER-MATERIALS

1. The DSO-MA shall be bonded annually as of 1 January. The cost of the bond is to be paid from the District Treasury. The bond shall at no time be less than the total assets, including inventory and liquid assets, of the Materials Center based on the previous year's assets.
2. The duties of the Materials Officer shall include:
  - a. Maintain a current inventory of uniform items, accessories, course materials, mailing material, and other items as may be desired by the membership.
  - b. Provide electronic catalogs and other forms of advertising promoting the sale of materials to members from the District Material Center.
  - c. Keep an accurate accounting of all materials brought and sold along with a ledger of any other financial transactions.
  - d. Maintain a running inventory of all materials.
  - e. Provide a balance sheet and income statement to the District Board at each of its regularly scheduled meetings.
  - f. Operate an on-site Material Center in conjunction with each Spring and Fall Conference.
  - g. Maintain a mark-up margin over costs on all materials sold. The District Commodore may authorize markdowns or write off's on excess or outdated material. In the event that any lawfully imposed taxes or charges are required to be collected on any items sold to members, such shall be collected and caused to be remitted to the appropriate authority, subject to exemptions such as Federal sales, interstate commerce, and state law.

This Appendix was adopted on the \_\_\_\_ day of \_\_\_\_\_, by a majority vote of the District Board and becomes effective immediately.

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

Attest:

\_\_\_\_\_  
District Staff Officer –Secretary/Records

## APPENDIX 8

### DISTRICT AWARDS PROGRAM

1. The District Awards Program shall be implemented by a District Awards Committee appointed by the District Commodore.

2. District Awards Committee duties shall include:

a. Working with the District Staff Officer, Information Systems and Director of Auxiliary in compiling the necessary information and data to determine the award recipients based on District criteria for each award given. Such determination of recipients is to be completed at least 60 days prior to the Spring Conference, in order to allow sufficient time for procuring of awards for presentation.

b. Keeping an account of the monies spent in conjunction with the awards program, keeping within the budget set by the Board, and submitting itemized statements to the District Staff Officer, Finance, for accounting purposes.

c. Keeping an account of the awards and recipients, and reporting this information, in writing, to the District Commodore at least 60 days prior to the Spring Conference.

d. Furnishing the District Staff Officer, Publications with all results of the awards so that they may be publicized in the appropriate issue of *The Pilothouse*.

e. Procuring all District awards and certificates, and bringing them to the Spring Conference.

f. Seeing that all awards are in excellent condition, on hand, and properly inscribed prior to presentation.

3. District Awards Program.

a. General. The District Awards Program is designed to maintain equity in the program, thus making it possible for any member to earn an award. The Awards Program recognizes accomplishments in all areas, both for individuals and Flotilla/Division units. To be considered for any of the awards listed in this program, activities must be properly reported to the Division SO-IS in time to be reflected in the "End-of-Year AUXDATA or replacement system Reports" for the award year ending 31 December.

(1) Compilation. Compilation of End-of-Year AUXDATA numbers to determine award winners will normally be done by the DSO-IS and ADSO-IS under oversight of the Awards Committee per criteria established herein for each award unless otherwise specified for the particular award. Requests to correct errors or omissions in determining award criteria must be in the hands of the Awards Committee no later than two months following the date of the Spring Conference. No corrections will be made after that date.

- (2) Deadlines. Deadlines for submission of award criteria may differ between awards. Always check under the individual award for deadlines. All awards will be based on the Calendar Year.
- (3) Publication of Award Recipients. Award recipients will be maintained in a confidential manner until the presentation date, which is normally the Spring Conference. The DSO-IS will provide names of recipients and backup data to the Awards Committee. The Awards Committee will review and provide the names of recipients to the District Commodore for approval, after which time the Awards Committee will see to it that the awards are procured and prepared for presentation at the appropriate time. Following presentation, names will be provided to *The Pilothouse* for publication to the membership.

#### 4. District Performance Awards Descriptions

a. Flotilla and Division Awards shall consist of a certificate and a ribbon streamer suitable for display on the flag staff of the unit's colors.

(1) Division of the Year and Flotilla of the Year Awards shall be presented to First Place (DCO Award), Second Place (DCOS Award) and Third Place (DCAPT Award).

(2) Division Program Awards shall be presented to the First Place Division (DCO Award).

(3) Flotilla Program awards shall be presented to the First Place Flotilla (DCO Award) and Second Place Flotilla (DCOS Award).

b. Individual Awards shall consist of the following:

- (1) First Place Award (DCO Award) Plaque
- (2) Second Place Award (DCOS Award) Plaque
- (3) Third Place Award (DCAPT Award) Plaque
- (4) Outstanding Participation Award Certificate

c. In the event of a tie for an award, all recipients in the tie shall receive an award.

