

**STANDING RULES
ELEVENTH DISTRICT NORTHERN REGION
UNITED STATES COAST GUARD AUXILIARY**

ARTICLE I -- NAME AND PRINCIPAL OFFICE

- 1.1 The name of this organizational unit is the ELEVENTH DISTRICT, NORTHERN REGION, UNITED STATES COAST GUARD AUXILIARY (hereinafter, the "District").

ARTICLE II -- STANDING RULES; LIMITATIONS AND AMENDMENTS

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

ARTICLE III -- ORGANIZATION

- 3.1 The District Board shall be comprised of the District Commodore ("DCO"), Vice Commodore ("VCO"), each District Rear Commodore ("RCO"), each District Division Captain ("DCP"), the District Director of Auxiliary ("DIRAUX"), the Immediate Past District Commodore ("IPDCO") and the President of the District's Past Captains' Association. The National Commodore or his/her designate, is an ex officio member of the District Board.
- 3.2 The Executive Committee of the District Board ("EXCOM") shall be comprised of the DCO as Chairperson, the VCO, each RCO, DIRAUX, and the IPDCO. EXCOM will: (a) Manage the day-to-day operations and business of this District; (b) Meet as determined by the DCO and DIRAUX; and (c) Review the progress of the District Auxiliary as a whole and constituent District Divisions and Flotillas as necessary. EXCOM will study suggestions received from the District members and will provide recommendations to Divisions and Flotillas where problems develop and when assistance is requested or needed.

- 3.3 Unless otherwise limited by the Manual or these Rules, EXCOM shall have the power and authority to exercise functions of the District Board: (a) To the extent expressly authorized by the District Board; and (b) On any matter which necessarily must be determined between District Board meetings. The DCO shall promptly give written notice to all District Board members of any substantive action(s) taken by EXCOM in intervals between District Board meetings. Unless modified or rescinded by the District Board at the next regular or special meeting, EXCOM actions shall be final.

ARTICLE IV -- DISTRICT OFFICERS

- 4.1 The eligibility, terms of office, duties, and manner of election or appointment of District Board Officers shall be as set forth in the Manual, as supplemented in these Rules.
- 4.2 The DCO, in addition to the duties set forth in the Manual, shall have the following duties:
- 4.2.1 On or before 30 November of each year, the DCO, with the concurrence of DIRAUX shall appoint all District Staff Officers for the succeeding year, in writing, and advise all members of the District Board and Staff (for the succeeding year) of such appointments, in writing. When a new DCO has been elected, this duty shall become the responsibility of such DCO-elect and shall be made for the succeeding year by the DCO-elect no later than 15 December.
- 4.2.2 Be an ex-officio voting member of each District Standing Committee.
- 4.3 The VCO, in addition to the duties set forth in the Manual, shall have such duties as may be assigned from time to time by the DCO.
- 4.4 The RCO(s), in addition to the duties set forth in the Manual, shall have such duties as may be assigned from time to time by the DCO. This District shall have three (3) RCOs, each of whom shall represent and be responsible for one of the District geographic areas ("Area" or "Areas") described in an Appendix to these Rules or assigned specific program areas of responsibility as described in an Appendix to these Rules. An Area RCO shall be primarily responsible for coordination between this District (including each Division and Flotilla in a RCO's Area) and each U.S. Coast Guard Unit Commander in the RCO's Area. A Program RCO shall be primarily responsible for coordination between the DCO and the appropriate staff officers and units.
- 4.5 Any elected District Officer may be removed from office, in the manner provided in the Manual.

ARTICLE V -- MEETINGS

- 5.1 Regular meetings of the District Board shall be held at such place as, from time to time, is selected by action of the District Board. There shall be a minimum of six (6) District Board regular meetings in each calendar year.
- 5.2 Special Meetings of the District Board, for any purpose or purposes, may be called by the District Commander, DIRAUX or the DCO, or at the written request of a simple majority of District Board members, upon not less than fifteen (15) days prior written notice to all Board

members. Such notice shall state the purpose(s) and the place, date, and time of the Special Meeting. The notice may be delivered personally or by regular mail and if by regular mail, shall be by certified mail, return receipt requested. The District Secretary shall include in the minutes of the District Board proceedings a copy of the notice and the original of each mail receipt. If, and only if, each District Board member has ready access to electronic mail ("email"), the notice may be sent by email. To be a valid notice by email, the recipient shall reply with an acknowledgement of receipt.

- 5.3 All regularly scheduled District Board and District Staff meetings shall be open to any member of the Auxiliary. Any Special Board meeting at which policies are made, voting is conducted, or funds voted to be disbursed, shall be an open meeting to all Auxiliary members. Meetings determining District award recipients, EXCOM meetings, and Special Meetings called by DIRAUX or the DCO to discuss unusually sensitive issues at which no formal vote is taken, or meetings of special purpose committees such as the District Conference committee, may exclude Auxiliary members who are not members of the particular committee or body holding the meeting.

ARTICLE VI -- VOTING

- 6.1 Provided either the DCO or the VCO is present, a majority of the members of the District Board shall constitute a quorum for the transaction of District Board business at any meeting. The action of a simple majority (more than 50%) present and voting at a meeting, at which a quorum is present, shall be the act and decision of the District Board unless a greater majority (or percentage) for specific action is required by the Manual or these Standing Rules. Such greater majority shall be based on the count of those members present and voting, provided a quorum is present. In all instances, all District Board members present shall be included for the purpose of determining a quorum.
- 6.2 Voting on routine matters normally will be by voice vote or by a show of hands. At the request of any District Board member on any pending motion or issue, a secret written vote shall be held on such motion or issue.
- 6.3 No proxy, absentee, or telephone vote shall be permitted or counted on any District Board question. Each District Board member shall have one vote on any motion or issue. There shall be no cumulative voting.
- 6.4 All voting, as well as all meetings, shall be conducted and held in accordance with the Manual, these Rules, and the current edition of Robert's Rules of Order Newly Revised. In the event of conflict among the Manual, these Rules, and Robert's Rules, they shall prevail in the order named.
- 6.5 No mail votes shall be submitted or counted at any regular or duly called special meeting of the District Board. Matters requiring the vote of the District Board, however, may be solicited and submitted in writing by mail if, from time to time, the DCO deems it is impractical either to present a matter at a regular meeting or to call a special meeting of the District Board.

6.5.1 Any such solicitation for votes by mail shall be in writing and delivered by certified mail, return receipt requested, to each District Board member. The solicitation shall, as to each matter to be voted on by mail: (a) Clearly state the matter; (b) Be so worded that a "yes"

vote will be to sustain or adopt the matter; (c) provide a space to be checked for an unqualified "yes" or "no" or "abstention" on the matter; and (d) State the name and address of the District Officer to whom the vote(s) response is to be submitted. The solicitation shall provide for a period of not less than twenty (20) days from the date of mailing of the solicitation for submission of the mailed vote(s) on the matter(s).

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

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

6.5.3 So long as a majority of the District Board members respond with a vote, a simple majority of votes responding with a "yes" vote shall result in sustaining or adopting the matter. The vote tally resulting from such mail voting shall be the act and decision of the District Board and shall be as conclusive and binding as a vote taken at a District Board regular or special meeting. The results shall be announced immediately after the votes are tallied. At the next regular Board meeting, the DCO shall announce the result of such mail vote. The Secretary shall include in the minutes of the District Board proceedings a copy of the solicitation, the original of each mail receipt, and the original of each written vote received in response to the solicitation. Any District Board member may review all such written evidence of a mail vote. Any such mail vote shall be effective as of the date of the 20th 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 20th day after the solicitation mailing.

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

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

designated PCA representative shall have any voting rights on any matter.

