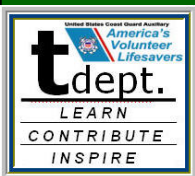


Flotilla Commander Academy

Flotilla Meetings



*Developed by:
National Department of Training
August 2006*

Flotilla Meetings

Slide 2		
<p style="text-align: center;">Learning Objectives</p> <ul style="list-style-type: none">• At the end of this module, you will be able to<ul style="list-style-type: none">– Describe a well-run flotilla meeting– Explain the benefits of creating an agenda– Identify the importance of recognition and awards at flotilla meetings– Discuss tips to manage staff reporting– Explain the basic principles of Robert's Rules of Order		<p style="text-align: center;">Notes</p>
Slide 3		
<p style="text-align: center;">Most Important Topic</p> <ul style="list-style-type: none">• Various backgrounds and experiences• Various formats for flotilla meetings• A well run meeting?		<p style="text-align: center;">Notes</p>
Slide 4		
<p style="text-align: center;">Agendas</p> <ul style="list-style-type: none">• Simple version is published• Detailed version for you		<p style="text-align: center;">Notes</p>

U.S. Coast Guard Auxiliary
Flotilla # - ## Sample Flotilla
Day/Month/Year Meeting Agenda

- ◆ Fellowship and Uniform Check
- ◆ Call to Order – FC
- ◆ Pledge of Allegiance
- ◆ Introduction of Visitors and Guests – FC
- ◆ Announcements
- ◆ Minutes of Previous Meeting and Treasurer’s Report
- ◆ Flotilla Staff Reports – VFC
- ◆ Old Business
- ◆ New Business
- ◆ Closing Comments
- ◆ Motion to Adjourn
- ◆ Membership Training – Your Favorite Forms

Uniform of the Day – Tropical Blue Long

Ground Rules:

- ◆ Everyone is equal
- ◆ Value Diversity
- ◆ One person speaks at a time
- ◆ No long “Sea Stories”
- ◆ No personal attacks
- ◆ Exercise active listening
- ◆ Start and end on time
- ◆ Stick to business
- ◆ Okay to have fun

U.S. Coast Guard Auxiliary
Flotilla # - ## Sample Flotilla
Day/Month/Year Meeting Agenda

- ◆ Fellowship and Uniform Check
- ◆ Call to Order – FC
- ◆ Pledge of Allegiance – VFC
- ◆ Introduction of Visitors and Guests
 - Coast Guard Rep _____
 - Sam Wilson, DCP
 - Fred Long, prospective member
 - Sally Mason, wife of VFC Greg Mason
- ◆ Announcements
 - Buoy project status
 - Cliff Drake's facility inspection is due
 - Change in QE documentation for Coxswains
 - ICS update
 - PSI status
- ◆ Status of goal attainment in main programs
- ◆ Minutes and Treasurer's Report
 - Minutes – need vote to approve
 - Treasurer's Report
- ◆ Staff Reports – VFC
 - VE – Don Harris
 - MDV – John Adams
 - PE – Sara Peters
 - PA – Nancy Davis
 - MT – Bob Burke
 - Ops – Jeff Samuels
 - IS – Kathy Williams
 - PS – Rich Webster
- ◆ Old Business
 - Distributions of sign boards – FSO-MA Steve Harte
- ◆ New Business
- ◆ Closing Comments
 - Coast Guard Rep _____
 - DCP Sam Wilson
- ◆ Motion to Adjourn
- ◆ Member Training
 - Your favorite forms – FSO-IS Kathy Williams

Slide 5		
Agenda Elements		Notes
<ul style="list-style-type: none"> • Welcome, Introductions and Pledge • Announcements and Awards • Staff Reports • Old and New Business • Closing Remarks • Adjourn • Member Training 		
Slide 6		
Robert's Rules of Order		Notes
<ul style="list-style-type: none"> • Formalized and adversarial • Consensus <ul style="list-style-type: none"> – Is difficult with the Rules – Use committees to build consensus • Parliamentarians • Reference sheets • Role of the Chair • Elections 		

