

**IOWA WING
CADET ADVISORY COUNCIL
STANDARD OPERATING PROCEDURE**



RATIFIED 24 JANUARY 1999

ARTICLE I NAME

The name of this organization shall be the Iowa Wing Cadet Advisory Council, hereafter referred to as IAWGCAC. The name of this document shall be the Standard Operating Procedure, hereafter referred to as the SOP. Members of the IAWGCAC are the Chairperson, Vice-Chairperson, Recorder, Primary Representatives, Alternate Representatives, or Proxy Representatives.

ARTICLE II PURPOSE

The purpose of the IAWGCAC is to provide an organization through which members may gain experience at a higher organizational level and to act as an advisory body to the IAWG Commander and IAWG Director of Cadet Programs. The IAWGCAC is to make recommendations on matters which cannot be acted on below Wing level, consider and discuss proposals presented by Region and National CACs, and provide a forum in which members may exchange ideas in order to improve the Cadet Program.

ARTICLE III ORGANIZATIONAL STRUCTURE

Section 1 Unit Representatives

Each chartered unit will be allowed one Primary and one Alternate Representative to be approved by the Unit Commander.

Section 2 Executive Board

1. IAWGCAC officers will be the Chairperson, Vice-Chairperson, and Recorder, hereafter referred to as the Executive Board.
2. The Executive Board will be elected from the previous Executive Board members and Primary Representatives present at the first meeting following National Boards.
3. The Executive Board will not serve as Primary Representatives.
4. The Wing Commander will designate approval of the Executive Board through Duty Assignments, CAPF 2a, Request for and Approval of Personnel Actions.

Section 3 Voting

1. Each chartered unit is granted one vote in all matters. The Primary Representative will exercise this right. If the Primary Representative is not present, the Alternate Representative or a Proxy Representative will exercise this right.
2. The Executive Board will only vote to break a tie. A simple majority vote of the Executive Board will break a tie.

Section 4

Rights of Individuals

Any individual may address the IAWGCAC through their unit representative or when recognized by the Chairperson.

Section 5

Rights of the Council

1. CAP members are allowed to observe IAWGCAC meetings. This right may be taken away by the IAWGCAC for just cause.
2. The IAWGCAC may, by simple majority vote of the members present, create committees.
3. The IAWGCAC may draft a set of Bylaws to establish specific procedures within the framework of this SOP.

ARTICLE IV

DUTIES AND RESPONSIBILITIES

Section 1

Chairperson

1. Insures that all aspects of the SOP and Bylaws are properly observed.
2. Schedules a meeting at least once per quarter.
3. Draws up an agenda for each meeting.
4. Serves as the presiding officer at all IAWGCAC meetings.
5. Submits recommendations, in writing, to the appropriate authority.
6. Is the final word on all questions of parliamentary meeting procedure within the guidelines of the SOP and Bylaws.
7. Approves the minutes before they are distributed.

Section 2

Vice-Chairperson

1. Performs the duties of the Chairperson in the absence of the regular Chairperson.
2. Coordinates all committees in their actions.
3. Acts as an assistant to the Chairperson by performing duties as directed.
4. Acts as Recorder in the absence of the regular Recorder.
5. Ensures each unit is represented or accounted for at each meeting.

Section 3

Recorder

1. Performs the duties of the Chairperson in the absence of the regular Chairperson and Vice-Chairperson.
2. Takes the minutes of each meeting.
3. Is responsible for all administrative duties of the IAWGCAC.

4. Prepares a roster of IAWGCAC members and distributes appropriately.
5. Compiles the agenda, proposals, minutes, and current roster for each meeting to be included in each unit's continuity binder.
6. Compiles each unit's Duty Assignments, CAPF 2a, Request for and Approval of Personnel Actions, and distributes appropriately.

Section 4 Cadet Advisor

1. Is the IAWG Primary Representative to Region CAC.
2. Acts only as an advisor.

Section 5 Primary Representatives

1. Represents the interest of the cadets within their unit and wing.
2. Attends all IAWGCAC meetings. If unable to attend a meeting, will see that the Alternate Representative or a Proxy Representative attends in place.
3. Reports to their unit all proceeding of the IAWGCAC.

Section 6 Alternate Representatives

1. Carries out all duties and responsibilities of the Primary Representative in the absence of the Primary Representative from any IAWGCAC meeting.
2. Attends IAWGCAC meetings whenever possible.
3. Does not vote unless the Primary Representative is absent.

Section 7 Proxy Representatives

A Proxy Representative is a Non-IAWGCAC member who has been given authority to act as a substitute for the Primary Representative and Alternate Representative. The Proxy Representative will perform the duties and responsibilities of the Primary Representative in the absence of the Primary Representative and Alternate Representative and will brief the Primary Representative on the all IAWGCAC proceedings.

ARTICLE V SENIOR ADVISORS TO THE COUNCIL

Section 1

Meeting Procedure

At each official meeting of the IAWGCAC, the Senior Advisor to the IAWGCAC, or representative, must be present.

Section 2

Approval of Council Actions

The appropriate authority must approve all IAWGCAC actions before they will become valid.

ARTICLE VI

RATIFICATION AND REORGANIZATION

Section 1

Procedures

1. This SOP shall go into immediate effect upon its ratification by a simple majority vote of the members present and its approval by IAWG Headquarters.
2. Upon ratification or approval of the most recent version, this SOP will make null and void any previous SOP and/or Bylaws.

