

**CONSTITUTION AND BY-LAWS
OF THE
INTERNATIONAL ASSOCIATION
OF FIRE FIGHTERS
AMERICAN FEDERATION OF LABOR
LOCAL NO. 754**

Tampa, Florida

Last Amended December 12, 2012

ORDER OF BUSINESS

1. Opening
2. Roll Call of Officers
3. Reading of the Minutes
4. Financial Report
5. Report of Membership
6. Report of Officers and Committees
7. Unfinished Business
8. New Business
9. Good and Welfare
10. Closing

All references to follow will be in masculine gender. This is in interest of brevity and only to cut down a bit on the "he's" and "she's" that would otherwise be necessary.

PREAMBLE

The object of this Association shall be the fostering and encouragement of a higher degree of skill and efficiency; the cultivation and promotion of friendship and good fellowship; the securing and maintenance of suitable working hours and proper remuneration for duty performed; and elevation and improvement of the intellectual, social, moral and economic conditions of its members; and approve of seniority at all times where ability and fitness are equal; to develop good citizenship and register and vote.

ARTICLE I NAME

Section 1. This organization shall be known as the International Association of Fire Fighters AFL-CIO, Local 754 of Tampa, Florida

Section 2. References in this Constitution and By-Laws to "local" or "local union" shall refer to the Local as set forth in Section I above and reference to "Association" or "International" shall refer to the International Association of Fire Fighters.

Section 3. The local Union, its officers, representatives and members, shall recognize, observe and be bound by the provisions of the Constitution and By-Laws of the International Association and the interpretations rendered by the International General President, the resolutions, decisions and directives of the Executive Board or Officers of the association when made in conformity with the authority granted by the Constitution and By-Laws of the Association, and the resolutions adopted and policies established by the delegates at conventions. Article 13 of the Constitution and By-Laws of the Association is recognized as providing the basic rules governing this local.

Section 4. The warrant for this local is a charter granted on June 11th, 1943 by the International Association of Fire Fighters, to whose constitutional rules the most respect and obedience shall be paid by its members.

Article II

Time and Place of Meeting

Section 1. Beginning no later than eight o'clock p.m., there will be at least one meeting held each month excluding December, and said meetings will be from month to month rotated to facilitate the equalization of meetings for attendance per shift.

Section 2. Rights of Members - Every member in good standing shall have the right to attend any meeting and to participate in such meeting in accordance with the recognized rules as set forth in the manual of parliamentary procedure adopted by this local. Members shall conduct themselves in such a manner as not to interfere with the legal or contractual obligations of the Association or of this local.

Section 3. Rules of Meetings - the rules contained in Atwoods Rules for Meeting shall govern the meetings of this local in all cases not in conflict with this constitution, the By-Laws of the International Association or interpretations of these documents.

Section 4. Quorum - Eleven members representing at least three stations and/or divisions shall constitute a quorum for a regular monthly meeting.

Section 5. Special Meetings — A special meeting of the local shall be called when requested by a majority of the Executive Board committee. A special meeting of the local shall be called when requested in writing by twenty (20) members, these members must be from three (3) or more Fire Stations and/or Divisions and must be given seven (7) days notice in writing to all fire installations. The matter or matters, for consideration of the special meeting, shall be stated in the notice and no other business shall be transacted. At least eleven (11) members that requested the special meeting must be present at the special meeting to constitute a quorum.

Article III Officers and Elections

Section 1. The elected Officers of this Local shall consist of a President, Vice-President, Secretary-Treasurer, Board of Trustees, and Seven Executive Board Members.

Section 2. Eligibility for Office Any member in good standing shall be eligible to be a candidate for office in this Local.

Section 3. Rights of Candidates Every candidate for office shall have the right to request distribution of campaign literature, by mail or otherwise, to all members in good standing, at the candidates own personal expense. "A candidate for office" includes a candidate for membership on the Executive Board. There shall be no discrimination in favor of or against any candidate with regard to the use of membership list.

Section 4. The terms of office for the President, Vice President, Secretary-Treasurer and elected Executive Board Member shall be for a two-year period. The Secretary-Treasurer, Vice President and the three existing elected Executive Board Members, shall be elected in October of 2004 and taking office on January 1, 2005. The elections for the office of Secretary-Treasurer, Vice President and (3) three-elected Executive Board member shall be held on even numbered years. A special election shall take place on the scheduled meeting in February 2004 for the remaining (4) four executive board members. The terms of the four elected Executive Board members shall run concurrent with the President Elect of the October 2003 election and these elections shall be held on odd numbered years.

