



**UNITED STATES COAST GUARD AUXILIARY
ELEVENTH DISTRICT SOUTHERN REGION
DISTRICT 11(SR) LEGAL DEPARTMENT**

D11SR LEGAL TEAM

DSO-LP: Bruce J. Kelton (District Legal Officer)

ADSO-LP: Arthur C. Wynn (Divisions 1, 6)

ADSO-LP: Richard G. Heller (Divisions 7, 11, 12)

ADSO-LP Donald Randles (Divisions 9, 10)

ADSO-LP: Alfred J. Verdi (Divisions 4, 5)

PLEASE PRESENT ALL LEGAL QUESTIONS TO YOUR ASSIGNED ADSO-LP

WHAT WE DO

The District Legal Department serves as counsel to the District Commodore and Director of Auxiliary, and provides legal services in selected matters to the Chain of Leadership. We review and approve contracts and memoranda of understanding proposed by units, review and approve unit standing rules, interpret and advise on Coast Guard and Auxiliary regulations/policies, assist with disciplinary proceedings and advise the District Board on parliamentary procedures.

CONTRACTS AND OTHER AGREEMENTS

One of the mandatory provisions of the Auxiliary policies and standing rules requires that all licenses and agreements for use of real property/premises and contracts involving the expenditure of funds must be approved by the Legal Department. While individual units have a great deal of latitude, the Auxiliary has firm requirements in several areas, such as insurance and indemnity. All proposed Auxiliary unit agreements must be reviewed and approved by the Legal Department before signed and executed. The Legal Department can provide sample agreement and memorandum of understanding (MOU) forms to unit leaders interested in drafting a proposed agreement. Contact your assigned ADSO-LP for assistance in reviewing and drafting proposed agreements.

ASSIGNMENT TO DUTY ISSUES

In the event of an "Incident" or accident occurring during an Auxiliary mission, qualified members who are properly assigned to duty should have certain legal protections and government benefits, including medical coverage, reimbursement for property loss, insulation from liability and other protections. In that regard, the Legal Department strongly advises that assignment to duty for all Auxiliary missions be made by the appropriate Auxiliary officer and documented in writing. Training in this regard is presented by the Legal Department to unit leaders.

STANDING RULES

Each unit is required to have standing rules which conform to Auxiliary requirements. These rules provide the framework for the operation of the unit. Currently, National is revising the format for standing rules and pending completion of that revision, unit standing rules may be drafted, revised or modified with approval of the Legal Department. Once the revised format is completed by National, all units will be so notified. Any questions in this regard should be presented to the Legal Department.

PARLIAMENTARY PROCEDURE

The District Parliamentarian is the specially appointed advisor to the District Board on parliamentary procedure. While Divisions and Flotillas do not have parliamentarians, Unit Standing Rules and the Auxiliary Manual provide a great deal of guidance on how unit meetings should be conducted. Roberts Rules of Order is the guide for all parliamentary questions not addressed by your standing rules or the Manual. Questions remaining after consulting these sources can be addressed to the Legal Department.