

AK WG CAC OI
1 June 1999

ALASKA WING CADET ADVISORY COUNCIL OPERATING INSTRUCTIONS



I. ARTICLE ONE - NAME

- A. The name of this organization shall be the Alaska Wing Cadet Advisory Council, hereafter referred to as the *AK WG CAC* or *the council*. This document will hereafter be referred to as the *OI*.

II. ARTICLE TWO - PURPOSE

- A. The purpose of the AK WG CAC is to act as an advisory body to the Alaska Wing Commander. The AK WG CAC shall make recommendations on matters which cannot be acted upon at the squadron level, consider and discuss proposals presented by squadrons throughout the wing, and provide a forum in which members may exchange ideas in order to improve the Civil Air Patrol. The purpose of this OI is to provide specific rules of operation for the council within the directives put forth by National Headquarters in CAPR 52-16, chapter three and is authorized by the same.

III. ARTICLE THREE - TERM OF THE COUNCIL

- A. The AK WG CAC's first meeting in each term will take place after the adjournment of the national board meeting and no later than the first of September. This meeting will hereafter be referred to as the *inaugural meeting*.

IV. ARTICLE FOUR - ORGANIZATIONAL STRUCTURE

A. Squadron Representatives

Each squadron will be allowed one primary and one alternate representative to be appointed by the Squadron Commander. Each primary and alternate representative must submit a CAPF 2a to Alaska Wing Headquarters/CP prior to 1 August each year.

B. Executive Board

1. The AK WG CAC officers will be Chairperson, Vice Chairperson, and Recorder. This group will hereafter be referred to as the *executive board*.
2. The executive board will be elected from among the primary representatives present at the inaugural meeting.
3. The Chairperson will not represent their squadron on the council; the squadrons alternate will vote instead. The Chairperson will have a vote only if the alternate is absent or unable or in any tie breaking situations. The Vice Chairperson and Recorder will continue to serve as primary representatives.

C. Voting

1. Each squadron is granted one vote in all matters. This right will be exercised by the primary representative or by their alternate if the primary is absent or unable. Non-council member representatives will have no vote in any circumstance.
2. All votes are considered to be out of the number of voting representatives present, not all members present.
3. Vote will be taken as a show of hands or a roll call as decided by the Chairperson.

D. Rights of Individuals

1. Any individual may address the AK WG CAC through their squadron representative or when recognized by the chairperson.

2. All CAP members are allowed to observe AK WG CAC meetings. This right may be revoked by the Chairperson for just cause.

V. ARTICLE FIVE - DUTIES AND RESPONSIBILITIES

A. Chairperson

1. Will insure that all aspects of this OI are properly observed.
2. Will draw up an agenda for each meeting.
3. Will serve as presiding officer at all AK WG CAC meetings. They will have the final word on all questions of parliamentary procedure within the guidelines of this OI.
4. Will submit AK WG CAC recommendations, in writing, to proper authorities.
5. Will approve minutes and coordinate with the Recorder regarding their distribution.

B. Vice Chairperson

1. Will perform the duties of the Chairperson if they are absent or unable.
2. Will perform the duties of the Recorder if they are absent or unable.
3. Will act as supervising official of all committees to ensure productivity.
4. Will act as an assistant to the Chairperson by performing additional duties as directed.

C. Recorder

1. Will perform the duties of the Chairperson if both the Chairperson and the Vice Chairperson are absent or unable.
2. Will compile and distribute the minutes of each meeting.
3. Will be responsible for the administrative duties of the AK WG CAC.
4. Will draw up a roster of AK WG CAC representatives and distribute it appropriately.
5. Will compile the OI, agendas, proposals, minutes, rosters, and other relevant documents in a binder for the AK WG CAC. Copies of all current items in this binder will be made and distributed to the executive board and others as appropriate.

D. Primary Representatives

1. Will represent the interests of the cadets within their squadron to the AK WG CAC.
2. Will attend all AK WG CAC meetings. If unable to attend a meeting, they will see that the alternate or a non-council representative attends in their place and notifies the executive board of such circumstance prior to the meeting.
3. Will report to their squadron on all proceedings of the AK WG CAC.

E. Alternate Representatives

1. Will perform the duties of the primary representative in their absence.
2. Will attend all AK WG CAC meetings when possible.

3. Alternate representatives carry no vote unless their primary representative is absent.

F. Non-Council Member Representatives

1. Will perform the duties of the primary representative in absence of the primary and alternate representatives and will brief the primary representative on all AK WG CAC proceedings. Non-council member representatives may not vote.

VI. ARTICLE SIX - RATIFICATION AND REORGANIZATION

A. Procedures

1. This OI shall go into effect immediately upon its approval by a two-thirds vote of the council and its ratification by the signatures of the executive board.
2. Upon ratification of the most recent version, this OI will make null and void all previous OI.