#### 5. District Performance Awards Criteria.

a. Auxiliarist of the Year. First, second and third place plaques are presented annually to the member exemplifying the "Representative Auxiliarist" based on member accomplishments and activities during the award year.

(1) The award will go to the member with the most Mission Hours in the following program areas: PV, MT, PA, PE, OP, VE and MS.

(2) No person will be eligible to receive the award for more than two consecutive years without a two year break.

(3) No person will be eligible to receive the award who has received a

disciplinary action that includes all or part of the award year.

b. Flotilla of the Year. A streamer and certificate will be presented for first, second and third place to the outstanding Flotilla in the Eighth District Eastern Region. Criteria are as follows:

- (1) Both the Flotilla Commander and Vice-Commander must be fully qualified in accordance with the current Auxiliary Manual, not later than 31 December prior to the awards year (this means that they are fully qualified WITHOUT WAIVER as of 31 December prior to taking office on 1 January.) Personal Security Investigation (PSI) packets must have been submitted, and required Incident Command System (ICS) training must have been completed as of 31 December prior to taking office on 1 January.
- (2) The Flotilla must have the highest ratio of Activity Mission Hours divided by number of members in the flotilla as reported in AUXDATA in PV, MT, PA, PE, OP, VE and MS.

c. Division of the Year. A streamer and certificate will be presented for first, second and third place to the outstanding Division in the Eighth District Eastern Region. Criteria are as follows:

- (1) Both the DCDR and VCDR must be qualified in accordance with the current Auxiliary Manual, not later than 31 December prior to the awards year (this means that they are fully qualified WITHOUT WAIVER as of 31 December prior to taking office on 1 January.) Personal Security Investigation (PSI) packets must have been submitted, and required Incident Command System (ICS) training must have been completed as of 31 December prior to taking office on 1 January.
- (2) The Division with the highest percentage of active members (total number of members showing some activity during the award year divided by total active members - i.e. non-retired members - for the Division as of 31 December of the awards year) as reported in AUXDATA.

d. Vessel Safety Checks (VSC) Awards.

(1) Vessel Safety Checks Individual Awards. A plaque will be awarded for first, second and third place for number of VSCs conducted. Additional awards will be given as follows:

- (a) Certificates. Outstanding Participation Certificates will be awarded to members conducting 50 or more checks.
- (b) Vessel Examiners must meet the District minimum annual performance standards for VSCs and attend any mandatory Workshops required for the award year to be eligible for this award.

(2) Outstanding Flotilla in Vessel Safety Checks. A streamer and certificate will be awarded to first and second place flotillas. Criteria are as follows:

(a) Each Vessel Examiner in the Flotilla must meet the District minimum annual performance standards for VSCs and attend any mandatory Workshops required for the award year.

(b) The Flotilla must have the highest ratio of VSCs divided by members in the Flotilla of all eligible Flotillas.

(3) Outstanding Division in Vessel Safety Checks. A streamer and certificate will be awarded to the first place division. Criteria are as follows:

(a) The Division must have the highest ratio of VSCs divided by members in the Division of all eligible Divisions.

e. Recreational Boating Safety Visitor Program (RBSVP) Awards.

(1) RBSVP Individual Awards. A plaque will be awarded for first, second and third place for number of Program Visits conducted. Additional awards will be given as follows:

(a) Certificates Outstanding Participation Certificates will be awarded to members conducting 25 or more Program Visits.

(b) Program Visitors must meet the District minimum annual performance standards for Program Visits and attend any mandatory Workshops required for the award year to be eligible for this award.

(2) Outstanding Flotilla in RBSVP. A streamer and certificate will be awarded to first and second place Flotillas. Criteria are as follows:

(a) Each Program Visitor in the Flotilla must meet the District minimum annual performance standards for Program Visits and attend any mandatory Workshops required for the award year.

(b) The Flotilla must have the highest ratio of Program Visits divided by members in the Flotilla of all eligible Flotillas.

(3) Outstanding Division in RBSVP. A streamer and certificate will be awarded to the first place Division. Criteria are as follows:

(a) The Division must have the highest ratio of Program Visits divided by members in the Division of all eligible Divisions.

f. Surface Operations Awards.

