

## TABLE OF CONTENTS

<b>Article I: Fines and Penalties</b>	<b>2</b>
Sec. 1. Purpose	2
Sec. 2. Penalties for Officers	2
Sec. 3. Fines of Members	2
Sec. 4. Payment of fines	2
<b>Article II: Resignations</b>	<b>3</b>
Sec. 1. Acceptance/Denial	3
<b>Article III: Expulsions</b>	<b>3</b>
Sec. 1. Process	3
Sec. 2. Missed Meetings	3
Sec. 3. Suspension	3
Sec. 4. Withdrawal Cards	3
Sec. 5. Employment Leave of Absence	4
Sec. 6. Military Leave of Absence	4
<b>Article IV: Rules For Meeting Room Conduct</b>	<b>4</b>
Sec. 1. Agenda	4
Sec. 2. Duties of the President	5
Sec. 3. Discussion Procedure	5
Sec. 4. Motions	5
Sec. 5. Reconsiderations	5
Sec. 6. Calling the Question	5
Sec. 7. Adjournment	5
Sec. 8. Appealing the Presidents Decision	5
Sec. 9. Motion	5
Sec. 10. Majority Vote	5
Sec. 11. Withdrawing Motion	5
Sec. 12. Varying from Article V	6
<b>Article V: Amendments and Suspension of By-Laws</b>	<b>6</b>
Sec. 1. Procedure	6
<b>Article VI: Standing Committees</b>	<b>6</b>
Sec. 1. Establishment	6

## ARTICLE I: FINES AND PENALTIES

**Section 1:** Purpose: The purpose of fines is to provide for a monetary or “out of pocket” punishment for various infractions of a minor nature within the Department. Any fines collected are to be deposited into the Storey County Volunteer Fire Department account.

**Section 2:** Penalties for Officers: Any officer shall, for any neglect of duty, incur a fine of not less than one dollar, nor more than five dollars at the discretion of the majority of the Department.

**Section 3:** Fines of Members.

- a. For being late for any regular or special meeting: One Dollar (\$1.00)
- b. For leaving a meeting without permission of the President: Two dollars (\$2.00)
- c. For leaving the apparatus, scene of an incident or the station when on duty without the permission of the officer in command: Two Dollars (\$2.00)
- d. For disobedience of orders at an emergency incident: Five Dollars (\$5.00)
- e. For any violation of the rules and regulations for the government of the meeting room: Two Dollars (\$2.00)
- f. For introducing any religious or political subject or using profane language at a meeting of the respective district; for making known to any person not a member, any remarks made at a meeting or divulging the business of the respective district, a member shall incur a fine of Five Dollars (\$5.00) and for repetition of either offense, shall be liable for expulsion.
- g. For not appearing at a mandatory training, without a valid excuse, each member so absent shall be fined Five Dollars (\$5.00)
- h. For not presenting their department badge at a regular business meeting or for wearing a hat during a business meeting; One Dollar (\$1.00)
- i. Showing up to Mandatory training without proper PPE shall be five dollars (\$5.00)

**Section 4.** Payment of fines: Any member fined at any regular or special meeting shall pay such fine before leaving the meeting room, or when fined on an incident, shall have ten (10) days in which to pay such fine. If any member fails to act either before leaving the meeting room or within the ten (10) days given, a written notice will be sent by the Secretary and, if no response is made within thirty (30) days after the notice was sent, expulsion will follow at the discretion of the Department.

## **ARTICLE II: RESIGNATIONS**

**Section 1:** Acceptance/Denial: After a resignation is once read to the Department, it shall not be withdrawn except by a two-thirds vote of the members present. No resignation of a member shall be accepted until all fines and penalties are discharged, except by a two-thirds vote of the members present.

## **ARTICLE III: EXPULSIONS**

**Section 1:** Process: Whenever a member is deficient in the discharge of their duties, that member shall be notified by the Secretary to appear at the next regular meeting of the Department, and if that member fails to appear or the excuse is deemed insufficient by the Department, that member shall be expelled upon a two-thirds vote of the Department present.

**Section 2:** Missed Meetings: If any member neglects any three consecutive stated meetings of the Department without submitting a proper excuse by the next regular meeting of the Department, the Secretary shall notify that member that they are suspended. Proper excuses shall consist of illness, business responsibilities, absence from town or any bona fide emergency which prevents attendance. If the member does not submit a proper excuse within thirty (30) days from the date the notice is sent, the Secretary shall remove their name from the roll. If they be known to give an incorrect excuse for delinquency, they may be fined, suspended or expelled at the discretion of the Respective district.

**Section 3:** Mandatory training meetings: If a member does not submit a proper written excuse within 5 days prior to training to the Secretary the following will occur: 1 missed training meeting will result in a fine. 2 consecutive missed trainings will result in temporary suspension until 3 consecutive trainings are attended. JPR must be completed within 30 days. 3 consecutive missed trainings will be brought before The Board for possible expulsion.

**Section 4:** Suspension: All suspensions or expulsions requiring a vote shall be by secret ballot and shall require a two-thirds vote of the Department present. No refund of dues shall be made to anyone so expelled.