B. OI Reorganization

1. All amendments enacted during a single term will be designated articles in their appropriate places. Renumbering and reordering will be executed accordingly.
2. Any deletions made will be properly documented.
3. The cover page will note ratification date and the most recent revision date.
4. Copies of the current OI will be made and distributed to all primary representatives at the inaugural meeting.
5. Amendments to this OI may be proposed by any AK WG CAC representative.
6. An amendment may be proposed and voted on during any meeting without prior notification of the AK WG CAC. An amendment will be passed by a two-thirds vote.

VII. ARTICLE SEVEN - ELECTION OF THE EXECUTIVE BOARD

- A. The election of new officers will take place after regular business is completed by the AK WG CAC during the inaugural meeting. The meeting will be opened and conducted by the outgoing executive board and closed by the incoming.
- B. Elections will take place in the order of: Chairperson, Vice Chairperson, and Recorder.
- C. The Chairperson of the outgoing AK WG CAC will ask for nominations. No member may nominate themselves. After each nomination the nominee must accept or decline their nomination. Once all nominations have been made, the nominees speak on their own behalf for no more than three minutes. The AK WG CAC then votes. The candidate with the most votes is elected to the position. The election for each office will be completed before the nominations for the next office are made.
- D. At the completion of all elections, there will be a recess and the outgoing executive board will brief the incoming executive board. The incoming executive board will then conclude the meeting.

VIII. ARTICLE EIGHT - REMOVAL OF MEMBERS FROM THE MEETING

- A. Just cause is required for a member to be removed from a meeting of the AK WG CAC. Just cause will consist of any action which disturbs or impedes the smooth progress of AK WG CAC business.
- B. If the AK WG CAC removes a member's right to observe the AK WG CAC, that member will be required to leave the meeting place for the duration of that meeting only.

IX. ARTICLE NINE - COMMITTEES

- A. Any AK WG CAC representative may propose that a committee be formed on any matter. The committee will be formed if approved by a majority vote.
- B. The AK WG CAC Chairperson will appoint the committee a project officer and committee members before final adjournment of the meeting at which the committee was created. All appointments are subject to majority approval of the AK WG CAC.
- C. The purpose, scope, and duration of a committee will be specified when it is formed.
- D. Any AK WG CAC representatives, including alternates, may serve in any capacity on a committee.

X. ARTICLE TEN - DISTRIBUTION OF AGENDAS

- A. The Chairperson will distribute an agenda of items to be discussed to every member of the AK WG CAC at least one week before the meeting.

XI. ARTICLE ELEVEN - RECOMMENDATIONS

- A. The Chairperson will submit any recommendations and act as an advisory body to the Alaska Wing Commander. All recommendations must be submitted within 30 days of their approval by the AK WG CAC.

XII. ARTICLE TWELVE - PROCESS OF CARRYING A MOTION

- A. A representative of the AK WG CAC makes a motion. They say, "I move..."
- B. Another member must second the motion. They say, "I second the motion..."
- C. The Chairperson leads discussion on the motion.
 - 1. Discussion takes place as moderated by the Chairperson.
 - 2. Modifications to the motion may be made following the discussion. A new motion incorporating changes made during the discussion should be introduced if substantial changes are proposed to the original motion. The Chairperson may determine the need for a new motion.
- D. When the motion has been sufficiently deliberated the Chairperson asks for a vote on the motion.
 - 1. If any representative requests a secret ballot vote, the vote will be taken in this manner.
 - 2. The vote will be tallied by the Recorder and the result announced by the Chairperson.
- E. Motions may be tabled.

1. To table a motion, a representative says, "I move that the motion before the council be tabled."
2. An immediate vote is then taken on the motion to table. A majority vote will table the motion until a motion to "take from the table" is passed by another majority vote of the AK WG CAC.
3. If a motion is tabled and is not taken from the table at the next meeting, the motion is dead.

XIII. ARTICLE THIRTEEN - MINUTE PROCEDURES

- A. The Recorder will deliver a draft of the minutes to all AK WG CAC primary representatives within 15 days of the meeting. The members will review the notes and immediately forward any corrections they feel are necessary to the Recorder. The Recorder must obtain the Chairperson's approval of the revised minutes within 20 days of the meeting. Within 30 days of the meeting, the Recorder will send copies of the finalized minutes to all AK WG CAC primary representatives, AK WG/CP, and AK WG/CC.

XIV. ARTICLE FOURTEEN - PRESENTATION OF PROPOSALS

- A. In order for a proposal to be presented to the AK WG CAC, it must be passed through a squadron's representative. The sponsor of the proposal must be an AK WG CAC primary representative or acting alternate representative.

JOHN SMITH, Cadet, CAP
Chairperson, AK WG CAC

JEREMY STEPHENS, Cadet, CAP
Vice Chairperson, AK WG CAC

BOBBY HILLIARD, Cadet, CAP
Recorder, AK WG CAC