Section F. Elections

Introduction

Every Auxiliary administrative level holds annual elections, except the national level. Appendix C defines an Auxiliarist's eligibility for election, the terms of office, who votes in the elections, and when elections are held for specific offices.

F.1. Assumption of Office

Newly elected Auxiliary leaders, except at the national level, assume office on 1 January of the year following their election. National elected leaders take office on 1 November of the year of their election and their term runs for two years until 31 October. For those leaders elected in an interim election to fill a vacancy, their term begins upon election and approval (where appropriate) by the Director.

F.2. Eligibility

Appendix C outlines the specific eligibility requirements for elected offices. Except as defined in paragraph F.7 below, all election eligibility criteria shall be verified, certified, and reported by a nominating committee that is designated by the Auxiliary unit for which the election is to be held. The Director may waive any and all prerequisites and eligibility criteria for regional elections, as appropriate and with all due consideration for regional needs, circumstances, and potential impacts, including if eligible Auxiliarists are unavailable or unwilling to seek elected office. The Chief Director may similarly do so for national elections.

The following are general eligibility requirements applicable to all elected offices:

a. To ensure Auxiliarists have sufficient knowledge concerning requirements of the various elected offices, the completion of a one-year regular term of office at one level (flotilla, division, or district) is required before advancement to the next higher level.
b. An individual must serve a minimum of one year as an Auxiliarist prior to the date of election as FC or VFC.
c. Successful completion of the Administrative Procedures Course (APC) or the Flotilla Leadership Course (classroom or online version) is a specific election eligibility requirement for any Auxiliarist who pursues their first elected office (level of office does not matter). The Elected Officer Course (EOC) and Auxiliary Administration Specialty Course (AUXMIN) are no longer offered, but credit for proof of successful completion may be accepted only for Auxiliarists who have held any past elected office in lieu of this election eligibility criteria (i.e., "grandfathering").

d. Auxiliarists who transfer from another district/region and who fulfill all eligibility requirements shall not be denied the opportunity for election to an office within their new district/region, provided such transferee has resided in the geographic area of the office sought for at least 12 months.

e. To ensure familiarity and engagement with Auxiliary programs, an individual must be currently certified and/or currently qualified in accordance with provisions of Appendix C, as of the date of nomination, in at least one of the following Auxiliary programs (further details in section B of Chapter 8):

(1) Surface operations as boat crew member, coxswain, and/or Personal Watercraft Operator (PWO).
(2) Air operations as aircraft commander, first pilot, co-pilot, air crewman, and/or air observer.
(3) Instructor.
(4) Aids to navigation verifier.
(5) Coast Guard watchstander/radio operator, communications watchstander/radio operator, and/or command center watchstander/radio operator.
(6) Any Auxiliary Trident Personal Qualification Standard (PQS) specialty*.
(7) Any Auxiliary public affairs specialty.
(8) Vessel examiner.
(9) Recreational boating safety program visitor.
(10) Interpreter*.

* These programs do not have currency maintenance schemes that are readily tracked or monitored. Individuals who seek elected office on the basis of these programs to meet eligibility criteria must provide the nominating committee with a memorandum from either their principal Coast Guard order issuing authority or Auxiliary program manager in the next highest level of the organization that acknowledges their status as qualified, active, and current in the program.

F.3. Election Guidelines

The following election guidelines apply to all levels of Auxiliary offices as applicable:

a. Immediate past leaders at division, district, and national levels are voting members of the particular board. No Auxiliarist may cast more than one vote in any election irrespective of the number of positions held.
b. No Auxiliarist may hold two elected offices concurrently, except for those Auxiliarists elected to higher national elected office. They may continue in their current district or lower offices following their election to national office and maintain voting rights of that position until 31 December of that year to complete their term.
c. Unit standing rules shall have specific provisions to allow nominations from the floor. Alternatively, the rules must allow set-aside motions to allow such nominations. In nominations from the floor, the nominator is responsible for ascertaining the eligibility of the nominee subject to verification by the Director before the election.
d. Auxiliary leaders conducting elections are responsible for ensuring the eligibility of each candidate.
e. Directors are responsible for approving and certifying all election results.
f. If a flotilla fails to hold a valid annual election by 15 December, the DCDR may appoint an interim FC and VFC. This action is done only after consultation and approval by the DCO and the Director.
g. If a division fails to hold a valid annual election by 15 December, the DCO may appoint an interim DCDR and VCDR. This action is done only after consultation and approval by the Director.
h. All elections shall be by secret ballot unless there is only one candidate for a particular office. Proxy voting is not authorized.
i. The senior elected leader at the next higher level shall be notified in advance of any election.
j. In the event of any challenge or protest regarding the outcome of an election at the flotilla or division level, the matter shall be referred to the DCO, who shall render a final decision after consultation with the Director and the DSO-LP. Any protest or challenge to a district election shall be referred to the appropriate DNACO, who shall render a final decision after consultation with ANACO-CC, the NACO, and the Chief Director.

