

**By-Laws of the
Western Albemarle Rescue Squad
As Revised March, 2003**

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The purpose of the Western Albemarle Rescue Squad is to provide emergency medical and rescue services, and emergency transportation to the sick and injured in the western portion of Albemarle County, Virginia on a voluntary, charitable basis. This emergency aid, rescue service and emergency transportation of the sick and injured may be extended to other agencies and localities as the need arises.

- A. The corporation management is vested in a Board of Directors.
1. The Board of Directors consists of the Chief, the Administrative Officers, two senior members-at-large, 5 Community members, 1 Crozet Fire Dept member in good standing as recommended by the Crozet Vol. Fire Dept Board of Directors, the chairperson of the Membership Committee, the Chairperson of the TQI committee, the immediate past president, the immediate past Chief, and the president of the WARS Auxiliary. The Board will have 18 members.
 2. The President conducts the meetings of the Board. The President may vote on matters only in the event of a tie.
 3. The community members are solicited by the Administrative Officers from the persons recommended by the general membership and are approved by the general membership.
 4. No Administrative Officer shall be a member of the Operations Committee, nor shall the two members-at-large of the Board be members of the Operations Committee.
 5. The responsibilities of the Board of Directors include:
 - a. general business of the corporation
 - b. fund raising, grants and fiscal management
 - c. seeing that all state and federal requirements for the administration of the corporation are met
 - d. relations with governmental agencies and, in conjunction with the Operations Committee, other organizations
 - e. presenting to the general membership an operating expenses budget to include at least the following expenses:
 - 1) insurance
 - 2) consumable operational items
 - 3) consumable administrative items
 - 4) utilities and housekeeping expenses
 - 5) vehicle maintenance and gasoline
 - 6) capital medical, vehicle and physical plant item
 - f. appointing members of the Investigation and Membership Committees, representatives to the Virginia Association of Volunteer Rescue Squads (VAVRS) Board of Governors, the Thomas Jefferson Emergency Medical Services Council (TJEMS) Board of Directors, and other administrative liaisons
 - g. attending the monthly Board of Directors meetings
 - h. submitting minutes of the Board of Directors to the general membership at its bimonthly meetings
 - i. Approval of members for Probationary Status
 - j. They shall have the final say in all membership status
- B. The general membership can review and revise any decisions made by the Board Of Directors by 3/4 vote of the eligible voters.

C. Operational Officers

The corporation recognizes the need for leadership in the field. Therefore, the Line Officers (Chief, Asst. Chief, Deputy Chief, Batt. Chief, Captains) and the Crew Captains positions exist. These field officers are given leadership authority and responsibility in day to day operations, as well as in field command situations. This authority applies to all members who are acting in the capacity of a squad member, as long as it does not conflict with these bylaws, the Standard Operating Procedures, the best care for a patient, or the safety of a squad member or bystander.

D. Administrative Officers

The corporation recognizes the need for efficiently carrying out administrative tasks. Therefore, the office of President, Vice-President, Treasurer, and Secretary exist. These four offices are referred to collectively as the Administrative Officers.

E. Members

1. All members of the corporation must respect and submit to the authority of the general membership of its official representatives (elected and appointed officers) when dealing with any corporation business.
2. All squad members in the field must respect and submit to the authority of the field officers and the Standard Operating Procedures while acting in the capacity of a squad member, with the standard provisions for personal safety and patient safety and care.