ARTICLE VII -- DISTRICT ELECTIONS

- 7.1 The DCO shall appoint a nominating/screening committee comprised of at least three members of the District not less than ninety (90) days before the date of any District regular election. Each member selected to serve on this committee, shall agree that the member relinquishes any right to be nominated and shall not run for election to any District office at such regular election. Not less than ninety (90) days before the date of any District regular election, each individual seeking election to a District elected office shall submit a letter of their intent to be a candidate to the DCO. The DCO shall refer the names of all such members submitting a letter of intent to the nominating/screening committee, which shall confirm that each member who has submitted a letter of intent is eligible for the intended office. The nominating/screening committee shall report the names of all such eligible members who have submitted letters of intent to the District Board not later than thirty (30) days before the election date, and shall further verify on the day of the election that all such members submitted to them for screening are eligible for the intended office. At the election meeting, the DCO shall nominate all candidates determined to be eligible by the nominating/screening committee.
- 7.2 The presiding officer of all District elections shall be a moderator appointed by the DCO before the election. The moderator must be a District member in good standing who: (a) Holds or previously has held the office of Flotilla Commander or any higher elective office; and (b) Is not eligible for the office(s) for which the election is being held. The DCO may act as moderator so long as condition (b) above is satisfied.
- 7.3 Prior to opening the balloting for election of each District officer (DCO and VCO, and/or RCO(s)), the presiding officer shall invite nominations from the floor. The nominator, prior to making the nomination from the floor, is responsible for ascertaining the eligibility and willingness of the nominee to accept the office and fulfill its duties if ultimately elected. The presiding officer shall accept any nominations from the floor, including self-nominations, and the name of each such nominee from the floor shall be added to the balloting for such elected office. For purposes of all election provisions in these Rules, the term "floor" shall include only incumbent District Board members.
- 7.4 Election of District Officers (DCO, VCO, and Rear Commodores) shall be by secret written ballot; provided, however, if there is only one nominee for a particular District office the election may be by voice vote, show of hands, or by acclamation.
- 7.5 If there is more than one nominee for any District office(s), the presiding officer shall appoint a teller committee of three persons, naming one of them the head teller of such committee. None of the committee persons may be members of the incumbent District Board or be running as a candidate for the particular District office(s) for which the election is being held. Written ballots shall be collected and counted by the teller committee after each ballot. After counting by the committee, the ballots shall be presented to the presiding officer in a sealed envelope. The head teller shall certify in writing the result of the balloting to the presiding officer, who shall announce the result of that ballot.
- 7.6 A simple majority of votes cast is sufficient to elect a candidate to an office. If more than two candidates are nominated for any one district office, and no candidate receives a majority

of votes on the first ballot:

7.6.1 The candidate receiving the least number of votes on the first ballot will be dropped out of the voting on the second ballot. Elimination of the "low vote" candidate will continue on the next and subsequent ballots until one candidate receives a majority of the votes cast.

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

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

7.7 Each member of the District Board shall be an eligible voter for the election of each District office, except for any Division Captain whose Division is not in good standing with the District at the time of the District elections.

7.8 In those years in which a DCO and Vice Commodore are to be elected to District office for a two year term, the election sequence shall be: (a) First, election of the DCO; (b) Second, election of the VCO; and (c) Lastly, election of the Rear Commodores. Any unsuccessful candidate for election to a District office who is eligible for election to a lower position District office may be nominated from the floor, by self-nomination or otherwise, for election to such next, lower position District office.

7.9 There will be no announcement of the number of votes received by any candidate on any ballot. At the conclusion of an election for an office, all of the ballots shall be resealed and shall be held by the head teller for a period of twenty-four (24) hours after the election is over. Any unsuccessful candidate for an office who wishes to examine the ballots shall so notify the presiding officer within such 24 hours and such candidate shall then be afforded an opportunity, within a reasonable period of time thereafter, to examine the ballots in a meeting with the head teller, the presiding officer of the election, and a District legal officer. If no request for examination is made within such 24 hour period, the head teller then immediately shall destroy the ballots.

7.10 In the event any question or controversy concerning any substantive or procedural matter(s) is raised by a District Board member during the course of any election, and such question or controversy is not clearly resolved under provisions of the Manual or these Rules, the presiding officer, after consultation with the DCO, DIRAUX, and the District's legal and 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 or these Rules, shall be final and binding and the election(s) then shall continue to a conclusion.

7.11 Before assuming office, the election of any member to the office of DCO, VCO, or District Rear Commodore must be approved and confirmed by the District Commander.

- 7.12 If a vacancy occurs in any District elective office, an interim election shall be held in accordance with the provisions of the Manual, subject to the applicable election procedures of these Rules.

ARTICLE VIII -- DISTRICT STAFF OFFICERS AND STAFF COMMITTEES

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

ARTICLE IX -- DISTRICT PUBLICATION

- 9.1 The official publication of this District shall be known as the "NORTHWIND", (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 XI -- DISTRICT FINANCIAL MATTERS

- 10.1 The specific details of District financial matters and policies (including, without restriction, membership dues amounts, budget committee appointment and duties, District expenditures for District business and functions, and banking details) shall be as established in an Appendix to these Rules. The following sections of this Article state only some of the District's general, substantive financial policies.
- 10.2 All District Accounts shall be kept on a calendar year basis. The District Finance Officer shall keep such officer's accounts so that financial statements can be obtained on a monthly basis. Such officer shall prepare and submit a complete monthly report at each District Board regular meeting and an annual report at the District Board's Annual Meeting. The accounts of the District Finance Officer shall be audited on a yearly basis for the previous calendar year, and copies of the audit report shall be made available to all members of the District Board and the District Commander, no later than the 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 The net proceeds from any District sponsored event will become the property of the District.
- 10.8 Except as otherwise expressly provided in these Rules, any motion concerning a financial matter shall be carried by an affirmative vote of a simple majority of the District Board present and voting at a meeting at which a quorum is present
- 10.9 An affirmative vote of seventy-five percent (75%) of the District Board, present and voting at a meeting at which a quorum is present, shall be required to approve any change in the amount of the annual dues. Any such dues change shall only become effective as of 1 January of the following year; provided, however, any dues increase reflecting only an increase in the dues payable to the National Auxiliary Board, shall become effective in the

year that the District is required to pay the increased dues to the National Auxiliary Board.

ARTICLE XI -- STANDARD OPERATING PROCEDURES

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

ARTICLE XII -- CONTRACTS

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

ARTICLE XIII -- AMENDMENTS

- 13.1 These Standing Rules may 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 Eleventh District, Northern Region, U.S. Coast Guard Auxiliary, were duly approved at a District Board meeting on July 15, 2006 by a vote of more than two-thirds of the District Board members present and voting, a quorum being present.

DISTRICT REVIEW AND APPROVAL:

Robert A. Fiechuck
District Legal Officer - ADSO-LP

August 1, 2006
Date

[Signature]
District Commodore

8 AUG 2006
Date

D. K. [Signature]
Director of Auxiliary

02 SEP 2006
Date

NATIONAL REVIEW AND APPROVAL:

[Signature]
National Legal Officer

06 OCT 2006
Date

[Signature]
National Commodore

15 OCT 2006
Date

**STANDING RULES
ELEVENTH DISTRICT [NORTHERN REGION]
UNITED STATES COAST GUARD AUXILIARY**

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APPENDIX A – DUTIES OF DISTRICT ELECTIVE AND APPOINTED OFFICERS

The Auxiliary Manual and appropriate Coast Guard directives provide for elective officers and their duties. In addition to those duties specified in the Auxiliary Manual, collateral or concurrent duties are assigned as follows:

A1. District Vice Commodore

The District Vice Commodore will be responsible for scheduling and conducting the regular meetings of the District Staff Officers.

A2. District Rear Commodores

In accordance with Article 4.4 of the District Standing Rules, the District Rear Commodores shall be assigned duties by the DCO as follows:

- a. Each Rear Commodore shall represent and be responsible for three (3) Divisions in the District.
- b. Each Rear Commodore shall be assigned one of the following Program Areas:
 - Operations/Coast Guard Support
 - Recreational Boating Safety
 - Member Services
- c. Rear Commodores may be assigned specific responsibilities which include liaison between the District Board and these District Committees:
 - (1) Navigation Contests (i.e., Gavey Over the Bottom Contest, Fun Run, etc.)
 - (2) Boat Shows
 - (3) Coast Guard Appreciation Day and/or Admirals Day
 - (4) Annual District Conference (D-TRAIN)
 - (5) National Safe Boating Week

A3. Immediate Past District Commodore

The District Immediate Past Commodore shall represent and be responsible for one (1) Division in the District.

