

CADET PROGRAM OPERATING INSTRUCTION

This operating instruction prescribes procedures for conduct of the Southeast Wisconsin Group Cadet Advisory Council.

1. Purpose. The purpose of Southeast Wisconsin Group Cadet Advisory Council (CAC) is to provide an organization through which the group's cadets may gain leadership experience at the group level; aid the Group Commander and the Group Cadet Programs Officer in monitoring and implementing the cadet program; make recommendations to the group staff for the improvement of the cadet program; and implement group cadet-oriented special projects.

2. Duties of Membership.

a. Chairperson. The CAC chairperson is responsible to the Cadet Programs Officer for the supervision of the CAC membership, to include:

- (1) Preparing agenda for CAC meetings.
- (2) Coordinating all CAC membership activity.
- (3) Tasking members with meaningful projects designed to achieve council and group cadet program objectives.
- (4) Submitting council recommendations to the Group Cadet Programs Officer.
- (5) Calling for a vote on major council action and counting votes.

b. Vice Chairperson. The CAC vice chair-person is responsible to the CAC chairperson for assisting him/her in administering CAC activities and providing meeting leadership in the absence of the CAC chairperson.

- c. Recorder.** The recorder is responsible to the CAC chairperson for:
- (1) Preparing a roster of council members.
 - (2) Maintaining accurate records of:
 - (a) Attendance
 - (b) Meeting Minutes
 - (c) Membership
 - (3) Distributing meeting minutes to Wisconsin Wing Headquarters (WICP) and units after each meeting.
 - (4) Providing meeting leadership in the absence of the CAC chairperson and the CAC vice chairperson.

d. Representatives and Alternates. The representatives and alternates are responsible for:

- (1) Attending all meetings.
- (2) Expressing their views and concerns of the cadets they represent on the topics discussed.
- (3) Reporting to his/her unit on council proceedings and activities.
- (4) Recommending agenda additions to the CAC chairperson.
- (5) Notifying the CAC recorder, prior to the meeting, if his/her unit will not be represented.

e. Council Officer Removal and Replacement. Should the council, by a two-thirds vote, find a council officer's performance to be substandard, the council will send a letter to the Group Cadet Programs Officer recommending removal of that officer. If the recommendation for removal is approved, an interim election will be held.

3. Group CAC Composition. Membership consists of:

a. Council Officers:

- (1) Chairperson
- (2) Vice Chairperson
- (3) Recorder

b. Unit Representatives. Two representatives are authorized per unit. One shall be designated as "primary" and the other as "alternate."

4. Voting. Each unit representative and council officer has one vote. The CAC chairperson will normally not vote. In the case of a tie, the CAC chair-person will cast the deciding vote. All voting will be done by secret ballot.

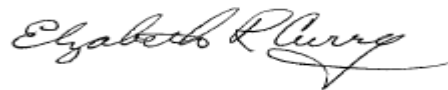
5. Election of Officers.

a. Elections will take place at the January meeting and follow regular voting procedures.

b. Any primary representative or current CAC officer is eligible for nomination.

c. Interim elections will be held if an officer resigns or is removed.

6. Convention of the Group CAC. The Group CAC will convene at the same time as the Group Commander's call, usually the 4th Tuesday of the month.



Elizabeth R. Curry
Commander