- A. Each of these committees is responsible to the general membership and the Board of Directors.
1. Each of these committees is considered independent of the other committees.
 2. Each of these committees may assign its tasks as it sees fit, subject to specifications in these Bylaws or the Standard Operating Procedures.
 3. Ad hoc committees and subcommittees may be formed by the Board of Directors and standing committees as necessary.
- B. The Executive Committee
1. The Executive Committee consists of the Administrative Officers, the Chief, any two community members and any one of the members-at-large.
 2. The Executive Committee shall have the authority to act in the best interest of the corporation in cases of emergency or when meetings of the full Board are not possible. Actions of the Executive Committee are subject to review by the full Board and all activities undertaken by the Executive Committee must be ratified by the full Board at its next regular scheduled meeting.
 3. Meetings of the Executive Committee shall be called by the President when necessary.
- C. The Operations Committee
1. The Operations Committee consists of the Line Officers (Chief, Asst. Chief, Deputy Chief), the Batt. Chief-Rescue, and the Line Captains (Training, Fleet Maintenance, Communications, and Supply)
 2. The Line Officers are elected as a slate by the general membership.
 3. The Chief selects the remaining members of the Operations Committee
 4. The Line Officers can fill a Line Captain or Batt Chief-Rescue position on an interim basis. No member of the Operations Committee is excluded from being selected as a Crew Captain.
 5. The Operations Committee is responsible for or has the power to:
 - a. develop, maintain, and enforce the Standard Operating Procedures
 - b. training
 - c. staffing crews
 - d. safety
 - e. seeing that all state and federal requirements for the operations of the corporation are met
 - f. appointing members of the Training Quality Improvement Committee, representatives to the Jefferson Country Fire and Rescue Association (JCFRA), and other operational liaisons

C. 5. (con't)

- g. review and remove anyone from a position appointed by the Operations Committee: Crew Captains, attendants-in-charge, drivers, extricators, senior ALS technicians, and other privileged positions as enumerated in the Standard Operating Procedures
- h. suspend a member for a maximum of thirty days
- i. Act in accordance with all policies and procedures contained in the Standard Operating Procedures and all other duly passed and published procedures

D. Membership Committee

- 1. This committee is responsible for recruiting, screening, orienting and presenting to the Board of Directors those individuals applying for probationary membership, in accordance with other sections of the Bylaws.
- 2. This committee is responsible for starting and maintaining files on observers and probationary members.
- 3. The committee is responsible for the administration and oversight of community outreach, including but not limited to community CPR classes.
- 4. This committee consists of at least 3 members of the Corporation.
- 5. Members of this committee are appointed by the President and are responsible to the Board of Directors
- 6. Providing orientation to probationary members to the bylaws, Standard Operating Procedures, and every day operations of the squad

E. House Committee

- 1. This committee shall consist of at least three members of the corporation, appointed by the President and responsible to the Board of Directors.
- 2. The House Committee shall be responsible for the repair and maintenance of the squad physical plant.
- 3. The House Committee shall be responsible for all domestic operations (e.g. determining an appropriate inventory of and procuring food staples, cleaning supplies, and linens).
- 4. The Vice-President shall serve as chairperson of this Committee.

F. Investigation Committee

1. This committee shall consist of Five members of the corporation excluding probationary members.
2. These members are appointed by the Board of Directors as needed.
3. The Board can solicit community members to sit on this committee. These members are in addition to the five members of the corporation.
4. The President and Chief are excluded from serving on this committee. The Secretary shall serve as chairperson of this committee.
5. This committee shall determine its own methods for reviewing individual cases.
6. The purpose of the Investigation Committee is to investigate disciplinary grievances, impeachment proceedings, removal of a member, and acts that threaten the integrity of mission of the Corporation, and to make recommendations for action to the Board of Directors and/or general membership.

G. Training and Quality Improvement Committee

1. This committee is comprised of the Training Captain, the Rescue Battalion Chief, and at least two medical members of the corporation appointed by the Chief. The Training Captain is chairperson of this committee.
2. Community health care providers may be solicited to sit on this committee in addition to the members required above.
3. This committee is responsible for the continuing education and maintaining certification records of all medical members.
4. This committee will be responsible for reviewing the qualifications of members requesting release under programs described in the Standard Operating Procedures (e.g.- Attendant-in-Charge, Driver, etc.)
5. This committee will be responsible for reviewing the qualifications of members requesting release as senior ALS providers in conjunction with the Thomas Jefferson Emergency Medical Services (TJEMS) Council and the UVA Pre-hospital Program.
6. This committee reports to the Board of Directors.

H. Finance Committee

1. The committee will consist of the Treasurer, the Vice-President, standing committee chairpersons (except for the investigations committee) and a community Board member. The Treasurer shall serve as chairperson.