A4. Appointed Officers

In addition to those duties set forth in the Auxiliary Manual, the District Board may assign collateral or concurrent duties as needed and may establish certain policies to be followed by Staff Officers in the selection, training or qualifying of personnel to implement the basic purposes of the Coast Guard Auxiliary in the Eleventh Coast Guard District Northern Region.

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APPENDIX B – CONDUCT OF ELECTIONS

Article VII of the District Standing Rules describes the procedures and conduct of District Elections.

B1. Nominating Committee

The District Nominating Committee shall consist of the District Commodore, the District Director of Auxiliary and the Immediate Past District Commodore.

B2. Procedure for Election of Rear Commodores

When there are two (2) or more District Offices of equal responsibility to be filled by election, (i.e. Rear Commodores), the procedures outlined in 7.6 shall govern. All candidates dropped for “low vote” shall be eligible for the first ballot on the second and subsequent offices. No seniority between officers of equal responsibility shall be inferred by the use of separate ballots for such offices.

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APPENDIX C – ASSUMPTION OF OFFICE

C1. Assumption of Office

The Auxiliary Manual provides for the assumption of office on the first day of January following election to office. This assumption of office is not affected by the ceremonial installation of officers.

C2. Ceremonial Installation of District Officers

Ceremonial Installation of District elected and appointed Officers, including Division Captains and Division Vice Captains, shall take place on a date and at the place fixed by the District Board.

C3. Installation of Division Staff Officers

Installation of Division Staff Officers shall take place at a Division installation ceremony, on a date and at a place approved by the District Commodore.

C4. Installation of Flotilla Officers

Flotilla elected and appointed Officers may be installed at either, or both, Division and Flotilla installation ceremonies.

C5. Installation of Interim Officers

District, Division and Flotilla Officers elected or appointed on an interim basis shall be installed immediately upon such election or appointment.

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APPENDIX D – FINANCIAL POLICY

D1. Finance Officer

The District Finance Officer will be responsible for implementing the financial policies of the District Board and will, in addition to those duties outlined in the Auxiliary Manual, be guided by this Section in the conduct of duties.

D2. Depository for Funds

The District Finance Officer shall deposit all District funds with the depository of the Eleventh District Northern Region Board and shall be responsible for the disbursement of funds and payments of obligations incurred for the purposes of this organization, as further set forth below.

1. Banking Institution

- a. The institution used as a depository for the District Board's funds may be selected at the discretion of the incumbent Finance Officer and shall be a recognized institution of deposit, insured by an instrumentality of the United States. The District Board shall approve such selection.
- b. The bank account, or accounts, shall be known as "Eleventh District Northern Region, U.S.C.G. Auxiliary." Signatures of (1) District Finance Officer, (2) District Commodore, and (3) District Vice Commodore, shall be filed with the banking institution.
- c. All cash and checks received by the Finance Officer shall be deposited to the above account at the first available opportunity. To alleviate frequent trips to the banking institution, the Finance Officer may accumulate coin and currency up to fifty dollars (\$50.00) prior to depositing it.

2. Payment of Obligations

- a. The Finance Officer will normally sign all checks. The District Commodore is authorized to sign checks during the temporary absence of the Finance Officer when payment of obligations would be unduly delayed.
- b. Payment obligations incurred in carrying out the officially adopted policies of the District Board will be considered routine obligations and will be approved by the District Commodore or by the District Vice Commodore in the District Commodore's absence.

- c. The District Commodore (or District Vice Commodore when acting in the District Commodore's stead) may, without prior Board approval, authorize payment of expenditures for the proper administration of any authorized function of the District Board not in excess of two hundred dollars (\$200.00) for any single activity or function.

3. Annual Budget

- a. The Finance Officer should prepare an annual budget for approval by the District Board at the January meeting but no later than the March meeting.
- b. The District Board may determine the amount to be advanced from District Funds for the conduct of budgeted functions, when required. Committee chairpersons shall endeavor to finance all functions in such a manner as to anticipate replenishment of all funds advanced and to stay within budgetary limitations established for the function by the District Board.

4. Special Funds of Permanent Nature

Special funds of a permanent nature for specific purposes may be authorized by appropriate addition to this Appendix.

5. Contracts

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

6. Assets of Divisions

In the event that a Division shall cease to exist or be dissolved for any reason, a prompt accounting shall be made to the District Finance Officer of all assets, whether funds, material, supplies or properties.

- a. Residual funds remaining after all just debts of the dissolved Division are satisfied shall become District funds and shall be entrusted to the District Finance Officer.
- b. Residual material, supplies, or properties remaining after the just debts of the Division are satisfied shall become District property and shall be entrusted to the appropriate District Staff Officer.

7. Assets of Flotillas

In the event that a Flotilla shall cease to exist or be dissolved for any reason, a prompt accounting shall be made to the Division Finance Officer of all assets, whether funds, materials, supplies or properties.

- a. Residual funds remaining after all just debts of the dissolved Flotilla are satisfied shall become Division funds and shall be entrusted to the Division Finance Officer.
- b. Residual material, supplies, or properties remaining after all just debts of the Flotilla are satisfied shall become Division property and shall be entrusted to the appropriate Division Staff Officer.

D3. Dues

1. National dues shall be paid from District funds as routine obligations of the District Board.
2. Annual District and National dues shall be collected by the Divisions and paid to the District Finance Officer within 30 days of billing date. The District Finance Officer shall bill each Division for District dues of fifteen dollars (\$15.00), plus the National dues for each member based on the official enrollment record in the District Director's office as of 31 December of each year. Dues shall be for the then current calendar year in advance. Payment shall be in a lump sum and in full for the amount billed regardless of the number of members on the Division rolls at the time of payment. District and National dues for Basically Qualified Members enrolled after 1 January of each year shall be billed to the Divisions by the District Finance Officer on the pro-rated quarterly basis for the full quarters of the then current calendar year remaining at the time of enrollment.
3. The District Board will not establish Division and Flotilla dues.
4. Past District Commodores shall be exempt from the payment of District dues. Such exemption shall not preclude such member from being considered in good standing, nor shall it limit such member from all privileges and rights afforded any other member in good standing, as set forth in the Manual.
5. All District and National dues billed by the District Finance Officer are due and payable upon receipt. Any Division which fails to pay member dues more than 60 days after the date of a District billing to the Division shall have their District Board voting rights suspended until such delinquency is corrected.
6. Flotillas shall not collect either "installation" fees from new members or "transfer" fees from transferring members unless prior permission to collect such fees has been given by the District Commodore.
7. If any Division or a Flotilla within that Division fails to submit the "Annual Financial Report of an Auxiliary Unit" to the DSO-FN within 60 days of the March 1 deadline, then that Division shall have their District Board voting rights suspended until such delinquency is corrected.

D4. Routine Obligations

1. The payment of bills and obligations incurred by the District Board for the following purposes, when covered in the annual budget, shall be considered routine obligations and

will not require further action by the District Board for payment, provided such amount does not exceed the budgeted amount.

- a. National dues
- b. District Newsletter (NORTHWIND)
- c. Functions authorized by the District Board for all members of the U.S. Coast Guard Auxiliary in the Eleventh Coast Guard District Northern Region will be considered routine obligations to the extent provided in the annual budget or by the District Board when authorizing the function. Such functions may include, but are not limited to:
 1. All purposes outlined in the Auxiliary Manual
 2. Annual Navigational Exercises (Gavey Over-the Bottom Contest, Poker Fun Run, etc.)
 3. Annual Rendezvous
 4. Annual District Conference (D-TRAIN)
- d. Reimbursement to attend the District Board/Staff meetings will be paid for mileage at the same amount that the Coast Guard pays the District Board when they are under orders or file for local mileage. In addition, costs of lodging at single room rates (receipt required) for District Staff Officers who attend District Board/Staff meetings that are required to travel before 0600 or after midnight from their residence to the place of the meeting. Bridge tolls will also be reimbursed.
- e. Costs of fuel, bridge tolls, and lodging at single room rates for Flotilla Commanders (or Vice Commanders substituting for Flotilla Commanders) attending the Eleventh District Northern Region Elected Officer Workshop may be authorized if Coast Guard training funds are not available. The District Board may establish restrictions on such allowable costs. Receipts for all expenses will be required.