Chart of Parliamentary Procedures

Name of Motion	Say This	Requires Recognition	Requires a Second	Debatable	Amendable	Vote Required	May be Reconsidered
Privileged Motions: (1)							
1. Adjourn this meeting	"I move that we adjourn"	Yes	Yes	No	No	Majority	No
2. Recess this meeting	"I move that we recess until ____"	Yes	Yes	No	Yes	Majority	No
3. Raise a question of privilege	"Point of privilege"	No	No	No	No	--	No
4. Call for the orders of the day	"I call for the orders of the day"	No	No	No	No	2/3 (2)	No
Subsidiary Motions: (1)							
5. Lay on the table	"I move to lay the question on the table"	Yes	Yes	No	No	Majority	No
6. Previous question	"I move the previous question"	Yes	Yes	No	No	2/3	Yes
7. Limit or extend debate	"I move that debate be limited to ____ speakers for ____ minutes each". or "I move that the speakers time be extended ____ minutes"	Yes	Yes	No	Yes	2/3	Yes
8. Postpone to a certain time	"I move to postpone the motion until ____"	Yes	Yes	Yes	Yes	Majority	Yes
9. Refer to a committee	"I move we refer this matter to --- committee"	Yes	Yes	Yes	Yes	Majority	Yes
10. Amend	"I move that this motion be amended by ____"	Yes	Yes	Yes	Yes	Majority	Yes
11. Postpone indefinitely	"I move we table it"	Yes	Yes	Yes	No	Majority	Aff (3)
12. Main Motions – Introduce business	"I move that ____" or "It is moved"	Yes	Yes	Yes	Yes	Majority	Yes

NOTES

(1): In order of precedence.

(2): Must be enforced on the demand of one member unless it is set aside by a two-thirds vote.

(3): Only an affirmative vote may be reconsidered.

Chart of Parliamentary Procedures, *con't*

Name of Motion	Say This	Requires Recognition	Requires a Second	Debatable	Amendable	Vote Required	May be Reconsidered
Motions that Bring a Question Again Before the Assembly							
13. Reconsider	"I move to reconsider the vote on the motion relating to ____"	No	Yes	Yes (4)	No	Majority	No
14. Discharge a committee	"I move the ____ committee be discharged"	Yes	Yes	Yes	Yes	Majority or 2/3	Negative (6)
15. Rescind	"I move to rescind the motion"	Yes	Yes	Yes	Yes	Majority or 2/3 (5)	Negative (6)
16. Take from the table	"I move to take the ____ motion from the table"	Yes	Yes	No	No	Majority	No
Incidental Motions: (1)							
17. Point of information	"A point of information, please"	No	No	No	No	--	No
18. Parliamentary inquiry	"A parliamentary inquiry, please"	No	No	No	No	--	--
19. Division of the assembly – ask for vote by actual count	"I call for a division"	No	No	No	No	--	No
20. Division of a question – separates issues	"I move to divide the question so that ____ can be considered separately"	Yes	Yes	No	Yes	Majority	No
21. Withdraw a motion	"I move that I be allowed to withdraw the motion"	Yes	Yes	No	No	Majority	Negative (6)
22. Objection to consideration	"I object to consideration of this question"	No	No	No	No	2/3	Negative (6)
23. Suspend the rules	"I move we suspend the rules and consider ____"	No	No	No	No	2/3	No
24. Appeal from the chair's ruling	"I appeal the chair's decision"	No	Yes	Yes	No	Majority or tie	Yes
25. Point of order – challenges error in procedures	"Point of order"	No	No	No	No	--	No

NOTES

(4): The motion to reconsider is debatable only if the motion to be reconsidered is itself debatable

(5): Requires either a simple majority (with prior notice), or a two-thirds vote, or a majority of the entire membership.

(6): Only a negative vote may be reconsidered.

Slide 7

Other Thoughts

- Speak up
- Room set up
- Stand or sit at front
- Use your agenda

Notes