F.4. Election of National Leaders	In the year when a national leader's regular or interim office term is to expire, the National Board will elect a successor at its meeting held in conjunction with the Fall NACON. Any protest or challenge to a national election outcome shall be referred to the NACO, who shall render a final decision after consultation with the Chief Director and ANACO-CC. (NACO cannot stand for re-election.)
F.5. Elected Office Vacancy	A vacancy in an Auxiliary elected office shall be filled by an interim election. In certain circumstances, the Director or Chief Director, as appropriate, may authorize an interim election to be conducted by mail ballot. A vacancy notice shall be sent to all eligible candidates at least fifteen days in advance of the required date for candidates to place their names in nomination.
F.5.a. Term Status	An Auxiliarist chosen in an interim election will hold office for the remainder of the unexpired term. This interim term does not necessarily establish eligibility for the next higher office. Incumbency of more than half the regular term will be considered a regular term of office. This service establishes eligibility for the next appropriate higher office. An interim term (less than half of the regular term) does not render the incumbent ineligible for a subsequent regular term in that office.
F.5.b. Election Status	In certain situations, Coast Guard and Auxiliary interests are best served for an Auxiliarist's term, when elected in an interim election, to be considered a regular term. In these cases, the Director shall determine whether the election is to be regarded as a regular or interim election. Each determination will be based on the circumstances. For national elections, Commandant (CCG), in consultation with Commandant (CG-DCO) and the Chief Director, will make any necessary decision.
F.5.c. Immediate Past Office Vacancy	In an interim election, there is no change in the immediate past office. The Auxiliarist who held the title of immediate past leader before the interim election will remain the immediate past leader until the next regular election. A vacancy in the immediate past office shall not be filled.
F.5.d. Resignations	An Auxiliarist who desires to resign from an elected position must do so in writing to the next higher level unit elected Auxiliarist at least thirty calendar days before the effective date. The letter shall state the Auxiliarist resigns the position and the effective date of resignation. If the letter fails to state an effective date, the next higher unit elected Auxiliarist may declare the office immediately vacant and fill it.

F.6. Removal From Office	An Auxiliary national leader can be removed from office by direction of the Commandant. Any Auxiliary flotilla, division, or district Auxiliarist can be removed from office by the District Commander or Commandant when so recommended by a three-quarters affirmative vote of an entire electing board. Any board member may initiate this action. No reason need be expressed by the person initiating the action. Actions bringing discredit on the Coast Guard or Auxiliary, or other reasons as stated in Chapter 3 of this Manual can justify administrative action against an Auxiliarist and are sufficient reasons for this action. The reason for the removal shall be specified in the notice of the meeting which shall be called specifically for that purpose, with notice to all voting members and the person facing removal, at least ten days in advance of the meeting. Copies of the minutes of the removal proceedings shall be provided to the Auxiliarist concerned. Copies shall also be provided to the immediate superior in the Coast Guard chain of command, the appropriate Director, and the Auxiliary leader in the next higher position in the chain of leadership and management.
F.7. Certification of Eligibility for National Election	The NACO shall refer the names of all candidates who submit a letter of intent to seek election to a national office to the Chief Director for verification and certification of eligibility to hold the office sought. Nominations and elections of national officers shall be otherwise conducted in accordance with provisions of the Standing Rules of the National Board.
F.8. Personnel Security Investigations	Upon notification of selection and prior to assuming office, the NACO-elect, VNACO-elect, and DNACO-elects must complete and forward all required forms, documents and information necessary to perform a Coast Guard DO PSI through their respective Directors, if not already held. Failure to file appropriate paperwork or to receive a favorable DO PSI determination makes the Auxiliarist ineligible for the office. The Director shall submit and process the Coast Guard Personnel Security Action Form (CG-5588) for all Commodores within the district/region if the determination is made that a security clearance is warranted for them. The Chief Director shall submit and process this form for incumbent Commodores at the National level if not previously done by their respective Directors.

