EXHIBT II

Flotilla Telephonic/Electronic Meetings Plan Template

Pursuant to COMDTINST M16790.1 (series), (the Auxiliary Manual), U.S. Coast Guard Auxiliary Flotilla _____adopts the following Telephonic/Electronic Meeting Plan as an Appendix to its Standing Rules.

Article I. Definitions

A. Telephonic Means: Participation by meeting attendees by telephone of any type (e.g., cell, landline) as to allow live full-time, full communication in a manner that does not interfere with the conduct of the meeting. It shall allow full participation in the meeting by all members, physically and electronically present, and shall meet all applicable requirements (with the exception of provision of all documents and materials referenced during the course of the meeting). If an attendee calls into a physical meeting, then an appropriate number of telephones with speaker capabilities shall be set in the meeting to allow all attendees at the meeting to hear anything the attendee calling in may say and for the attendee calling in to hear anything that those physically present may say.

B. Electronic Means: Participation by telecommuting via electronic audio or video or both using a system of a sophisticated nature to allow live full-time, full communication in a manner that does not interfere with the conduct of the meeting. It shall allow full participation in the meeting by all members, physically and electronically present, and shall meet all applicable requirements including secret votes on matters that may come before the Flotilla if such secret ballot is requested in accordance with the Auxiliary Manual or Flotilla Standing Rules.

C. Participation: The ability of an attendee appearing by telephonic/electronic means to communicate clearly on a live full-time basis with all of the other meeting members and to have provided before the meeting, or electronically during the meeting, all documents and materials referenced during the course of the meeting and to participate in real time in any secret votes on matters that may come before the Flotilla if such secret ballot is requested in accordance with the Auxiliary Manual or Flotilla Standing Rules.

D. Flotilla: Includes any Flotilla, Flotilla Detachment, or associated committee appointed by the Flotilla or Flotilla Detachment.

Article II. Telephonic/Electronic Meetings

A. The Flotilla when **special circumstances warrant** may conduct its meetings and associated business, including votes, using telephonic/electronic means. The conduct of meetings using telephonic/electronic means shall only occur in conjunction with considerable planning and careful implementation.

B. The Flotilla Commander, after consultation with the District Commodore, shall determine whether such special circumstances exist so as to warrant authorization of the Flotilla meeting to be held by telephonic/electronic means.

C. The means for holding telephonic/electronic meetings that will ensure meeting all provisions of the Auxiliary Manual and the Flotilla Standing Rules for meetings, including the holding of a secret ballot, if called for by a voting member of the Flotilla shall be the means selected by District Board for holding its telephonic/electronic meetings.

D. A regular or special election meeting shall not be held by mail, telephone, or electronic means unless such meeting is impractical due to special circumstances and the Director specifically authorizes such means for the election.

E. The Flotilla's annual budget for electronic/telephonic meetings shall not exceed $_____.

Article III. Attendance of Individual Auxiliarists at Telephonic/Electronic Meetings

A. The Flotilla Commander, after consultation with the District Commodore, may authorize individual Board Members to attend and participate in meetings using telephonic/electronic means. Such authorization shall be given to members who live too far away to reasonably travel to the meeting or in cases in which the cost of travel is prohibitive. Such authorization shall also be given if the Flotilla Commander, after consultation with the District Commodore, is reasonably satisfied that there is other compelling reasons to authorize such attendance and participation by telephonic/electronic means. A member who is denied such authorization may appeal the determination in writing (email is acceptable) in accordance with Article V. paragraph H of this Appendix.

B. Pursuant to Auxiliary Manual Chapter 4 subdivision E.1., Flotilla meetings are normally open and all Auxiliarists are welcome and invited to attend. In rare situations, a closed meeting may be needed, but this action may be taken only when authorized by the Director. All reasonable efforts shall be made by the Flotilla Commander to accommodate the attendance at telephonic/electronic meetings of members who give adequate written notice (email is acceptable) in advance of the meeting of their desire to attend. If the request is denied, the Flotilla Commander shall include the reason for denial. If approved, the Flotilla Commander shall ensure that the telephonic/electronic system is functional during the meeting in order to accommodate the member's attendance. The member shall initiate contact with the telephonic/electronic system. Failure to initiate such contact in a timely manner shall not be grounds for preventing the meeting from occurring as scheduled. If denied, the member may challenge the determination in accordance with Article V paragraph H of this Appendix.

Article IV. Meeting Equipment and Capability

A. If all Flotilla members attend a Flotilla meeting by telephonic/electronic means then the Flotilla shall use the means selected by the District Board for holding telephonic/electronic meetings.

B. The Flotilla shall be responsible for acquiring all software, hardware, and other system requirements to facilitate participation in the meeting, unless the District Board has chosen to fund the purchase or licensing of any software or equipment necessary for the Flotilla to hold electronic/telephonic meetings or elections.

C. Members who attend a Flotilla meeting using telephonic/electronic means shall be responsible for acquiring, at their own expense, all telephonic/electronic system components (e.g., computer, speaker, headphones, etc.) needed to facilitate their participation in the meeting.

D. The Flotilla Commander shall ensure that the telephonic/electronic system used will allow members to vote on any matter in full conformity with voting requirements including requests for secret written ballots, as permitted by the Auxiliary Manual or the Flotilla's Standing Rules.

Article V. Meeting Guidelines

A. All meeting notice requirements shall be applicable to all Flotilla members who attend a meeting using telephonic/electronic means.

B. The minutes of the Flotilla meeting shall record the time of attendance of any Flotilla Member who attends using telephonic/electronic means.

C. A Flotilla meeting using telephonic/electronic means may not be utilized for the purpose of interfering with a member's ability to participate in the meeting or to prevent a vote on any matter.

D. No member may purposely interfere with the telephonic/electronic system established to allow members to participate using telephonic/electronic means.

E. Any Flotilla member authorized to attend a meeting using telephonic/electronic means shall be considered "present" for the meeting while in attendance. When a Flotilla meeting is held with some members physically present and other members present using telephonic/electronic means, then the Flotilla Commander, Vice Flotilla Commander, or Immediate Past Flotilla Commander must be physically present at the meeting in order for the Flotilla's business to be conducted.

F. If the telephonic/electronic system becomes inoperative during the meeting then the meeting Chair shall be responsible for re-establishing contact with all Flotilla members participating using telephonic/electronic means. If good-faith attempts do not re-establish contact with such members within 10 minutes, then the meeting may continue without their telephonic/electronic participation. Quorum requirements shall be adhered to at all times dependent upon changes brought on by such inoperability.

G. If the telephonic/electronic means used by a Flotilla member participating in the meeting becomes inoperative during the meeting, then the member shall be responsible for re-establishing

contact. The meeting may continue without the member's participation. Quorum requirements shall be adhered to at all times dependent upon changes brought on by such inoperability.

H. In the event of any challenge or protest regarding any matter pertaining to participating in a Flotilla meeting, including voting, using telephonic/electronic means, the Auxiliarist making the challenge or protest shall use the appropriate chain of leadership to refer the challenge or protest to the District Commodore. The District Commodore shall consult with the DSO-LP and the Director and then render a final decision.

Passed by a 2/3 (two thirds) majority vote of the voting members present on the _____day of_____, 201___.

Approved:

_____ _____

Flotilla Commander Date