2. The Board shall appoint the community Board member to serve on the Finance Committee.
3. The finance Committee is charged with developing an annual operating budget, conducting an annual fund drive and overseeing the financial management of the corporation.
4. The committee may solicit the advice and assistance of other corporation members in carrying out its responsibilities.

A.

General Provisions

1. All elected officers are elected by the general membership for a one year term.
2. In the event that a special election is held to fill a vacant position, the term of office for that position shall expire on December 31 of that calendar year.
3. No elected officer may hold more than one elected position.
4. All officers have all the responsibilities given their respective offices in "Robert's Rules of Order" where these do not conflict with the Articles of Incorporation, these Bylaws or the Standard Operating Procedures.

B.

The President

1. The President must be a voting member in good standing.
2. Will preside at meetings of the Board of Directors, but can vote only in the event of a tie.
3. Will preside over general membership meetings and may vote on any business presented.
4. Represents the corporation in administrative matters when the corporation interacts with other organizations.

C.

The Vice-President

1. Must be a voting member in good standing.
2. Sits on the Board of Directors and may vote on issues at BOD meetings.
3. Performs in the absence of the President those duties assigned to the President.
4. Shares administrative responsibilities with the President
5. Reviews bids for capital purchases and communicates findings to the Board of Directors and/or the General Membership
6. Reviews and approves purchase orders.

D.

The Secretary

1. Must be a member or associate member in good standing.
2. Sits on the Board of Directors and may vote on issues at BOD meetings.
3. Records, transcribes, posts and files the minutes of the general memberships meetings and the Board of Directors Meetings.
4. Records, keeps on file, and recognizes incoming donations.

5. Handles the corporation's correspondence.
6. Is responsible for overall maintenance of membership records, including documentation of leaves of absence (LOA), training and membership meeting attendance and personnel actions
7. Posts before each general membership meeting those members eligible to vote
8. Will receive all absentee ballots and all secret ballots for elections and other matters for which needed.

E. The Treasurer

1. Must be a member or associate member in good standing.
2. Sits on the Board of Directors and may vote on issues at BOD meetings.
3. Maintains the financial records of the corporation.
4. Pays approved bills.
5. Maintains federal and state records for non-profit status.
6. Prepares and presents monthly financial reports for Board of Directors meetings and posts same in building.

F. The Members-at-Large

1. Must be an active voting member.
2. There are two such members, and they may not be members of the Operations Committee nor the immediate past President or Chief.
3. The Members-at-Large sit on the Board of Directors and may vote on issues at BOD meetings.

G. Community Members of the Board of Directors

1. There are five such members of the Board.
2. These members are solicited by the Administrative Officers and are approved by the general membership.
3. Community Members may vote on issues that come before the Board.
4. Community Members are not required to, but are encouraged to attend membership meetings of the organization.

H. Fire Department Representative to the Board

1. Member of Crozet Volunteer Fire Department in good standing and recommended by the Crozet Volunteer Fire Department Board of

I. The Chief

1. Presides over meetings of the Operations Committee and is allowed to vote only in the event of a tie.
2. Must be an active, voting medical member of the senior squad and live within the coverage area.
3. Is the chief operations officer of the corporation.
4. Is a voting member of the Board of Directors.
5. Represents the corporation in all operational matters.
6. Is not necessarily a permanent running medical member of any crew or shift, although he/she must fulfill the number of hours prescribed in the Standard Operating Procedures.
7. Will furnish a report of ambulance calls to the general membership and Board of Directors at each meeting of same.

J. Assistant Chief

1. Must be an active, voting medical member.
2. Performs in the absence of the Chief those duties assigned to the Chief.
3. Is the second highest commander in the field.
4. Is a voting member of the Operations Committee.
5. May exercise the same disciplinary powers as the Chief as specified in the Standard Operating Procedures.

K. Deputy Chief

1. Must be an active, voting medical member
2. Performs in the absence of the Assistant Chief those duties assigned to Assistant Chief.
3. Is the third highest commander in the field.
4. Is a voting member of the Operations Committee.
5. May exercise the same disciplinary powers as the Chief as specified in the Standard Operating Procedures.