Section 5. The terms of office for the Trustees shall be: one for one year; one for twenty-four months and one for thirty-six months. At each election, a member shall be elected to fill the expired term.

Section 6. Nominations for all officers shall be held at two consecutive meetings in September and the elections to be held at two consecutive meetings held in October of each year. Written notice of said nominations and elections shall be sent to all Fire Installations and Divisions at least fifteen (15) days prior to these meetings. Each member in good standing shall be given at least fifteen (15) days advance notice, in writing, of the date, time and place at which nominations shall be made, and

at least fifteen (15) days advance notice, in writing, sent by U.S. mail to the last known address of the member, of the date, time and place at which elections shall be held.

Section 7. Use of Funds Prohibited in Elections- No funds received by this Local through initiation fees, dues, or assessments or otherwise, shall be contributed or applied to promote the candidacy of any person in election of officers. This section does not prevent the expenditure from Local funds for notices, factual statements of issues and other necessary expenses to conduct elections so long as they do not involve promotion of any candidate.

Section 8. Those officers elected in October will take office on January 1 of the following year. Those elected in special elections shall take office immediately.

Section 9.

- A) The election for uncontested officers may be by acclamation. The election for contested officers shall be held by secret ballot. Said ballot shall be taken by referendum vote. It shall require a majority of those voting to elect. Absentee ballots shall be available for all election of Officers. They will be available seven (7) days prior to the election. There will be no voting by proxy in the election of Local officers.
- B) In cases where no candidate for a particular office receives a majority on the first vote, all but the two candidates for that office receiving the greatest number of votes shall be eliminated and a second vote shall be taken.
- C) Run-off elections under subsection (b) or which are made necessary by a tie vote will be deferred until the next regular meeting.

Section 10. The President shall have the power to fill any vacancy of office for unexpired terms of less than six (6) months. For unexpired terms of six (6) months and over, a special election will be held within 90 days. Election procedure is as set forth in Article III. Section 6.

Section 11. In the absence of the President or Vice President, any member of the Executive Board may call the meeting to order. A President Pro Tem shall be chosen for the meeting by election if no officers of the Local are present.

Section 12. All elected members must relinquish position in order to seek another elected position.

Section 13. The Trustees shall be responsible for distributing and tabulating the ballots.

Note: The Secretary shall preserve the ballots and all other records of an election for one year following such election.

ARTICLE IV

Duties of Officers

Section 1. It shall be the duty of the President to:

- a) Preside at all Local and Executive Board meetings.
- b) Be an ex-officio member of all committees.
- c) Appoint all committees.
- d) Submit at the regular monthly meeting to the Secretary-Treasurer, an itemized statement of all expenses incurred by him and all committees during the month proceeding. These expenses shall be classed as regular operative expenses.
- e) Together with the Secretary-Treasurer, have complete control of articles submitted to daily newspapers, the Labor Journal and International Fire Fighters for publications.
- f) Co-sign all checks
- g) Sign all traveling and withdrawal cards.
- h) Call a meeting of the Executive Board or membership at any time he deems necessary.

- i) Enforce strict observance of the Constitution and By-Laws of the Local and interpret such laws and decide any disputes or controversies concerning their meaning or application, which may be appealed to the Local.
- j) Vote only at the election of Officers, delegates and candidates for membership, or when the members are equally divided on any question.
- k) Require all Officers and Chairman of Committees to make their reports to the Local and to the International Association of Fire Fighters in conformity with the laws of both.
- l) Open and close the Local in due form and perform such other duties as are required by the Laws and Regulations of this Local.
- m) Appoint Delegates to any Locally Affiliated Labor Organization.
- n) Appoint as many Sergeants-at-arms as necessary to assist in maintaining order and in the conduct of meetings of the Membership Body.

Section 2. The Vice President shall perform:

- a) The duties of President in case of absence or resignation.
- b) He may also perform the duties of Guardian and Legal Researcher.