**Section 5:** Withdrawal Cards: Any member of the Department in good standing considering themselves unable to answer emergency calls or to fulfill the duties imposed upon them by reason of their membership in the Respective district may, at any regular or special meeting, apply for a Withdrawal card upon giving their reasons therefore in person or in writing. If, by a majority vote of the department members, it is deemed that the reasons given are good and sufficient, the Secretary shall be

ordered to issue a Withdrawal Card. A Withdrawal Card shall be good only for such time as the reason stated exists and means that the member loses their membership in the respective district and the privileges thereof. A holder of a Withdrawal Card, upon the ceasing of the reason thereon stated to exist, may apply for reinstatement in the active list of the respective district, which the reinstatement shall be granted provided there is an opening on the active list, or, for good reason, refused by two-thirds vote of the respective district. If reinstatement is granted and no opening exists, the holder of the Withdrawal Card shall be placed first on the waiting list. A failure of any holder of a Withdrawal Card to apply for reinstatement within one month after the reason thereon stated no longer exists shall operate as an expulsion from the respective district and it shall be the duty of the Secretary to strike such persons name from the membership list of the Respective district. Withdrawal Cards shall be in the words and figures substantially as follows:

“This is to certify that \_\_\_\_\_, the holder thereof, is a member of the Storey County Volunteer Fire Department, \_\_\_\_\_ District; and, that by reason of \_\_\_\_\_ this member is hereby granted this Withdrawal Card as an active member from \_\_\_\_\_ to \_\_\_\_\_. Failure to apply for reinstatement within one month after above date expires will result in automatic expulsion from the respective district.”

**Section 6:** Out of Area Employment: Any member who, by reason of employment, is unable to attend the meetings of the department may, upon a two thirds vote of the members present at any regular or special meeting of the department, absent themselves from the meetings for a stated time; but not to exceed one year or beyond the existence of such employment.

**Section 7:** Military Service: A member who has served in the Armed Forces of the United States while holding a Withdrawal Card for such purpose, may include the time so served (as shown on the Honorable Discharge papers) as time of active service in the respective district, notwithstanding that their name may have been stricken from the active roll.

#### **ARTICLE IV: RULES FOR MEETING ROOM CONDUCT**

**Section 1:** Agenda: The order of proceedings at a business meeting shall be as follows:

1. Pledge of Allegiance
2. Roll Call
3. Introduction and Instillation of New Members
4. Reading of Previous Meeting Minutes (questions and approval)
5. Report of the Secretary/Treasurer
6. Report of the Chief (s)
7. Report of Special Committees
8. Report of Standing Committees

9. Resignations and Expulsions

10. Reading of Bills and Communications

11. Nomination and/or Election of Officers (February of Each Year)

12. Old Business

13. New business

14. Good of the Company

15. Collection of Fines

16. Adjournment

**Section 2:** President Duties: The President shall preserve order and decorum; appoint all committees (with the consent of the respective district); shall have none but a casting vote at a tie; and shall take no part in debate while in the chair.

**Section 3:** Discussion Procedure: Any member wishing to speak on any question shall arise and address the President, and, if two or more members arise at the same time, the President shall decide which is entitled to have the floor.

**Section 4:** Motions: No debate shall be heard on any motion until the same shall have been seconded and stated by the President. After that the President shall open motion for discussion and approval or denial.

**Section 5:** Reconsiderations: After any question has been decided, any two members who voted with the majority may move for a reconsideration thereof, but no discussion of the main question shall be allowed unless the same has been reconsidered.

**Section 6:** Calling Question: The President shall state every question coming before the respective district immediately before taking the vote and shall ask "is the membership ready for the question?" and should no member arise to speak, the President shall put the question, and after it has been put, no member shall speak upon it unless by consent of the respective district. The President shall pronounce the vote and decision of the respective district upon all subjects.

**Section 7:** Adjournment: A motion to adjourn shall always be in order and shall be decided without debate. If no time is specified, it shall be until the next regular meeting.

**Section 8:** Appealing Presidents Process: Any member may appeal from the decision of the President on a point of order. The question shall be "Do you sustain the resident?" and it shall be decided by a majority without debate.

**Section 9:** Motion: A motion to take the previous question may be made by any two Members and shall be put in the form "Shall the main question be put now?". If adopted, all further debate shall be excluded and the question shall be taken on the original motion.

**Section 10:** Majority Vote: Voting on questions, unless otherwise decided by the

Constitution and By-Laws, shall be settled by a majority of the votes cast.

**Section 11:** Withdrawing of Motion: When it is voted to lay the subject on the table, it cannot be taken up at the same meeting unless by a two-thirds vote of the members present.

**Section 12:** Varying from Article V: Any section of Article V may be suspended by a three-fourths vote of the members present; such suspension to terminate with the meeting.

#### **ARTICLE V: AMENDMENTS AND SUSPENSION OF BY-LAWS**

**Section 1:** Procedure: These By-Laws may be amended by a three-fourths vote of the entire composition of the Storey County Volunteer Fire Department. This is the only area that is not specific to respective district business and shall be the entire organizational vote. Amendments shall be presented at any regular meeting to the Chiefs Advisory Board. The Chiefs Advisory Board shall present this at their next business meeting for a vote of their membership. This vote shall be taken from each respective district back to the next regularly scheduled meeting and all votes shall be tallied at that time.

#### **ARTICLE VI: STANDING COMMITTEES**

**Section 1:** Establishment: There shall be and are hereafter established, the following standing committees of the Storey County Volunteer Fire Department:

1. Chiefs Advisory Board. This committee shall be comprised of the four District Chiefs and County Chief as an ex-officio capacity. This committee shall meet not less than quarterly.
2. Membership Committee: There shall be one member from each district to comprise this committee that shall meet not less than quarterly.