L. Rescue Battalion Chief

1. Is appointed by the Chief.
2. Are subject to these Bylaws and the descriptions of their duties as set forth in the SOP's and as assigned by the Chief.
3. Performs as the safety officer of the agency in the field.

M. Line Captains (Supply, Communications, Fleet Maintenance, and Training)

1. Are appointed by the Chief.
2. Are subject to these Bylaws and the descriptions of their duties as set forth in the SOP's and as assigned by the Chief.
3. Do not necessarily follow in the chain of command after the Line Officers. The Chief shall decide the extended chain of command, if needed.

- A. The Finance Committee, will present to the Board of Directors an annual proposed operating budget. This budget shall be presented to the Board in January for review and approval.
- B. Any expenditure in excess of those approved in the annual budget shall be presented to the Board of Directors for approval. Additionally, two-thirds of the eligible voters of the corporation must approve unbudgeted expenditures in excess of \$20,000.
- C. The Rescue Battalion Chief and each Line Captain is responsible for operating within their approved line item budget.

- A. All members shall be people of good character and reputation in the community, and be free of any felony convictions or be released to citizenship by the courts.
- B. Classes of Membership
 - 1. Senior Member
 - a. Persons applying for membership as members of the corporation shall be 18 years of age or older.
 - b. These personnel shall adhere to the obligations for training, duty hours and meeting attendance as outlined in the SOP's.
 - c. Senior members are eligible to vote on corporation business and may hold an office in the corporation, subject to restrictions herein.
 - 2. Junior Member
 - a. Any member applying for membership 16-17 years of age must be approved by the Board of Directors on an individual basis.
 - 3. Associate Members
 - a. Associate members are those persons who may belong to another emergency services agency (EMS, hospital, fire, law enforcement, communications or search and rescue) and desire to contribute time and talents to WARS without incurring the responsibilities implicit in active membership.
 - b. These persons must fulfill hours and duties as detailed in the SOP's.
 - c. Associate members are ineligible to vote on Corporation business, unless otherwise defined, and they are ineligible for life membership.
 - 4. Support Members
 - a. support members shall be those persons age 18 years or older whose function will be to support the operational and administrative functions of the rescue squad. Any person willing to serve as a driver shall have an EVOC certificate or shall enroll in and successfully complete an approved EVOC course within 9 months of acceptance as a probationary member. Support members should have or obtain CPR certification.
 - 5. Auxiliary
 - a. Auxiliary members shall be 18 years of age or older whose primary functions shall be support of the corporation through fund raising and logistical support for extended rescue incidents.
 - b. Determination of active Auxiliary status shall be based on participation in fund raising and other activities as outlined in the Administrative Guidelines.
 - c. Auxiliary members are ineligible to vote on Corporation business and may not hold an office in the corporation, except those offices specific to the Auxiliary.

6. The Honorary Member
 - a. Honorary membership in the corporation may be granted to any person on the basis of his or her outstanding contribution to or service on behalf of the corporation.
 - b. Nominations for honorary membership may be made by any member of the corporation to the Board of Directors for action.
 - c. Such honorary membership is conferred for life.

7. The Life Member
 - a. All members who have maintained active status in the corporation for seven years may petition the Board for Life membership status. Service time counted for life membership shall begin accruing at the time the probationary member becomes a senior member. Only senior members with seven years of good standing, excluding leave of absences or changes from senior membership status, are eligible.
 - b. A life member may also have voting privileges in the corporation. He must meet the active life membership requirements as stated in the SOP's. The life member is encouraged but not required to attend training meetings. If he meets these obligations, then he is also granted the rights and privileges of voting member.
 - c. If a life member is not an active member of the corporation, the absence of his vote is not considered when any voting takes place.