Section 3. It shall be the duty of the Secretary-Treasurer or his / her assistant to:

- a) Keep a correct account of the proceedings of the Local in a book provided for that purpose.
- b) At each meeting read the minutes of the last regular and all intervening called meetings unless otherwise ordered by the Local. If said minutes were approved, he shall attach his official signature with the date of approval.
- c) Under the seal of the Local, notify the applicant of their election or rejection.
- d) Conduct the correspondence of the Local, except that pertaining to collection to keep and preserve the seal and records of the Local, and perform such other duties as are required by the Laws and Regulations of this Local.
- e) Be present at all meetings and if absent, have the books and his reports to the Local at the meeting.
- f) Keep an accurate account of the financial transactions of the Local. He shall keep a separate account with each individual member, which will show for each month the exact financial standing for each member.
- g) Keep an accurate account with the International, which will show each month the exact amount, remitted to the International General Secretary-Treasurer.
- h) Collect all dues from the members and receive all other money due the Local giving a receipt the same bearing the exact date of payment.
- i) Sign all checks drawn on the Locals Treasury and pay from it all orders properly drawn to him by the President.

- j) File and keep safely all statements returned from the International and all receipts for money sent to the International General Secretary-Treasurer.
- k) Make all remittances by express postal money order, bank draft or by check drawn on the Local's Treasury, and all charges for the same shall be paid out of the funds of the Local.
- l) Make a report to the Local at the regular monthly meeting of all monies received and paid out by him since the last monthly report.
- m) Make a report to the International General Secretary Treasurer not later than the twentieth of each month.
- n) Sign and seal all traveling cards, keep a record of same, and shall use the seal of the Local for such purposes.
- o) File with the Local, a report of the suspension of all members who fail to pay their dues by the regular monthly meeting.
- p) Distribute at each meeting, the attendance logbook on which every member in attendance shall sign in. He will tape record every regular or special meeting of the membership and retain them for a period of seven (7) years.
- q) Perform such duties as are required by the Laws and Regulations of this Local.
- r) Submit a Budget to the membership in August of each year.
- s) The Union's fiscal year will end the last day of September of each year.

Section 4. Board of Trustees The books and accounts of this Local Union shall be audited semiannually (March and September) under the direction of the Board of Trustees and such audit shall be forwarded to the International General Secretary-Treasurer over the seal of the Local not later than the first of June annually. They shall be responsible for tabulating ballots in all referendum votes.

Section 5. Bonding of Employees The President, Vice-President and Secretary-Treasurer will be bonded in the amount of \$50,000. The local shall have sufficient bond to cover at least Ten (10) percent of its current assets. The International Association of Fire Fighters shall supply the first \$5,000 and the Local 754 will pay the balance.

ARTICLE V Duties of Committees

Section 1. Sergeant at Arms their duties are to guard the door, to see that no unauthorized persons enter. They shall also assist the President in maintaining order.

Section 2. Guardian His duty is to introduce all candidates and visitors into the Local and present them for initiation.

Section 3. Executive Board It shall consist of the following:

1. President
2. Vice-President
3. Secretary-Treasurer
4. Seven (7) Elected Board Members

- a) It shall be their duties to look after the welfare and working conditions of the Local.
- b) This committee shall meet once a month for the purpose of promoting the good and welfare of the Local and report to the Local.
- c) Expenditures beyond \$1,000 (excluding normal operating expenses) must be posted and approved at a Union meeting. For emergency situations, may be approved with seven (7) votes from the Executive Board.
- d) This committee shall handle all grievances.
- e) It shall be the duty of this committee, when a grievance is submitted in writing, to examine and investigate such grievance. If a majority of this Committee find said grievance justifiable, they have the full power to act, and report their actions to the Local if any action on any grievance is not satisfactory to complainant or committee, they have the right to appeal to the Local.

Section 4. Local 754 Political Action Committee (P.A.C.)

This committee has been established in compliance with all state and local laws and regulations. The purpose and intent of P.A.C. is:

- a) To promote candidates for office and other political committees that will safeguard and promote the principles of free collective bargaining.
- b) To elect and support candidates who will initiate legislation, which is beneficial to, organized labor.
- c) To encourage and assist members to register and vote in all elections.
- d) To organize and provide voluntary campaign workers for candidates and issues.
- e) To help defray the cost of any lobbying.

Section 5. Labor Organization Committee. They shall attend all meetings of any Local or Area Affiliated Labor Organization and make a monthly report to the Local.