D5. Materials and Supplies

1. Procurement:
 - a. All Divisions and Flotillas within the Eleventh Coast Guard District Northern Region, as subordinate units to the District Board, must be guided by the established policies of the District Board in contracting for the supply or procurement of training materials, books and publications for resale to members, or the general public in Public Education classes.
 - b. All items offered for sale in Public Education classes must be approved by the District Board as to item, purpose of use, necessity, sale price, and manner of acquisition when not obtained from the District Materials Officer.

2. Pricing Policies:

- a. The District Board will establish resale prices to the membership for materials and supplies carried in the District Materials Center which will adequately compensate the District Board for freight or transportation, storage and handling, insurance, forwarding expenses and other costs such as obsolescence. All published prices shall indicate only the established resale price.
- b. Orders or requisitions for materials from authorized Division and Flotilla purchasing agents (Division Captains, Flotilla Commanders or appropriate Staff Officers) will be billed at resale price less discount, but not less than actual cost plus handling and transportation costs.
- c. Individual orders shall be filled at resale price whether ordered by District, Division or Flotilla Officers, or members.

D6. Annual Audit

1. Annual Audit

An Audit of the incumbent District Finance Officer's records, bank balances, and other related items shall be made annually. The audit shall cover the period 1 January through 31 December of the year being audited. The audit will be performed by not less than three members, appointed by the incumbent District Commodore prior to 31 December each year. The audit report, in writing, will be submitted not later than the March District Board meeting following the audit year, by the Chairperson of the Audit Committee.

2. Function Audits

When directed by the District Commodore, the Auditing Committee shall make an audit of the records of District functions. Such direction shall include the date on which the report is to be submitted to the District Board.

**STANDING RULES
ELEVENTH DISTRICT NORTHERN REGION
UNITED STATES COAST GUARD AUXILIARY**

APPENDIX E – MEETINGS

E1. Schedule for Meetings

1. Regular meetings of the District Board will be held on the third Saturday of each month except:
 - a. When changed at a prior meeting of the District Board by majority vote or at the discretion of the District Commodore.
 - b. When such schedule conflicts with a National, Inter-District, Eleventh District Northern Region District Conference (D-TRAIN), or National Safe Boating Week (NSBW).
2. Special meetings may be called in accordance with the provisions of the Auxiliary Manual and the Standing Rules. Minutes of all District Board transactions shall be kept for all special meetings. Special meetings of the District Board may be called as open meetings or may be restricted to Board members only or such District Staff Officers as the Board may wish to have attend if approved by the Director of Auxiliary.
3. An Annual District Conference will be held at a time and place and for such duration as may be determined by vote of the District board.
4. A meeting schedule for the ensuing year will be established by the District Board at the January meeting.

E2. Conduct of Business

1. A majority of the membership of the Eleventh District Northern Region Board shall constitute a quorum for the transaction of business. Business coming before the District Board shall be decided by a majority vote of those present and voting, except as otherwise provided in the Auxiliary Manual.
2. New Business
 - a. All new business shall be submitted in writing through a member of the District Board to the District Executive Committee prior to its regular meeting to permit the Executive Committee to explore the matter submitted and, if needed, request Staff Officer reports. Items requiring Board action will be brought before the Board with the recommendations of the Executive Committee at the earliest possible date.

- b. The Executive Committee will meet to review those subjects which have been submitted for consideration together with those subjects within its knowledge, which should be brought before the District Board for action. Division Captains may be invited to attend the meetings of the Executive Committee and speak on such items as are pertinent to their Division's welfare or activities.
- c. New Business, not on the agenda, may be brought up on the floor after all business enumerated on the agenda for the meeting has been completed, provided sufficient time remains before adjournment of the meeting.

3. District Policy on Division Meetings

- a. Division Boards shall hold a minimum of eight (8) meetings each year, with no more than a sixty (60) day interim period between meetings, and are encouraged to hold monthly meetings.
- a. Division Boards' schedules of meetings should be presented to the District Board at the January District meeting so that Commodores and District Staff Officers may have due notice thereof and may be able to attend at least one (1) meeting in each Division.
- c. Division Officers are encouraged to visit the meetings of other Division Boards and are encouraged to exchange visits at least once during the year.

4. District Policy on Flotilla Meetings

- a. Flotillas are encouraged to hold regular meetings each month.
- b. Division Elected Officers will attend a minimum of one (1) meeting of each Flotilla in their Division during the year. Such attendance may be so scheduled that a Division Officer is present at each Flotilla meeting.
- c. Flotillas shall comply with the United States Coast Guard federal statutes, United States Coast Guard regulations and directives, and with the United States Coast Guard Auxiliary National Board Standing Rules and the United States Coast Guard Auxiliary Eleventh District Northern Region Standing Rules. Flotillas desiring by resolution to make such laws, regulations, directives, and standing rules more specific, shall submit such resolutions, after adoption by the Flotilla, to the District Staff Officer, Legal, and the District Commodore for their approval. Such Flotilla resolutions shall not become effective until such approval is given.

5. Speaking Privileges Before Meeting

Any member of the United States Coast Guard Auxiliary may attend the regular meeting of the District Board and may request permission to speak on any subject being considered.

**STANDING RULES
ELEVENTH DISTRICT NORTHERN REGION
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APPENDIX F – COMMITTEES

F1. Executive Committee

1. The Executive Committee shall consist of the District Commodore, District Director of Auxiliary, Immediate Past District Commodore, District Vice Commodore, and the District Rear Commodores.
 - a. The Executive Committee shall meet as specified by the District Commodore or the Director of Auxiliary to review those subjects which have been submitted for consideration together with such other matters that should be brought before the District Board for action. Non-members of the Executive Committee may attend its meetings by invitation only.
 - b. Any member of the United States Coast Guard Auxiliary submitting matters for consideration by the District Board may be invited to attend the Executive Committee meeting and discuss such matters.

F2. Standing Committees

Committee chairpersons will be appointed by the District Commodore in accordance with the Auxiliary Manual. Members of committees may be appointed by the District Commodore or by the committee chairpersons subject to approval by the District Commodore and the Director of Auxiliary when deemed desirable.

1. Standing Committees

In accordance with the Auxiliary Manual, the following are authorized as Standing Committees:

- a. Awards
- b. Annual Navigational Contest
- c. Standing Rules
- d. Annual District Conference (D-TRAIN)
- e. Rendezvous
- f. Nominating Committee

1. This Committee shall consist of:

- (a). The District Director
- (b). The District Commodore
- (c). The Immediate Past District Commodore or an active Past District Commodore

g. Audit Committee

F3. Duties of Standing Committees

Unless the duties of Standing Committees are specified in these Standing Rules, their duties will be promulgated by the Commodore and the District Board from time to time as necessary.

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ELEVENTH DISTRICT NORTHERN REGION
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APPENDIX G – AUXILIARY AWARDS PROGRAM

G1. Northern Region Awards Program.

1. **General.** To maintain equity in the Northern Region Awards program, thus making it possible for any member to earn an award, only those activities creditable to awards that are done in, or in direct support of, the Northern Region will be considered. Activity in support of National Level Programs will be excluded from consideration. The Annual Northern Region 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 Appendix, 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.
 - a. **Judging.** Judging will normally be done by the DSO/ADSO responsible for the area in which the award is given (per criteria for each award). Requests to correct errors or omissions in determining award criteria must be in the hands of the appropriate DSO no later than two months following the date of the Awards Banquet. No corrections will be made after that date.
 - b. **Deadlines and Ratios.** Deadlines for submission of award criteria may differ between awards. Always check under the individual award for deadlines. All awards except for ATON will be based on the Calendar Year.
 - c. **The Awards Banquet.** The Northern Region Awards Banquet is held annually at the District Training Conference (D-TRAIN). It is at this banquet that the awards listed in this Appendix are presented.

G2. Northern Region Awards.

1. **District Commander's Trophy.** A Perpetual Trophy with keeper award will be presented to the outstanding Flotilla in the Northern Region. Criteria are as follows:
 - a. Rosters of Unit Officers must be submitted to DIRAUX not later than 20 December of awards year.
 - b. Both the Flotilla Commander and Vice-Commander are 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).
 - c. The Flotilla with the highest ratio of Activity Mission Hours/Member as reported

in AUXDATA.

d. The winner will be determined by the District Commander and DIRAUX.