- (1) General. Operations awards are based on the total operational hours reported under categories of Safety Patrols, Regatta Patrols, Chart Patrols, and Coast Guard Operational Support in AUXDATA as of 31 December of the award year.
- (2) Individual Surface Operations Award. A plaque will be awarded for first, second and third place in surface operations mission areas. Additional awards will be given as follows:
  - (a) Certificates. Outstanding Participation Certificates will be awarded to members performing 100 or more hours in the surface operations mission areas.
  - (b) Operations personnel must meet the District minimum annual performance standards for Operations and attend any mandatory Workshops required for the award year to be eligible for this award.
- (3) Outstanding Flotilla Award in Surface Operations. A streamer and certificate will be awarded to first and second place Flotillas. Criteria are as follows:
  - (a) All operational facilities in the flotilla must be currently inspected.
  - (b) The flotilla must have the highest ratio of surface operations hours divided by members in the Flotilla of all eligible flotillas.
  - (c) All Operations personnel in the Flotilla must have met the District minimum performance standards for the awards year and attended any mandatory workshops for the award year.
- (4) Outstanding Division Award in Surface Operations. A streamer and certificate will be awarded to the first place Division. Criteria are as follows:
  - (a) The division must have the highest ratio of surface operations hours divided by members in the Division of eligible divisions.

g. Air Operations.

- (1) Aircraft Pilots. First, second and third place plaques will be awarded to the Pilot having the most aircraft patrol hours as Pilot-in-Command. Additional awards will be given as follows:
  - (a) Certificates. Outstanding Participation Certificates will be awarded to each Pilot having 50 or more hours as Pilot-in-Command.
  - (b) Hours for this award are mutually exclusive of hours performed as Air Observer/Air Crew.

(2) Air Observer/Air Crew. First, second and third place plaques will be awarded to the individual having the most hours as Air Observer/Air Crew.

(a) Certificates. Outstanding Participation Certificates will be awarded to each Air Observer/Air Crew having 15 or more hours of Air Observer/Air Crew time.

(b) Hours for this award are mutually exclusive of hours performed as a Pilot.

h. Public Education Award.

(1) Individual PE Award. First, second and third place plaques will be given to the Instructors with the greatest total of PE Class Hours. Additional awards will be given as follows:

(a) Certificates. Outstanding Participation Certificates will be awarded to Instructors having 50 or more PE Class Hours.

(b) Instructors must meet the District minimum annual performance standards for PE hours and attend any mandatory Workshops required for the award year to be eligible for this award.

(2) Outstanding Flotilla Award in Public Education. A streamer and certificate will be awarded to first and second place Flotillas. Criteria are as follows:

(a) All Instructors within the Flotilla must have maintained Instructor status during the award year and must have taken all mandatory PE workshops.

(b) The Flotilla must have the highest ratio of PE Class Hours divided by members in the Flotilla of all Flotillas considered.

(3) Outstanding Division Award in Public Education. A streamer and certificate will be awarded to the first place Division. Criteria are as follows:

(a) The Division must have the highest ratio of PE Class Hours divided by members in the Division of all Divisions considered.

i. Member Training Award.

(1) Individual MT Award. First, second and third place plaques will be given to the Instructor with the greatest total of MT Hours. Additional awards will be given as follows:

(a) Certificates. Outstanding Participation Certificates will be awarded to Instructors having 50 or more MT Hours.

(b) Member Trainers must meet the District minimum annual performance standards for Member Training hours and attend any mandatory Workshops required for the award year to be eligible for this award.

(2) Outstanding Flotilla Award in Member Training. A streamer and certificate will be awarded to first and second place Flotillas. Criteria are as follows:

(a) All Instructors within the Flotilla must have maintained Instructor status during the award year and must have taken all MT mandatory workshops.

(b) The Flotilla must have the highest ratio of MT Hours divided by members in the Flotilla of all Flotillas considered.

(3) Outstanding Division Award in Member Training. A streamer and certificate will be awarded to the first place Division. Criteria are as follows:

(a) The Division must have the highest ratio of MT Hours divided by members in the Division of all Divisions considered.

j. Membership Growth Award.

(1) Individual Award for Membership Growth. First, second and third place plaques will be given to the Member with the greatest total of New Members signed up for the year. Additional awards will be given as follows:

(a) Certificates. DCO Membership Growth Awards will be awarded to Members bringing in 3 or more New Members during the award year.

(b) This award is presented to any member of the District who recruits three (3) or more members within one (1) calendar year. The new member must have completed the New Member Course and been assigned a member number. The Flotilla Commander submits the Application for DCO Membership Growth Award for the individual member who has recruited three (3) or more members to the DSO-PS. The DSO-PS verifies the information and then sends it to the DCO for preparation of the award. Only one (1) DCO Membership Growth Award form is to be submitted for each member per year. The application is to contain the names and member numbers of ALL the new members recruited by the individual. The application form will be displayed on the District Web site.