Section 6. Investigating and Membership Committee. They shall investigate all applications for membership. They shall examine and consider all resolutions referred to them and report their findings to the Local.

Section 7. Resolution Committee. They shall examine and consider all resolutions referred to them, and report their findings to the Local.

Section 8. Stewards. The Stewards shall serve as an aid to the President and Executive Board and are empowered and charged with the responsibilities of referendum voting, carrying grievances to the Executive Board, and performing such other duties as are additionally prescribed in this Constitution and by-laws or which may be delegated or assigned to him by the President. All Fire Installations which house members of this Local will have at least one Steward representing them per shift. The Steward shall be elected by those he shall represent. If a Steward is not elected, the President shall appoint one if he deems necessary.

ARTICLE VI Membership and Dues

Section 1. Application for membership shall be subject to a report of the investigating and membership committee and two-thirds (2/3) vote of the members present. Those eligible for application for membership into this Local must be regular paid fire fighters of the City of Tampa.

Section 2. Active Members. Any person of good moral character who at the time of making application is engaged in service within the jurisdiction of this Local, as given in Section 1, will be eligible for active membership. Anyone eligible for membership in this Local shall not be refused membership or, upon acceptance, be discriminated against because of race, color, gender, sexual orientation, creed, national origin, or by reason of disability.

Section 3. A candidate to be admitted to this Local must pay the initiation fee required by the International Association of Fire Fighters.

Section 4. Dues shall be payable in advance.

Section 5. All dues shall be paid monthly by each member. If he fails to make payment by the fifteenth days following the month such dues are payable, he shall be notified by the Secretary Treasurer that he is delinquent and will be automatically suspended and lose his good standing if payment is not made within sixty (60) days following such notification. Procedure to pay assessments and dues are the same. Delinquent and suspended members are not entitled to voice or vote in this Local or in the affairs of the Association.

Section 6. Any member who has been dropped from the roll for nonpayment of dues can be readmitted only on payment of six (6) months arrears dues, plus regular initiation fee and such former member shall be balloted on the same as a new member.

Section 7. Reinstatement fees shall be six (6) months. Increases in rates of initiation fees, reinstatement fees, dues or assessments require notice given of such proposed increase to be given to the members in good standing at least thirty (30) days in advance of the date set for a vote. On the dates set, the proposed increase shall be voted on in this manner. By majority vote of the members in good standing by secret ballot. Dues in the amount of one percent (1%) of F-1, (top Fire Fighter's) salary per active member. Inactive dues per retired or inactive member shall be paid to this Local monthly.

Section 8. Any candidate filing application for membership in said Local must be obligated within ninety days (90) after having been notified that he / she has been accepted for membership in said Local by the Secretary-Treasurer. This shall be effective ninety-day's (90) after his one-month dues, which accompanies his application and initiation fee is paid. Any member failing to comply with this rule shall forfeit his initiation fee and month dues. Unless hindered by providential reasons, such as sickness or accident and then the ninety days will start at the expiration of such sickness or accident.

Section 9. Any application that shall be rejected cannot be filed again for six months.

Section 10. When any member in good standing becomes separated from the Fire Service, or is precluded by law or local ordinance or contractually from maintaining union membership by virtue of their fire department position, the Local may allow said member to retain his active membership or in lieu thereof, upon request of said member shall issue him a withdrawal card, provided, however, that a member who is duly elected as an officer of the International Association of Fire Fighters, or elected or appointed as a representative of or to an affiliated labor organization, shall retain his active membership in this Local. No reinstatement fee shall be charged upon reentry into the organization with a withdrawal card.

Section 11. For meritorious service to this local or for distinguished public service, persons may be elected honorary members by majority of those voting. Honorary members shall not pay initiation fees, dues or other charges and shall have no voice or vote in the Local. Such membership may be revoked for cause.

Section 12. The position of President, vice-president and Secretary-Treasurer Emeritus are hereby established. Such positions shall be elected by the membership at a duly called meeting. It shall require a majority vote of those present. Each position shall carry with in ex-officio lifetime membership in this Local. Each position shall also carry with it the duty to advise and consult with the Local President and / or the Executive Board Committee upon request when such service is desired in the best interests of this Local.

Section 13. Any member coming back into the Fire Department and holding a proper withdrawal card shall be reinstated as a member upon paying the regular monthly dues from date of reentering the Fire Department.