2. **Director's Trophy.** A perpetual trophy with keeper award will be presented to the outstanding Division. Criteria are as follows:

a. Rosters of Unit Officers must be submitted to DIRAUX not later than 20 December of the awards year.

b. Both the DCP and VCP are 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).

c. 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. This award will be determined by DIRAUX.

3. **Commodore's Trophy (Outstanding Auxiliarist).** The Commodore's Trophy (perpetual) and a keeper award is awarded annually to the member exemplifying the "Representative Auxiliarist" based on member accomplishments and activities during the award year.

a. The award will go to the member with the most Mission Hours provided that there are hours recorded in all major programs [IT (including Aide), OP, VE, CGSPT, PA, etc.] No person shall receive both the Commodore's Trophy and the State of California's Distinguished Service Award in the same year.

b. **Judging.** The winner will be determined by the DCO after receiving the statistics from DSO-IS.

4. **Commodore Joe West Award - Most Improved Flotilla (Vice Commodore's Trophy).** Sponsored and donated by the late Commodore Joseph J. West. A perpetual trophy and keeper will be presented to the Flotilla making the greatest improvement over the preceding year in the following categories: VE, OP, PE, MT, PV, MS, PS and PA. A Flotilla that is in First Place in any category is not considered eligible.

a. **Requirements:** Calculation by the VCO and DSO-IS.

b. **Method of Determining.**

(1) Compare the End of Year Report to the previous year's End of Year

Report. If a flotilla shows a gain in all of the stated programs, consider that flotilla for the award.

- (2) VCO will verify all calculations.
 - (a) Calculate the percent of increase from latest year over previous year.
 - (b) Rank each of the flotillas such as first, second, etc., in each of the categories.
 - (c) Assign a point value to each place and calculate a number of points, thus ranking the flotillas to obtain the most improved flotilla.

5. Vessel Safety Checks (VSC) Awards

- a. **Vessel Safety Checks Individual Awards.** A plaque will be awarded for first, second and third place provided that at least 120 checks have been conducted for each place. Additional awards will be given as follows:
 - (1) **Plaques.** Plaques will be awarded to members conducting 120 or more checks.
 - (2) **Certificates.** Certificates will be awarded to members conducting 50 to 119 checks.
 - (3) These awards will be determined by the DSO-VE from the end-of-year AUXDATA reports.
- b. **Outstanding Flotilla Trophy in Vessel Safety** A perpetual trophy with keeper award will be awarded. Criteria are as follows:
 - (1) Each Vessel Examiner in the Flotilla must perform the minimum annual requirement shown in the Auxiliary Manual for VSCs and attend any mandatory workshops required for the award year.
 - (2) The Flotilla must have the highest number of VSCs of all Flotillas considered.
 - (3) This award will be determined by the DSO-VE from the end-of-year AUXDATA reports.

6. Recreational Boating Safety Visitation Program (RBSPV) Awards

- a. **Recreational Boating Safety Visitation Program Individual Awards.** A perpetual trophy with keeper award is awarded for first place. For this trophy to

be awarded, a minimum of 75 Program Visitor visits are required. In addition, second and third place will be awarded if the minimum of 75 visits were made.

- (1) **Plaques.** Plaques will be awarded to members conducting 75 or more visits.
- (2) **Certificates.** Certificates will be awarded to members conducting 25 to 74 visits.
- (3) These awards will be determined by the DSO-PV from the end-of-year AUXDATA reports.

b. **Outstanding Flotilla Trophy in Recreational Boating Safety Visitation Program.** A perpetual trophy with keeper award will be awarded. Criteria is as follows:

- (1) Each RBS Program Visitor in the Flotilla must perform the minimum annual requirement shown in the Auxiliary Manual for Program Visits and attend any mandatory Workshops required for the award year.
- (2) A flotilla that lost any Program Visitors for not meeting minimum annual requirements will not be considered for the award.
- (3) The Flotilla must have the highest average of reported visits per Program Visitor of all Flotillas considered for the award.
- (4) This award will be determined by the DSO-PV from End of Year AUXDATA reports.

7. Operations Awards.

a. **General.** Operations awards are based on the total operational hours reported under Categories; #1 -Safety Patrols, #2 -Regatta Patrols, #3 -Chart Patrols, #7 - Coast Guard Operational Support, and #25 - SAR Callout Missions in the AUXDATA report as of 31 December of the award year. "In-Command" time and "Crew" time are to be considered separately in the computation of awards and are to be combined only when specifically stated in the awards criteria.

b. **Outstanding Flotilla Trophy in Operations.** A perpetual trophy with a keeper award will be awarded. Criteria are as follows:

- (1) All operational facilities must be inspected within 45 days after annual inspection date expiration.
- (2) The flotilla must have the highest number of operational hours.

- (3) All Operational personnel in the Flotilla must have maintained the Region minimum performance standards for the awards year and attended any mandatory workshops for the award year.
- (4) This award will be determined by the DSO-OP from the end-of-year AUXDATA reports.

c. **The Individual Overall Operations Trophy.** This award, a perpetual trophy with keeper award, recognizes the diversified person who performs in various operational capacities. To be considered for this award, a person must perform a minimum of at least 40 hours each in at least three of the six operational designations. This award will be determined by the DSO-OP from the end-of-year AUXDATA reports. It will be awarded to the person having the most combined hours in the six operational designations:

- (1) Crew,
- (2) Coxswain,
- (3) Personal Watercraft (PWC) Operator
- (4) Air Observer or Air Crew
- (5) Co-Pilot, First Pilot, Aircraft Commander, and
- (6) Communicator.

d. **Vessel Operations.**

- (1) **Vessel Coxswains.** A first place plaque will be awarded to the Coxswain having the most vessel Coxswain hours in the Region (EXCLUDING PWC Operator hours) without any criteria as to a minimum number of required hours. 2nd and 3rd place plaques will also be awarded if the Coxswain hours exceed 110.
 - (a) **Plaques.** Plaques will be awarded to each vessel Coxswain having 110 or more hours as vessel Coxswain.
 - (b) **Certificates.** Certificates will be awarded to each vessel Coxswain having 50 to 109 hours as vessel Coxswain.
- (2) **Vessel Crew.** A first place plaque will be awarded to the Crew person having the most vessel Crew hours in the region without any criteria as to a maximum number of required hours. 2nd and 3rd place plaques will also be awarded if the Crew hours exceed 110.
 - (a) **Plaques.** Plaques will be awarded to each vessel Crew Person having 110 or more hours as vessel Crew.
 - (b) **Certificates.** Certificates will be awarded to each vessel Crew person having 50 to 109 hours as vessel Crew.

- (3) **Personal Watercraft (PWC) Operator.** A first place plaque will be awarded to the PWC Operator having the most PWC Operator hours in the region without any criteria as to a maximum number of required hours. 2nd and 3rd place plaques will also be awarded if the PWC Operator hours exceed 110.
- (a) **Plaques.** Plaques will be awarded to each PWC Operator having 110 or more hours as PWC Operator.
- (b) **Certificates.** Certificates will be awarded to each PWC Operator having 50 to 109 hours as PWC Operator.
- (4) These awards will be determined by the DSO-OP and the ADSO-OPS from the end-of-year AUXDATA reports.

e. **Air Operations.**

- (1) **Aircraft Pilots.** A first place plaque will be awarded to the Pilot having the most aircraft patrol hours as Pilot-in-Command in the Region without any criteria as to a minimum number of required hours. 2nd and 3rd place plaques will also be awarded if the Pilot-in-Command hours exceed 110. (NOTE: Airborne LEAD hours shown in AUXDATA).
- (a) **Plaques.** Plaques will be awarded to each Pilot having 110 or more hours as Pilot-in-Command.
- (b) **Certificates.** Certificates will be awarded to each Pilot having 50 to 109 hours as Pilot-in-Command.
- (2) **Air Observer or Air Crew**
- (a) **Plaque.** A first place plaque will be awarded to the individual having the most hours as Air Observer/Crew. Hours for this award are mutually exclusive of hours performed as a Pilot. (NOTE: Airborne NON-LEAD hours shown in AUXDATA).
- (b) **Certificates.** A certificate will be awarded to each Air Observer/Crew having 50 or more hours of Air Observer/Crew time. (NOTE: Airborne NON-LEAD hours shown in AUXDATA).
- (3) **Air Operations Trophy.** This award, a perpetual trophy with keeper award, will be presented to the individual member who has the greatest amount of actual "In-Air Flight Time" patrol hours. Total of LEAD and NON-LEAD Airborne hours from the end-of-year AUXDATA reports for the award year.