	All incumbent elected Commodores and the immediate past officer must maintain SECRET clearance eligibility status at all times. If any elected or appointed leader eligible for or currently maintaining a security clearance experiences a situation (personal, financial, legal, substance abuse, or DUI, etc.) which could affect security clearance eligibility, they must immediately report this information to their Director, the Chief Director, the SECCEN, and the Coast Guard command that granted their clearance. Normally, notification above the Director level shall be accomplished personally by the Director. For additional information pertaining to PSI, refer to paragraph C.3 of Chapter 3.
F.8.a. Higher Level PSI	Coast Guard Flag officers and the Chief Director may require higher level PSIs for specific Auxiliarists to meet mission requirements.
F.8.b. Failure to Complete	Auxiliarists who are unwilling or unable to undergo a requisite PSI as one of the eligibility criteria for election or appointment shall withdraw themselves from consideration, without appeal, for filling such elected or appointed position. This action shall be immediate upon receipt of written notification from the Director, or Chief Director as appropriate. Written notification must be made by certified mail. Auxiliarists who have assumed an elected or appointed office after having submitted a requisite PSI package to meet eligibility requirements, and who ultimately receive a final Unfavorable PSI determination, shall withdraw themselves from such office, without appeal. This action shall be immediate upon receipt of written notification from the Director, or Chief Director as appropriate. Written notification must be made by certified mail. Investigative material stemming from the PSI may be used under the provisions of Chapter 3 of this Manual for further action as deemed appropriate.
F.9. Installation of Leaders	During the Auxiliary unit's Change of Watch, elected and appointed Auxiliarists will be installed by the Auxiliary's senior elected leader or Coast Guard officer present, by administering the Prologue and Pledge for Elected and Appointed Auxiliarists. (see Figure 4-1)

PROLOGUE AND PLEDGE FOR ELECTED AND APPOINTED LEADERS

You have offered your talents and services in the interest of a better Coast Guard Auxiliary. The pledge you are about to take admits you to an office of greater responsibilities and high honor. Along with this honor, you must be prepared to accept certain obligations as well as the administrative and supervisory responsibilities of your office. Your task is to develop the Auxiliary programs to the maximum efficiency that conditions permit. You are expected to promote closer liaison between the Auxiliary and local Coast Guard units, constantly reminding Auxiliarists that their actions reflect not only on the Auxiliary, but also on the Coast Guard. As a leader, you are charged with maintaining high standards in all Auxiliary programs and activities, never compromising honesty and integrity.

Everyone, please rise.

With the full realization of the demands of your office in terms of time, travel, and dedication, if you are willing to accept this honor, please raise your right hand and repeat after me:

I, (state your name), do solemnly and sincerely pledge myself to support the United States Coast Guard Auxiliary and its purposes, to promote its authorized activities, to properly discharge the duties of my office, and to abide by the governing policies established by the Commandant of the United States Coast Guard.

Figure 4-1
Prologue and Pledge for Elected and Appointed Leaders

F.10. Re-Election Privileges

NACO is not eligible to seek a second successive two-year term. The VNACO and the DNACOs are not eligible to succeed themselves in office. NACO may not immediately accept a national elected office lower than NACO. Any Auxiliary leader, however, who has served in an elected office on the NEXCOM may again run for re-election to that office or any lower national office during the sixth year (or more) of NEXCOM absence. This does not preclude any such Auxiliary leaders from immediately serving in an appointed staff or committee capacity.

The outgoing DCO and DCOS are not eligible to succeed themselves in office. DCAPTs may be elected to no more than a second one-year term. The DCO and DCOS are not eligible to immediately accept a district elected office lower than the one just filled. Any Auxiliary leader, however, who has served on the District Executive Committee (EXCOM) may again run for re-election to that office, or any lower district office, during the sixth year (or more) of EXCOM absence. Outgoing DCO, DCOS, and DCAPTs are eligible to run immediately, or any time thereafter, for any division or flotilla elected office provided they meet all the other qualifications for those offices as outlined herein. They may also immediately serve in an appointed staff or committee capacity.