(2) Outstanding Flotilla Award For Membership Growth. A streamer and

certificate will be awarded to first and second place Flotillas. Criteria are as follows:

- (a) The Flotilla must show a positive increase in membership during the current awards year.
  - (b) The Flotilla must have the highest ratio of end-of-year members divided by beginning-of-year members of all Flotillas considered.
  - (c) This award will be determined by the DSO-IS and ADSO-IS from the end-of-year AUXDATA reports, versus beginning-of-year AUXDATA reports, under oversight of the Awards Committee.
- (3) Outstanding Division Award For Membership Growth. A streamer and certificate will be awarded to the first place Division. Criteria are as follows:
- (a) The Division must show a positive increase in membership during the current awards year.
  - (b) The Division must have the highest ratio of end-of-year members divided by beginning-of-year members of all Divisions considered.
  - (c) This award will be determined by the DSO-IS and ADSO-IS from the end-of-year AUXDATA reports, versus beginning-of-year AUXDATA reports, under oversight of the Awards Committee.

k. Public Affairs Award.

- (1) Outstanding Individual Award For Public Affairs. First, second and third place plaques will be awarded for PA activity. Criteria are as follows:
- (a) During the awards year, the Member must have reported PA activity in at least one of the seven PA areas as listed on the Unit Summary Data Report. These areas are:
    - (i) Public Appearances
    - (ii) Submitting Articles
    - (iii) Radio/TV Programs
    - (iv) Web Maintenance
    - (v) Publications
    - (vi) Direct Mailings
    - (vii) All Other PA

- (b) The awards will be given to the eligible Members that have the highest total missions computed by adding the total number of PA units reported in the above seven areas reported on Unit Summary Data Report at the end of the awards year.
- (2) Outstanding Flotilla Award For Public Affairs. A streamer and certificate will be awarded to first and second place Flotillas. Criteria are as follows:
- (a) During the awards year, the Flotilla must have reported PA activity in at least four of the seven areas as listed on the Unit Summary Data Report. These areas are:
    - (i) Public Appearances
    - (ii) Submitting Articles
    - (iii) Radio/TV Programs
    - (iv) Web Maintenance
    - (v) Publications
    - (vi) Direct Mailings
    - (vii) All Other PA
  - (b) The awards will be given to the eligible Flotillas that have the highest total missions per member computed by adding the total number of PA units reported in the above seven areas reported on Unit Summary Data Report and dividing the sum by the total members in the Flotilla at the end of the awards year.
- (3) Outstanding Division Award For Public Affairs. A streamer and certificate will be awarded to the first place Division. Criteria are as follows:
- (a) During the awards year, the Division must have reported PA activity in at least four of the seven areas as listed on the Unit Summary Data Report. These areas are:
    - (i) Public Appearances
    - (ii) Submitting Articles
    - (iii) Radio/TV Programs
    - (iv) Web Maintenance

(v) Publications

(vi) Direct Mailings

(vii) All Other PA

- (b) The award will be given to the eligible Division that has the highest total missions per member computed by adding the total number of PA units reported in the above seven areas reported on Unit Summary Data Report and dividing the sum by the total members in the Division at the end of the awards year.

1. Publication Awards.

- (1). Best Flotilla Publication Award. A streamer and certificate will be awarded to the First Place Flotilla. Publications will be judged by a Publications Awards Committee, consisting of three members as appointed by the DCO. Criteria are as follows:

- (a) The publication must be published at least six times annually.
- (b) Copies of all publications to be judged must be furnished to the DCO, DSO-PB and the DIRAUX.
- (c) Each publication will be reviewed for content; such as announcements of Flotilla, Division, and District activities, recognition of member achievements and awards; member training items; etc.
- (d) It is stressed that the publication award will be judged on the basis of content and regularity, NOT on the method of printing, type of paper used, or number of pictures.

- (2) Best Division Publication Award. A streamer and certificate will be awarded to the First Place Division. Publications will be judged by a Publications Awards Committee, consisting of three members as appointed by the DCO. Criteria are as follows:

- (a) The publication must be published at least four times annually.
- (b) Copies of all publications to be judged must be furnished to the DCO, DSO-PB and the DIRAUX.
- (c) Each publication will be reviewed for content; such as announcements of Division and District activities, recognition of member achievements and awards; member training items; etc.
- (d) It is stressed that the publication award will be judged on the basis

of content and regularity, NOT on the method of printing, type of paper used, or number of pictures.

m. Marine Safety Awards.