- (4) These awards will be determined by the DSO-AV and the ADSO-AV from end-of-year AUXDATA reports

8. Communications.

a. Land Mobile Operations.

- (1) **Communicators-in-Command.** A perpetual trophy and keeper award will be awarded to the land mobile Communicator-in-Command having the most land mobile Communicator-in-Command hours for both scheduled and call-out patrol, without any criteria as to the minimum number of required hours. The hours are mutually exclusive of any Fixed Land or Coast Guard Base Station radio watch hours. Second and third place plaques will be awarded if the Communicator-in-Command hours exceed 110.
- (2) **Call-outs.** Land Mobile SAR call-outs are a vital link in SAR communications and reporting. Recognition of this new award (first awarded for CY 1998) is determined as follows: One plaque will be awarded to the Land Mobile having the Most Call-Outs. A second plaque will be awarded to the Land Mobile having the Most Call-Out Hours without any criteria as to the minimum number of required hours. If the same person earns both awards that person will be awarded the plaque for Most Call-Out Hours and the Most Call-Outs plaque will go to the second place finisher.

- b. **Fixed Land/Coast Guard Base Station Radio Watchstanders.** A first place plaque will be awarded to the Radio Watchstander having the most radio watch hours at Fixed Land/Coast Guard Base Stations without any criteria for a minimum number of required hours. The hours are mutually exclusive of any Operational Patrol or Land Mobile hours. Second and third place plaques will be awarded if the radio watch hours exceed 110.

- c. **Most Communicator Hours (Land Mobile Scheduled/SAR Call-Out Patrols, Fixed Land and CG Watchstanding).** A plaque will be given to the Communicator having the most combined hours recorded for Land Mobile Scheduled/SAR Call-Out Patrols, Fixed Land and Coast Guard Base Stations without any criteria as to a minimum number of required hours. Second and third place plaques will be awarded if the communication hours exceed 110.

- (1) **Plaques.** Plaques will be awarded to each communicator with more than 110 combined communications hours.
- (2) **Certificates.** Certificates will be awarded to each communicator having 50 to 109 combined communications hours.

- d. These awards will be determined by the DSO-CM and the ADSO-CML from the end-of-year AUXDATA reports.

9. Instructor Awards. A first place plaque will be given to the Instructor with the greatest combined total of PE and MT Instructor hours without any criteria as to minimum number of required hours. Second and third place plaques will be awarded if combined PE and MT Instructor hours exceed 75.

- a. **Plaques.** Plaques will be awarded to Instructors having more than 75 combined PE and MT Instructor hours.
- b. **Certificates.** Certificates will be awarded to Instructors having 10 to 74 combined PE and MT Instructor hours. All members who have 25 hours or more as an Instructor Aide will also receive a certificate.
- c. These awards will be determined by the DSO-PE and DSO-MT from end-of-year AUXDATA reports.

10. Public Education Award.

- a. **Outstanding Flotilla Trophy in Public Education.** A perpetual trophy with keeper award will be awarded. Criteria are as follows:
 - (1) All Instructors within the Flotilla must have maintained Instructor status during the award year.
 - (2) The Flotilla must have reported at least 52 hours of Public Education Classes during the award year.
 - (3) The Flotilla must have the highest PE HOURS of all Flotillas considered.
- b. This award will be determined by the DSO-PE from the end-of-year AUXDATA reports.

11. Member Training Award.

- a. **Outstanding Flotilla Trophy in Member Training.** A perpetual trophy with keeper award will be awarded. Criteria are as follows:
 - (1) The Flotilla must have the highest total points computed by dividing the combined points listed below by the number of BQ and AX members in the Flotilla. The computation will be based on AUXDATA Unit Summary Data Reports dated 31 December of the year prior to the award year, or 1 January of the award year; thereby reflecting membership at the beginning of the award year.

- (2) Points are awarded as follows:
 - (a) Each new qualification (IT, VE, PV, CFVE, BCQP, AIR OPS) equals 10 points.
 - (b) Each completed Specialty Course equals 10 points.
 - (c) Each new APC equals 10 points
 - (d) Each new AUXOP equals 10 points
 - (e) Each new member equals 10 points. (Note: Excludes AP members as they are counted when they become either an IQ or BQ member).
 - (f) Each hour of MT Training equals 1 point.
- b. This award will be determined by the DSO-MT from end-of-year AUXDATA reports.

12. Personnel Services Award.

- a. **Outstanding Flotilla Trophy for Personnel Services.** A perpetual trophy with keeper award will be awarded. Criteria are as follows:
 - (1) The Flotilla must show a minimum 10% net increase in membership, not including transfers, during the current awards year. Deaths will not be counted against the total.
 - (2) The Flotilla must have the highest total net gain in membership of all Flotillas considered.
- b. This award will be determined by the DSO-PS from the end-of-year AUXDATA reports.

13. Public Affairs Award.

- a. **Outstanding Flotilla Trophy for Public Affairs.** A perpetual trophy with keeper award will be awarded. Criteria are as follows:
 - (1) During the awards year, the Flotilla must have reported PA activity in at least six of eleven areas. These areas are:
 - (a) Articles Submitted
 - (b) Public Lectures Given
 - (c) Participation in Radio/TV Programs

- (d) Website Maintenance
- (e) Signs/Banners
- (f) Information/VSC Booths
- (g) Posters/Fliers
- (h) Direct Mailings
- (i) Public Appearances
- (j) Other PA Projects
- (k) Publication Hours

(2) The award will be given to the eligible Flotilla that has the highest total missions computed by adding the total number of PA units reported in the above seven areas to the total number of "Category 10" PA Missions reported on Activity Report - Missions, ANSC 7030 and dividing the sum by the total members in the Flotilla at the start of the awards year.

b. This award will be determined by the DSO-PA from the end-of-year AUXDATA reports.

14. Frank M. Walton Memorial Award.

- a. A perpetual trophy with keeper award will be awarded to the Auxiliarist originating or developing a training aid(s), method(s), presentation(s) or new course(s) of instruction determined to be outstanding and of significant value to the Auxiliary's educational program.
- b. This award will be determined by DIRAUX and the DCO.
- c. This award will be presented ONLY in those years when an outstanding contribution has been made.
- d. Appointed officers at any level are eligible for this award.

15. Publication/Photography Awards.

- a. **Outstanding Flotilla Publication Trophy.** A perpetual trophy with keeper award will be given to the Flotilla that has the most outstanding Flotilla publication. Publications will be judged at the District Training by three members of EXCOM as appointed by the DCO. Criteria are as follows:
 - (1) The publication must be published at least four times annually.
 - (2) 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.
 - (3) Flotilla Commanders desiring to have their publication considered are

responsible to see that all issues published during the awards year are on display at the District Training.

- (4) 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. The winner of this award will be the only, official Northern Region entry in the National competition for best Flotilla publication.

- b. **Outstanding Division Publication Trophy.** A perpetual trophy with keeper award will be given to the Division that has the most outstanding Division publication. Publications will be judged at the District Training by three members of EXCOM as appointed by the DCO. Criteria are the same as for Outstanding Flotilla Publication as listed above.
- c. **Outstanding Auxiliary Photograph Award.** A plaque will be awarded to the individual submitting the outstanding photograph of an Auxiliary activity used in the "NORTHWIND" during the awards year. Judging will be done by three members of EXCOM as appointed by the DCO.

16. Training Aids Awards. There shall be one training aid award for each of the four categories listed below. Only training aids displayed at the Annual District Training are eligible for awards.