Section 2

Standard Operating Procedure Reorganization

1. All amendments enacted during the year will be designated articles and sections and will be included in their proper places. Renumbering and reordering will be done accordingly.
2. Any deletions made during the year will be properly documented.
3. The cover page will note the ratification and the most recent revision date.
4. Copies of the new SOP and Bylaws will be made and distributed to the representatives at the meeting following the ratification by the Senior Advisor.
5. An amendment may be proposed and voted on during a single meeting and will be passed by a simple majority vote of those representatives present.

BYLAWS

Section 1

Bylaws

1. Any IAWGCAC member may propose bylaws.
2. A 2/3 majority vote of the members present will enact or rescind bylaws.
3. Bylaws may be prepared and approved at the same meeting without prior notification of the IAWGCAC.

Section 2

Election Procedure

1. The election of Executive Board at the first meeting after National Boards will take place after old business is completed by the IAWGCAC. Members of the old Executive Board will run the first part of the meeting; the newly elected Executive Board will run the second part.
2. Elections will take place in the following order: Chairperson, Vice-Chairperson, Recorder.
3. The Chairperson will ask for nominations. After nominations have been made for an office, the election for that office will be held before nominations for the next position will be accepted.
4. At the completion of elections, there will be a recess and the old Executive Board will brief the newly elected Executive Board on the duties, responsibilities, and procedures of the various positions.

Section 3

Removal from Council or Executive Board

1. The Chairperson will file any removal action that becomes necessary under this article of the IAWGCAC SOP excluding an action against the Chairperson. The Vice-Chairperson will file any necessary removal action against the Chairperson.
2. The Chairperson will bring up the removal action during the meeting and discussion will take place. At the next meeting the person in question will have a chance for rebuttal. Any actions voted on will be effective immediately.
3. Any vote for removal will be a secret ballot. If the removal action occurs during a conference call, the Chairperson, or Vice-Chairperson if the Chairperson is in question, will know the Primary Representative's votes.
4. Any Primary Representative may be recommended for removal from the Council for failure to attend two consecutive meetings. This clause will take effect only if both meetings were unexcused and/or if the Primary Representative, Alternate Representative, or a Proxy Representative did not represent the unit.

Section 4

Removal of Cadets from the Meeting

1. Just cause for removal of cadets from a meeting of the IAWGCAC will consist of any action that disturbs or impedes the smooth progression of IAWGCAC business.
2. If the IAWGCAC removes a cadet's right to observe the IAWGCAC, the cadet will be required to leave the room.

Section 5 Committees

1. Any IAWGCAC member may propose that a committee be formed.
2. The IAWGCAC Chairperson will appoint the Committee Chairperson before the final adjournment of the meeting at which the committee was created. The Committee Chairperson will select Committee Members as needed. All appointments are subject to simple majority vote of the members present.
3. The purpose and time of operation will be specified when a committee is created.
4. Any CAC member, including Alternate Representatives, may serve as a Committee Chairperson.
5. Any member, including non-IAWGCAC members, may serve as a Committee Member.

Section 6 Distribution of Agenda

The Chairperson will distribute the agenda of items to each IAWGCAC member to be discussed at the next meeting at least 15 days before the meeting.

Section 7 Recommendations

The Chairperson will submit any recommendations and act as an advisory body to the appropriate authority. All recommendations must be submitted within 30 days of their approval by the IAWGCAC.

Section 8 Order of Business

1. Chairperson calls the meeting to order.
2. Recorder calls roll and records it.
3. Recorder reads minutes from the last meeting. Chairperson asks for revisions. A motion is needed to revise the minutes. All revisions are made and recorded.
4. Reports, if any, are given.
5. Items on the agenda are processed, starting with Old Business, then proceeding to New Business.
 - a. Motions are made and processed; or,
 - b. Motions are tabled.
6. Open Forum
7. Adjournment

Section 9

Process of Carrying a Motion

1. A member of the IAWGCAC makes a motion. The member says, "I move that...."
2. Another member must second the motion. The member says, "I second the motion."
3. The Chairperson asks for discussion on the motion.
 - a. Discussion takes place as determined by the Chairperson.
 - b. Modification to the motion may be made following discussion. A new motion incorporating any changes made during the discussion should be introduced if substantial changes were made to the original motion. The Chairperson will determine the need for a new motion.
4. The Chairperson asks for a vote on the motion.
 - a. The vote will be taken as a show of hands or a roll call.
 - b. If any member requests a secret ballot vote, the vote will be taken in this manner.
 - c. The vote will be tallied and the result announced by the Chairperson.
5. Motions may be tabled. The member says, "I move that the motion before the Council be tabled."
 - a. An immediate vote is then taken on the motion on the table. A simple majority vote of the members present is required to pass it. If successful, the motion is tabled until a motion to "take from the table" is passed by a simple majority vote of the members present.
 - b. If the motion is tabled and is not processed at that or the next meeting, the motion is dead.

Section 10

Minute Procedures

The Recorder will submit the minutes of each meeting to the Chairperson for approval, within 15 days after each IAWGCAC meeting. The Chairperson will get approval from the Senior Advisor within 15 days. The Recorder will distribute the meeting minutes.

Brian A. Benson, Cadet Major, CAP
Chairperson

Robert E. Dunn, Major, CAP
Director of Cadet Programs