(1) Marine Safety Individual Awards. First, second and third place plaques will be awarded for hours recorded in MEP and Marine Safety Operational categories combined. Additional awards will be given as follows:

(a) Certificates. Outstanding Participation Certificates will be awarded to members with 50 or more MEP plus Marine Safety Hours.

(2) Outstanding Flotilla in Marine Safety. A streamer and certificate will be awarded to the first and second place Flotillas. Criteria are as follows:

(a) The Flotilla must have the highest ratio of MEP plus Marine Safety Hours divided by members in the Flotilla of all eligible Flotillas.

(3) Outstanding Division in Marine Safety. A streamer and certificate will be awarded to the first place Division. Criteria are as follows:

(a) The Division must have the highest ratio of MEP plus Marine Safety Hours divided by members in the Division of all eligible Divisions.

6. Coast Guard and Auxiliary Awards.

a. General. There are several Coast Guard awards established solely for the Auxiliary. There are also several Coast Guard unit and team awards Auxiliary members are eligible to receive. See the Auxiliary Manual for a description of these awards.

(1) Making a Recommendation. For consideration of all listed awards (except the Auxiliary Distinguished Service Award and the Flotilla Meritorious Achievement), any Auxiliary member may make an Auxiliary award recommendation via the chain of leadership and management to the designated awarding authority. Military and CG civilian personnel may make Auxiliary award recommendations directly to DIRAUX.

(2) Philosophy. Avoid inflation. Only the truly deserving should receive recognition. To do otherwise dilutes the significance of the award for the deserving recipient and minimizes the value of these awards to the entire organization. Good performance and service should always be recognized, but the presentation of formal awards should be reserved for individuals who have truly distinguished themselves in their service.

b. Procedures.

- (1) Any Auxiliary, Active Duty, or Reserve member having knowledge of an Auxiliarist who deserves award recognition may submit that person for an award. The award shall be prepared in accordance with the Auxiliary Manual and submitted to the DCO or DIRAUX via the Auxiliary chain. Military and CG Civilian personnel may make Auxiliary award recommendations directly to DIRAUX.
- (2) Award Citations. Each award recommendation must be accompanied by a proposed citation. Examples of current award format and write-ups are available from each Division Commander or from DIRAUX. Proposed citations should be submitted electronically to facilitate editing, but hard copy is also authorized. Citations are most effective when they include the following:
  - (a) Specific accomplishments
  - (c) Positive, quantified results (% growth, rescued persons, towed vessels, increased capability, classes taught, etc)
  - (c) Qualitative results (improved morale, job satisfaction, outstanding team atmosphere, etc)
  - (d) Monetary or time savings
  - (e) Weather conditions (winds, seas, waves, temperature, and amount of available light) if applicable
  - (f) Other pertinent information
- (3) Award Summaries. For individual awards at the Meritorious Service Award level and higher, a one page summary of action will also be required along with the citation. The summary of action should be more detailed and expand upon the specific accomplishments identified in the proposed citation. These awards are approved at the District Commander or Coast Guard Headquarters level and must be very well justified.
- (4) Documentation. Award recommendations that are documented by unit SITREPS or logs, news articles, video clips, eyewitness accounts or letters are easier to support. Submit documentation whenever possible.
- (5) Award Recommendation Form (CG-1650). For individual award recommendations of Meritorious Service Award or higher or Coast Guard Meritorious Team Commendations, submit an Award Recommendation Form (CG-1650) along with the proposed citation. This form will accompany the award in the active duty review process.

- (6) Coast Guard Unit Commendation and Special Operations Service Awards. These awards are normally initiated at the Coast Guard unit level. They may include Auxiliary members who are augmenting the command or provide services in support of a unit event or mission. The active duty unit will normally collaborate with DIRAUX to ensure complete rosters and personnel information is provided.
  
- (7) Award Approval. Auxiliary awards will be forwarded to either the DCO or DIRAUX, who will forward to the Awards Committee for review and comment. DIRAUX will approve Auxiliary Commendation Awards, Operational Merit Awards and below. Meritorious Service Awards will be approved by the District Commander. Higher precedence awards will be forwarded to the Chief Director (G-OCX) for submission to the Headquarters Auxiliary Board of Awards.
  
- (8) Lesser Award. Should, at any procedural step, the recommendation not be concurred for approval, a lesser, more appropriate award may be made. This award could include any special district certificate or Letter of Appreciation from the District Commander or the District Commodore.

This Appendix was adopted on the \_\_\_\_ day of \_\_\_\_\_, by a majority vote of the District Board and becomes effective immediately.

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

Attest:

\_\_\_\_\_  
District Staff Officer –Secretary/Records