- a. **Categories.** The entries shall be divided into four categories by type as follows:
- (1) **Type I.** This category requires electronic/electrical circuitry, construction details, a materials list and instructions for use.
- (2) **Type II.** This category does not require electronic/electrical circuitry but does require construction details, a materials list and instructions for use.
- (3) **Type III.** This category does not require circuitry, construction details, or instructions for use. The construction and use must be self-evident.
- (4) **Type IV.** This category can be a Type I, Type II, or Type III entry where total cost exceeds \$100.00.
- b. **Scoring.** Training aids will be evaluated on a point scale being awarded a minimum of one to a maximum of ten points for each category listed below:
- (1) Plans (Type I, II, and IV only). The entry must have detailed plans or photographs and a materials list for construction of the aid.
- (2) Operational Instructions (Types I, II, and IV only). Brief, concise, typewritten operating instructions must accompany the training aid.

- (3) Special Knowledge. The aid must be usable by the average instructor.
 - (4) Construction (Types I and II only). The aid must be constructed of materials available to the average Flotilla at a cost not to exceed \$100.00. A cost and materials list must accompany contest aids. The aid must be designed for construction by the average home shop craftsman with tools available to the average Flotilla membership.
 - (5) Portable. Aids must be portable, self-protected, or have a protective container for the purpose of transporting.
 - (6) Appearance. Quality of craftsmanship in construction of the aid must be apparent.
 - (7) Purpose. This is the degree to which the aid contributes to a specific area of instruction. The training aid must be used for instruction in some phase of one of the following subjects:
 - (a) Administration.
 - (b) Communications.
 - (c) Vessel Safety Checks.
 - (d) Instruction.
 - (e) Navigation.
 - (f) Patrols.
 - (g) Seamanship & Rules of the Road.
 - (h) Search and Rescue.
 - (i) Weather.
 - (8) Originality. The aid must be novel and its concept original.
- c. **Restrictions.** Aids manufactured commercially may not be submitted for contest purposes.
 - d. **Judging.** Judging will be done by DCO, IPDCO, VCO and the ADSO-PE of the awards year or their designees. Judges may decide that entries of a certain category or categories do not meet their criteria and may elect not to select a winning entry.
 - e. **Custody.** The transportation and custody of all entries shall be the sole responsibility of the cognizant Flotilla Commander or their designee. All entries shall be sent to the site of the District Training, set up and be ready for judging by the Awards Committee at the time and place designated.
 - f. **Awards.** If the awards criteria are met, judges will select a winning training aid in each of the four categories. They will then select the best of these and award

the Flotilla submitting this training aid the "Best-of-Show" Perpetual Trophy with keeper award. The winning training aids in the other categories shall each receive a plaque, presented to the Flotilla that submitted the winner. In addition, there will be a separate plaque awarded to the Flotilla that displays the largest number of training aids at the District Training.

- 17. District Historian's Award.** A perpetual trophy with keeper award will be awarded to the Flotilla with the most outstanding History Album on display at the District Conference. Judging will be conducted by two members appointed by the DCO.
- a. **Definitions. History Albums** are defined as the Flotilla history kept in an album by the Flotilla Historian. Press releases can also be included.
 - b. **Suggested Criteria.** The following criteria are to assist Flotillas in the preparation of History Albums:
 - (1) Include a listing of Flotilla Officers and Staff.
 - (2) Include topics covering all four Auxiliary cornerstones.
 - (3) Have originality, neatness, and an overall smart appearance.
 - (4) Include any press releases including those in the "*NORTHWIND*".
 - (5) Provide who, what, when, where, why and how labels.
 - (6) Include any special Flotilla activities.
- 18. Aids to Navigation and Chart Update Program.**
- a. **General.** Aids to Navigation and Chart Updating awards are based on the total credit points awarded by NOAA-National Ocean Service/U.S. Coast Guard and entered into AUXDATA. The credit points are awarded for reports submitted in Aids to Navigation Verification/Discrepancy, Bridge Lighting and Fender Surveys, Nautical and Aeronautical Chart Updating and other recommended additions, deletions and revisions to USCG and NOS publications.
 - b. **Aids to Navigation and Chart Updating Individual Awards.** A plaque will be awarded for first, second and third place provided that at least 200 credit points have been accumulated. Additional awards will be given as follows:
 - (1) **Plaques.** Plaques will be awarded to members accumulating 150 credit points or more.
 - (2) **Certificates.** Certificates will be awarded to members accumulating 50 to 149 points.
 - c. **Flotilla Chart Updating Award.** A perpetual trophy with keeper award will be awarded to the Flotilla with the highest total credit points in the Aids to Navigation and Chart Updating Programs as determined by a combination of AUXDATA Chart Updating Data and NOAA Reports dated 31 December of the

awards year. The formula is: (NOAA Credits) + (ATON Points x 3) = Total Credit Points.

- d. These awards will be determined by the DSO-AN.

19. Coast Guard Support – Administrative and Operational

- a. **Administrative.** A first place plaque will be awarded to the Auxiliarist having the most Coast Guard Administrative Support hours in the region without any criteria as to a minimum number of required hours. Second and third place plaques will also be awarded if the Auxiliarist's hours exceed 150.
- (1) Plaques will be awarded to each Auxiliarist having 150 or more hours in Coast Guard Administrative support.
 - (2) Certificates will be awarded to each Auxiliarist having 75 to 149 hours in Coast Guard Administrative support.
- b. **Operational.** A first place plaque will be awarded to the Auxiliarist having the most Coast Guard Operational Support hours in the region without any criteria as to a minimum number of required hours. Second and third place plaques will also be awarded if the Auxiliarist's hours exceed 150.
- (1) Plaques will be awarded to each Auxiliarist having 150 or more hours in Coast Guard Operational support.
 - (2) Certificates will be awarded to each Auxiliarist having 75 to 149 hours in Coast Guard Operational support.
- c. These awards will be determined by the DSO-IS and ADSO-IS from the end of year AUXDATA reports.

20. Marine Safety and Environmental Protection (MSEP) Awards.

- a. **Steve Mitchell Memorial Award - Outstanding Flotilla Trophy in Marine Safety and Environmental Protection.** A perpetual trophy with keeper award will be awarded. Criteria are as follows:
- (1) The flotilla must have the highest number of combined hours in Marine Safety, Marine Environmental Protection, and Commercial Vessel Safety.
 - (2) This award will be determined by the DSO-MS from the end-of-year AUXDATA reports.
- b. **Marine Safety and Environmental Protection Individual Awards.** A first place plaque will be awarded to the person with the most hours in Marine Safety and Environmental

Protection. In addition, second and third place plaques will be awarded if the hours exceed 110.

- (1) **Plaques.** Plaques will be awarded to each person having 110 or more hours.
- (2) **Certificates.** Certificates will be awarded to each person having 50 to 109 hours.

21. Participation Strip Plaques. Strip plaques will be given in recognition of participation in various District activities. Such plaques may be awarded for events in addition to those listed below. Strip plaques will be presented on the day of the event, or as soon thereafter as possible. They will not be held until the end of the Awards year or the Awards Banquet.

- a. **Coast Guard Appreciation Day Review.** These plaques will be presented by the DSO-OP to the following facilities:
 - (1) Vessels passing the reviewing party.
 - (2) Aircraft flying over the event.
 - (3) Land Mobile units present and open for display.
 - (4) Vessels on ordered patrols.
 - (5) Chase vessels.
- b. **Annual Fun Run.** These plaques will be presented by the On-Site Chairperson to the following:
 - (1) All participants.
 - (2) Committee members.
- c. **SAR Strip Plaques.** These plaques are given to each Skipper or Pilot maintaining their minimum patrol hours during the year. These awards will be determined by the ADSO-OPS and DSO-AV from the end-of-year AUXDATA reports. SAR strip plaques may also be awarded to Land Mobile Communicators as determined by the DSO-CM.