8. Probationary Membership
 1. The following are the requirements for obtaining probationary membership.
 - a. The prospective senior squad member must be an observer on at least two different shifts of at least four hours duration, for a total of 16 hours. These observations must be done with at least two different crews.
 - b. After completing the required observation periods and Observation Form, the prospective senior member must submit a completed membership application and the Observation Form to the Membership committee. The prospective support, auxiliary or associate member may make application directly to the Membership Committee.
 - c. The prospective member must be interviewed by the Membership Committee.
 - d. The Membership Committee and/or its designated preceptors are responsible for the prospective member's orientation.
 - e. After meeting the above conditions of the Agency and the Virginia Office of EMS, the Membership Committee chairperson will present the application and the committee's recommendation to the Board of Directors.
 - f. Upon approval of the application by the Board, the newly accepted probationary member will be introduced at the next general business meeting.

 2. The probationary member has one year to satisfy the minimum training standards of his class of membership (if applicable) or to resign from the corporation.

- B(con't) 3. A probationary member must be active as a probationary member of the corporation for at least six months, and must attend all required meetings and fulfill all duty hours and responsibilities commensurate with his class of membership. If a probationary member is unable to attend meetings a valid excuse must be given to the membership chair in writing within seven days of the meeting. Upon submission of a valid excuse the member must watch video of meeting or read the minutes of the meeting and sign off on them before the next scheduled meeting of the corporation.
4. The probationary member is excluded from holding any elected or appointed office of the Operations Committee or the Board of Directors, and is not eligible to vote on any issues that come before the general membership.
5. Advancement from probationary status
- a. The probationary member will be notified 7 days in advance of the general membership meeting in which he is presented by the Membership Committee Chair.
 - b. The probationary member must attend this meeting or present a valid excuse to the Membership Committee.
 - c. At this meeting, the probationary member shall again be introduced by the Membership Committee, which will give its recommendation.
 - d. At least three-quarters of all votes cast must be for acceptance in order for the probationary member to be accepted as a full member. A simple majority of eligible voters must be present. The vote shall be by secret ballot. Absentee ballots will be acceptable.
 - e. The effective date of full membership may be set retroactively at this meeting to coincide with the date the member actually became eligible for full membership.

C Determination of Active Membership and Voting Privileges

1. All members in good standing of the Western Albemarle Rescue Squad deemed active by the determinants assigned in these bylaws and the SOP's shall receive all benefits outlined in said documents.
2. The requirements for maintaining active membership are listed below:
 - a. Running time
The active member shall meet the requirements of duty time for his class of membership as established by the SOP's
 - b. Certifications
The active member must meet all training standards and certifications required of his position by the Commonwealth of Virginia, the SOP's, and those determined by the Operations Committee and/or the general membership.
 - c. Responsibilities
While on duty the active member must act in accordance with the SOP's and the directives of the field officers (or senior members in the absence of a field officer), as long as said directives do not conflict with provision of patient care or compromise the safety of any person on scene.

- C(con't)3. Maintaining Voting Privileges
- a. The voting member must meet all of the requirements of active membership.
 - b. Membership meeting attendance
The voting member shall not miss more than one-half of the regularly scheduled general membership meetings in the immediate 12 months prior to the month of determination. A written excuse must be given to the secretary within seven days of the meeting. Upon submission of a valid excuse the member must watch video of the meeting or read the minutes of the meeting and sign off on them before the next scheduled meeting of the corporation, if they do not want this meeting to count against them. If the member is determined to be delinquent in membership meeting attendance, he shall lose the privilege to vote at the meeting in question.
 - c. Any active medical member of the squad absent for any two squad training meetings within the immediately preceding twelve months prior to the month of determination who has not completed alternate training as approved by the Training Captain and accomplished one week before the next scheduled training meeting, shall lose voting privileges for the meeting in the month of determination.
- D. The Rights and Privileges of Membership
1. A full member in good standing (has maintained active, voting status) has the right to vote at general membership meetings.
 2. He has the right to be nominated for any office in the corporation and if elected, to hold that office.
 3. He has all other rights listed within these bylaws.
 4. He has the right to attend any and all meetings unless an executive session is declared.
- E. Leaves of Absence
1. Any full member may request a leave of absence (LOA) in writing from the Operations Committee, but he must include the reasons for the leave and must include a return date. He shall follow the procedures for notification as put forth in the SOP's.
 2. The leave must be approved by the Operations Committee
 3. The Chief (or his designee) will announce at the following general membership meeting those members who have been granted a leave.
 4. No member on leave can vote on any business of the corporation, Board, committee's, or general membership meeting.