F.11. Duties of Elected Auxiliarists

The duty of senior elected Auxiliarists in all Auxiliary leadership positions (NACO, DCO, DCDR, and FC) is to be thoroughly familiar with all assigned responsibilities. Each leader must maintain close liaison with senior elected Auxiliarists in units immediately higher or lower in the Auxiliary organization. Additionally, each must ensure Auxiliarists are trained and qualified in their assigned duties in the unit. Each should strive to inspire cooperation and encourage fellowship among Auxiliarists. Incumbents should use the experience and expertise of the immediate past leaders. Incumbent elected Auxiliarists are responsible for:

a. Conduct of unit meetings (this may also be appropriately handled by the Vice/Chief of Staff).
b. Supervision and successful execution of unit activities to accomplish Auxiliary missions and goals.
c. Support and compliance with Auxiliary and Coast Guard policies.
d. Prompt submission of required reports and correspondence.
e. Membership recruiting and retention.
f. Leadership, management, supervision, and operation of their unit, and unit member training, qualification, assignment to duty, recognition, and corrective action.
g. Liaison with Coast Guard units in their area of responsibility in coordination with the designated AUCs.

NOTE

The Auxiliary Liaison Officer (AUXLO) is an active duty member assigned by the Coast Guard unit Commander who coordinates with the applicable Auxiliary elected leaders, staff officers, or Auxiliarists.

The Auxiliary Unit Coordinator (AUC) is an experienced Auxiliarist assigned by the District Commodore in consultation with the Director of Auxiliary and the Coast Guard unit commander. The AUC works closely with the Coast Guard command to provide immediate input and response to requirements for Auxiliary support and facilitate Auxiliary service to the unit.

F.11.a. Vice Functions

The principal duty of Auxiliarists in a Vice capacity (VNACO, DCOS, VCDR, and VFC) is to help the unit's senior elected Auxiliarist as follows:

(1) Function as the unit's Chief of Staff.
(2) Carry out authorized programs according to existing policies and with an acceptable quality standard.
(3) Offer advice and help, as needed.
(4) Visit other Auxiliary units to maintain liaison, if applicable.
(5) Supervise Auxiliary unit staff officer activities. Each Auxiliary unit's staff officers report to their Vice/Chief of Staff.
(6) Review and act on reports submitted by unit staff officers.
(7) Vote as the acting senior elected Auxiliarist when substituting for the unit senior elected Auxiliarist at meetings or functions, or where that Auxiliarist is prohibited from voting by virtue of having another position.
(8) Assist with ensuring compliance with Coast Guard and Auxiliary policy by using the Auxiliary chain of leadership and management.
(9) DCOSs will chair one or more District Board standing committees and committees for special events. DCOSs are responsible for district staff coordination and direction.

F.11.b. District Captain

District Captains (DCAPT) perform the following duties:

(1) Assist their respective DCOs and, if requested, attend meetings or act in specific matters for their DCO.

	(2) DCAPTs charged with geographic responsibilities shall maintain close liaison with the DCDRs in their AOR. They supervise, help, counsel (as necessary) and visit the divisions. DCAPTs foster Auxiliary growth through development of an active membership recruiting program. They assist division officers in organizing new flotillas and in developing interesting and varied meeting programs. DCAPTs ensure compliance with Coast Guard and Auxiliary policy by all Auxiliary units and members, using the Auxiliary chain of leadership and management. (3) DCAPTs may also be charged with programmatic responsibilities within their district or region. They shall coordinate the planning of activities in those program areas for the DCO and serve as the DCO's liaison to the applicable national Directorate and/or department. (4) Whenever a Coast Guard unit is commissioned, a DCAPT must be assigned the primary duty of coordinating between the Coast Guard Auxiliary district/region and the Commanding Officer/Officer-in-charge (CO/OIC). These coordination duties include, but are not limited to, serving as an expert broker for Auxiliary services, training, and support. DCAPT duties may cross division/flotilla boundaries.
F.11.c. Elected Auxiliarists	Elected Auxiliarists have been delegated the leadership and management capability by the Commandant to assign to duty other elected Auxiliarists throughout the chain of leadership and management, their staff officers, and other qualified Auxiliarists.
F.11.d. Immediate Past Leader	Positions of immediate past leader are not elected Auxiliarists. This does not preclude them from adhering to prescribed PSI requirements nor the inherent duty to share their experience and expertise with present elected officers and to actively serve in support of present Auxiliary programs and goals.