22. District Best of Web (DBOW) Award

- a. **General** Annual awards will be made to one Flotilla and one Division in the District judged to have the best Website at their unit level. Certificates will be awarded to the runner-up in each category.
- b. **Process** The competition will be announced by November 30 each year, with any clarifications to the criteria, and a judging team will be selected from past or present ADSO's for Communication Services (the ADSO-CS Web Team Evaluators). No SO-CS or Division or Flotilla webmaster may serve as a Web Team Evaluator. A single Flotilla recommendation will be due from the SO-CS of each Division to the DSO-CS by January 15 of the following year, after reviewing all the Division's Flotilla Websites. All Division Websites will be

considered automatically by the ADSO-CS Web Team Evaluators. All Websites nominated must be on the National Approved Site List at the time of nomination and must be in compliance with the following Auxiliary Website Policies, as articulated in the CS Guide posted by the National Department of Information Technology:

- (1) Auxiliary Internet Websites Policy
- (2) Auxiliary Internet Site Checklist
- (3) Auxiliary Website Link Criteria

If SO-CS officers identify Websites which they want to nominate, but which are not in compliance, they may notify those Websites not in compliance so that those sites can be brought into compliance prior to the nomination deadline. The judging will be done by the ADSO-CS Web Team Evaluators under the direction of the DSO-CS, who will make the final decisions, and completed in time for awards to be made at the District's annual training conference (D-Train).

- c. **Criteria.** The Websites will be judged according to the criteria published by the National Department of Information Technology for Auxiliary Websites in effect at the time the nominations are made. The ADSO-CS Web Team Evaluators will evaluate all submitted sites on the following three general National criteria, as more specifically described on the National Website. The DSO-CS may clarify or supplement the criteria if necessary when issuing the annual call for nominations.

- (1) Technical
- (2) Content
- (3) Appearance

- d. **Award** The District award will be presented at D-Train to the Webmasters of the winning Flotilla Website and the winning Division Website. The Webmaster of the runner-up at each unit level will receive a certificate. The first-place Websites will be authorized to display an approved 'District Best of Web' logo design with the award year and a small logo will be placed by the Web link on the District "Division/Flotilla" page. Since the award logo will include the award year, there is no time limit on how long it may be displayed on the unit Website. Multiple annual awards may be displayed. All four winning Websites will be nominated by the District for National Best of Web Competition.

G3. Coast Guard and Auxiliary Awards.

1. **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.
2. **Award Recommendations.** Any Auxiliary, Active Duty, or Reserve member having

knowledge of an Auxiliarist(s) deserving award recognition may submit an Auxiliarist for these awards. The award shall be prepared in accordance with the Auxiliary Manual and submitted to the DCO via the Auxiliary chain or via the Director of Auxiliary for Active Duty or Reserve members.

- 3. Making a Recommendation.** Who Can Recommend? 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 their appropriate District Director.
- a. National Commodore. National staff members may recommend to the National Commodore (NACO), via the chain of leadership and management, the consideration of a staff member for a meritorious award. The NACO will review it and forward it to the Chief Director with either a favorable or unfavorable endorsement. The Chief Director will endorse likewise and forward to the CGHQ Auxiliary Board of Awards for appropriate final action.
 - b. Command Initiated Awards. All CG military and civilian personnel can initiate and/or approve meritorious awards for deserving Auxiliarists at the appropriate awarding authority levels. CG Senior Executive Services (SES) civilian personnel, serving in appropriate award authority positions, may take action or approve Auxiliary Awards in the same manner as comparable Flag Officers.

What to Recommend. The "Key Words" in the paragraphs describing the meritorious awards will help with the decision. If the act or service meets the requirements, the recommendation is appropriate. If they do not, either an award is not indicated or the wrong award is being considered.

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.

4. Procedures.

- a. Documentation. The following documentation is required to have an award recommendation considered. The recommending Auxiliary official shall submit the recommendation form and the supporting documents, through the chain of leadership and management, to the NACO or District Commodore (DCO), as appropriate, who will endorse the recommendation and send it to the applicable reviewing authority for consideration. CG military and civilian personnel will use the appropriate chain of command with appropriate copies to the District Director.

- b. Coast Guard Award Recommendation (Form CG-1650).
- c. Summary of Action or Service. To make the recommendation for any of the above awards, a SUMMARY OF ACTION OR SERVICE must be prepared by the recommending official. This must be attached to the award recommendation, along with any documents (newspaper clippings, statements from those assisted, copies of CG station logs, letters, etc.) that help justify the recommendation.

This SUMMARY is the most important part of the recommendation. Approval or disapproval will be based on the justification presented. Avoid generalities and excessive use of superlatives. Include any of the following, if pertinent or available:

- (1) Specific examples.
- (2) Positive results.
- (3) Monetary savings.
- (4) Eyewitness statements.
- (5) Nature of action.
- (6) Date or inclusive dates.
- (7) Precise location.
- (8) Time of day.
- (9) Names of all involved.
- (10) Detailed weather conditions.
- (11) Amount of natural or artificial light.
- (12) Any other pertinent information.

- d. Citation. The citation is the account of heroic acts or of meritorious achievement of services. It is essentially a condensation of the SUMMARY OF ACTION OR SERVICE. Recipients of awards are entitled to well prepared citations; citations that will be cherished by the member and be a source of pride to their families. The citation will be prepared by DIRAUX.

The Summary of Action is **not** required for the Award of Operational Merit, Award of Administrative Merit, and the Award of Merit. The Summary of Action for the Auxiliary Meritorious Service Award should be limited to one page.

- e. Approval. The DCO will, following district policy, send documentation to the Director. The Director will review and forward the documentation to either the CG district awards board or a Director established Auxiliary awards board for screening. The appropriate military or auxiliary awards board shall make appropriate recommendations to the District Commander, where such awarding authority is required. Awards requiring the Commandant's approval will be forwarded to the Chief Director (G-PCX) for submission to the Headquarters Auxiliary Board of Awards.
- f. 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 a Letter of Appreciation from the District Commander or the Auxiliary DCO.

5. AVAILABLE DISTRICT AWARDS

The cognizant District Staff Officer (DSO) is responsible for calculation in each category.

a. Individual Awards

Aids to Navigation and Chart Update Program, 1st, 2nd, and 3rd
 Air Crew/Observer Hours, 1st only
 Aircraft Pilot Hours, 1st, 2nd, and 3rd
 Land Mobile Patrol Hours (Communicators-in-Command), 1st, 2nd, and 3rd
 Land Mobile Call-Outs/Call-Out Hours, 1st only for each
 Fixed Land Base/Coast Guard Base Radio Watchstander Hours, 1st, 2nd, and 3rd
 Instructor Hours for Public Education and Member Training, 1st, 2nd, and 3rd
 Coxswain Hours, 1st, 2nd, and 3rd
 Crew Hours, 1st, 2nd, and 3rd
 Personal Watercraft (PWC) Operator Hours, 1st, 2nd, and 3rd
 Outstanding Photograph used in the "NORTHWIND," 1st only
 Vessel Examiner for VSCs, 1st, 2nd, and 3rd
 Recreational Boating Safety Visitation Program, 1st, 2nd, and 3rd
 Training Aids (four categories) Type I, II, III, IV, 1st for each category
 Training Aids (Flotilla with Largest Number Submitted at the Conference), 1st only
 Coast Guard Support – Administrative, 1st, 2nd, and 3rd
 Coast Guard Support – Operational, 1st, 2nd, and 3rd
 Marine Safety and Environmental Safety, 1st, 2nd, and 3rd
 District Best of Web (Communications Services) Division 1st and 2nd
 District Best of Web (Communications Services) Flotilla 1st and 2nd.

b. Unit Awards and Perpetual Trophies. Each perpetual trophy winner will receive a keeper award.

Air Operations Trophy (Actual In-Air Fight Time)
 Chart Updating Trophy
 Vessel Safety Check Outstanding Flotilla Trophy
 Director's Trophy (Outstanding Division)
 District Commander's Trophy (Outstanding Flotilla)
 District Commodore's Trophy (Outstanding Auxiliarist)
 District Historian's Award
 Frank M. Walton Memorial Trophy
 Personnel Services Trophy
 Land Mobile Communicator-in-Command Trophy
 Recreational Boating Safety Visitation Program Individual Trophy
 Recreational Boating Safety Visitation Program Outstanding Flotilla Trophy
 Member Training Flotilla Trophy

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Operations Flotilla Trophy
Overall Operations Trophy (Individual)
Public Affairs Flotilla Trophy
Public Education Flotilla Trophy
Publications Division Trophy
Publications Flotilla Trophy
Training Aid "Best Of Show"
Vice Commodore's Trophy (Commodore Joe West Award for Most Improved Flotilla)
Steve Mitchell Memorial Award - Outstanding Flotilla in Marine Safety