- E(con't)5. A probationary member requests his leave of absence in writing from the Membership Committee, and is subject to the same stipulations as the senior member requesting a leave.
 - 6. The leave for the probationary member must be granted by the Membership Committee.
 - 7. The Membership Committee must announce any leaves at the following general membership meeting.
- F. Re-admission After Resignation
Any member of the Western Albemarle Rescue Squad who resigns in good standing and following due parliamentary procedures, may, upon application, be readmitted to the squad with a three month probationary period and no observation requirements.
- G. Removal of Members from the Corporation
 - 1. The active process
 - a. No officer can be removed from the corporation without first being removed from office.
 - b. If a voting member wishes to remove another member from the corporation, he must first inform the president.
 - c. The president must then inform the concerned member of the effort to remove him and give the cause for removal.
 - 1) The president must inform the member in question at least one week before the next general membership meeting.
 - 2) The member may resign with mention made of the effort to remove him, or he may request a vote to resolve the issue.
 - d. If a vote is to be taken, the president will announce the process at the next general membership meeting.
 - e. Two weeks prior to the second general membership meeting, the name of the member up for removal must be posted in the squad building.
 - f. At the second general membership meeting, a vote will be taken by secrete ballot to decide the issue.
 - g. Absentee ballots are acceptable. Three quarters of all eligible voting members must vote for removal of the member in order for him to be removed.
 - 2. The passive process
 - a. Any member not returning within 30 days after his leave of absence expiration date shall be removed from the membership roster.
 - b. Members shall be advised in writing 14 days prior to removal. This means after 15 days of AWOL status, the secretary sends a letter. If no response, then the member is dropped at day 31.

G(con't)3.

Impeachment of an Officer

- a. Only those officers elected by the general membership are subject to impeachment.
- b. A written petition must be given to the President asking for the impeachment of the officer in question. Should the petition for impeachment be for the President, the impeachment must be given to the Secretary.
 - 1) The petition must give reasons for the impeachment.
 - 2) The petition must be signed by at least 10 percent of the voting members of the corporation.
 - 3) Valid reasons for impeaching an officer: conflict with the SOP's, the Bylaws, or the best interest of the squad.
- c. The President will present the officer with the charges at least one week before the meeting and offer him the option of resigning.
- d. If the officer doesn't resign, the President will announce the impeachment proceedings at the next business meeting.
- e. Two weeks prior to the second general membership meeting, the name of the officer up for removal must be posted in the squad house.
- f. At the second general membership meeting, a vote will be taken by secrete ballot to decide the issue.
- g. Absentee ballots are acceptable. Three quarters of all eligible voting members must vote for removal of the officer for him to be removed from office.
- h. The officer voted out of office reverts to his original membership status in the corporation.

A. Membership Meetings

1. The general business of the corporation is carried out at these meetings.
2. The time of each meeting shall be decided each year by the general membership at the annual meeting in January. Meetings will be bi-monthly starting with the annual meeting.
3. At general membership meetings, a simple majority of affirmative votes cast by the present eligible voters shall carry a motion except in the following cases:
 - a. Impeachments (requires affirmative votes from 3/4 of all eligible voters of the corporation).
 - b. active removal from the corporation (requires affirmative votes from 3/4 of all eligible voters of the corporation).
 - c. Capital outlays exceeding the amount approved in the annual budget (requires affirmative votes from 2/3 of all eligible voters of the corporation).
 - d. amendments to the Bylaws (requires affirmative votes from 3/4 of all eligible voters of the corporation).
4. For any particular issue, an eligible voting member may cast one vote at the general membership meeting or may cast one vote prior to the meeting by using an absentee ballot. There may be no voting by proxy.

B. Special Meetings

1. In times of special need, the Board of Directors or any ten full members of the corporation, by petition, can call for a special meeting.
2. Members must receive written notification ten days in advance stating the purpose, date, time, and place of the meeting.
3. These meetings do not count in any way toward the membership meeting requirements.
4. No elections, impeachments or removal of members can occur at these meetings.

C. Annual Meeting

The annual meeting will be held once each year in January and shall be concurrent with the general membership meeting scheduled for that month. The order of events at the annual meeting shall be:

1. Minutes
2. Treasurer's report
3. Voting in new members
4. Old Business

- C(con't)5. Captain's yearly report on behalf of the Operations Committee
- 6. President's yearly report on behalf of the Board of Directors
- 7. New Business
- D. Training Meetings
 - 1. The time and date of the bimonthly training meetings will be decided at the annual meeting.
 - 2. The regular training meetings shall be held bimonthly and the time, date, and topic of the meeting shall be posted.
- E. The Board of Directors and Operations Committee Meetings
 - 1. Each of these bodies will meet monthly at a regular date and time, the date and time to be set by each body.
 - 2. The meeting dates and times must not conflict with the general membership meetings, training meetings, or each other.
 - 3. These meetings are open to all corporation members unless personnel issues are to be discussed, whereby executive session privileges may be exercised.
 - 4. Emergency decisions may be enacted by the Board of Directors, provided 3/4 of the voting members of the Board agree to the decision. The action is subject to review by the general membership.
 - 5. A quorum shall be present at each meeting in order to conduct any business, including expenditures, policies, or any other binding business.
 - a. Quorum for the Operations Committee is defined as any 5 members of that committee
 - b. Quorum for the Board of Directors is defined as 7 members. Of those 7. at least 1 must be a community member and one must be the Chief or a Line Officer.
 - 6. Minutes of all meetings will be posted within 10 days after the meeting.
- F. Elections
 - 1. To be elected an officer of the corporation, the person must be an active voting member or associate member in good standing.
 - 2. The general elections will occur annually at the business meeting in November.

- F(con't) 3. The elections will be preceded by the nominations which will begin during the general membership meeting in September.
4. There will be a Nominating Committee to help nominate members for each office. This committee will:
- a. consists of five full members of the corporation.
 - b. be appointed by the President
 - 1) The appointments will occur one month before the September membership meeting.
 - 2) The names of the committee members will be posted in the squad building prior to the September meeting.
 - 3) The committee will present a slate of officers at the September general membership meeting and post this slate immediately after the meeting.
5. At the September meeting, nominations from the floor will be accepted and closed for each office individually.
6. There will be no discussion of candidates on election night.
7. Each office shall be voted on individually by secret ballot.
8. Absentee ballots are counted that night along with the other votes. Absentee ballots may be hand written and shall be submitted to the Secretary prior to commencement of the meeting. There shall be no proxy votes.
9. The order of the offices to be filled and announced:
- a. Chief
 - b. Assistant Chief
 - c. Deputy Chief
 - d. President
 - e. Vice President
 - f. Secretary
 - g. Treasurer
 - h. The two Members-at-large of the Board of Directors
10. The chairperson of the Nominating Committee will conduct the elections.
11. If a temporary vacancy should exist in the position of President, Chief, or Assistant Chief, the person next in the chain of command will fill the position.
12. If a permanent vacancy should exist in any elected position (exception: see 13 below), a special election will be held at the next general membership meeting to fill the position.
13. If a permanent vacancy should exist in the positions of Assistant Chief, Deputy Chief, the Chief shall appoint a replacement within thirty days. The appointment must be approved by a simple majority vote of the eligible voting members during the next scheduled general membership meeting.

- A. A proposed amendment must be presented in writing to the President in the form of a petition signed by at least 10 full members of the corporation.
- B. The proposed amendment will then be presented by the president at a general membership meeting.
- C. The petition will be posted immediately after the meeting.
- D. The vote on acceptance will occur at the following general membership meeting.
 - 1. The vote is by secret ballot.
 - 2. Absentee ballots are allowed and shall be given to the Secretary prior to commencement of the meeting.
 - 3. The amendment will be accepted only if 3/4 or more of all eligible voters within the squad vote in favor of it.
 - 4. This vote is final. The amendment can be reconsidered only if another petition is submitted.