Section 14. All members holding retired membership cards will be allowed to attend all meetings.

Section 15. Members in good standing includes any person who has fulfilled the requirements for membership in this Local Union and who has not voluntarily withdrawn, becomes ineligible for continued membership or has been suspended or expelled as provided in the Constitution and by-laws of the International Association of Fire Fighters, or the Constitution of the Local.

Section 16. It shall be the duty of all members and officers to make it their principle aim to conduct themselves in such a manner as shall tend to the betterment of the Department which they have adopted as their vocation and means of livelihood.

Section 17. In the event of the death of a member in good standing of this Local, an amount of One Dollar (\$1.00) for each active member shall be paid to the beneficiary of the deceased member.

Section 18. In the event of a death, a floral wreath or charitable contribution shall be given for a member of the immediate family (as defined in our contract) of a member in good standing. Others will be at the discretion of the Executive Board Committee.

Section 19. Cost of floral wreath or contributions will be at the discretion of the Executive Board.

Section 20. Assessments may be made only in the following manner: Each member in good standing shall be notified in writing at least thirty (30) days in advance of the date on which the vote for an assessment is to occur. The proposed assessment shall become effective upon a majority vote of the members in good standing by secret ballot at a general or special meeting.

ARTICLE VII

Delegates to Conventions

Section 1. The President of the Local may, by virtue of his / her election to office, be a delegate to the IAFF convention. It should be stated on the election notice or ballot that they are voting for, not only the President, but also a delegate to the IAFF convention. If the members vote to send the President to the convention, the Executive Board cannot reject the President's convention attendance.

Section 2. All other delegates and alternates to convention shall be nominated by the membership and elected by secret ballot.

Section 3. A member must be present in the Local meeting hall to be nominated, or submit in writing prior to the meeting his acceptance of a nomination for office or delegate.

Section 4. Delegates to all conventions shall make a report to the Local.

Section 5. All delegates attending conventions shall receive expenses governed by a vote of the Executive Board and subject to the approval of the membership. The Executive Board shall determine the number of days necessary for attending said convention and shall arrange necessary time off for all delegates attending conventions.

Section 6. Any member charged with misconduct as defined in Article 15 of the International Constitution and by-laws shall be served with written specific charges as required in Article 16 of the Association Constitution and be given a reasonable time to prepare his defense and afforded a hearing as provided in Article 17 of the Association Constitution. Appeals may be made in accordance with Article 18 of the International Constitution and by-laws such appeals must be filed with the General President of the Association within 30 days of the action to be appealed.

ARTICLE VIII Initiative

Section 1. The proceeding of this Local shall be discussed in private and between members only in good standing, and in no case whatsoever shall the discussion of Union matters in the presence of people other than members in good standing be allowed and upon sufficient proof of violation of this section, member or members so proven guilty shall be suspended or expelled, as the Local Trial Board may decide.

Section 2. The funds of this Local shall be governed strictly in accordance with the International Association of Fire Fighters Constitution and by-laws and a majority of the members present at a duly called meeting.

Section 3. If any changes of working conditions or moves to affect the welfare of this Local should arise, these shall be referred to a referendum vote of the entire membership where it shall require two-thirds (2/3) of all members to vote and must receive a majority of those voting to become law.

Section 4. Any member or members who perform any act which is detrimental to this Local or any member thereof, shall be disciplined upon conviction by the Trail Board, and as set forth in Section 7 of Article 17 of the International Constitution.

Section 5. Notice of charges against any officer or member of a union or other subordinate organization of this association, shall be sent by the officer or member preferring the charges by registered mail, to the members union. Association or Joint Council where the accused is affiliated, and a copy sent by registered mail to the accused.

Section 6. Donations may be made to other Labor Bodies not to exceed \$100.00 to any one Labor Body in any one month, subject to the approval by a majority vote at any regular or special meeting. Any amount exceeding \$100.00 must be approved by a $\frac{3}{4}$ majority of the members voting.

Section 7. Any amendment or alteration made to the Constitution and by-laws once adopted must be made in writing and presented at a regular meeting and there receive a two-thirds ($\frac{2}{3}$ rds) vote of those present, and then be mailed to the entire membership where it shall require two-thirds of the membership voting for the amendment to become law.

Section 8. A proposed amendment to this Constitution or any by-laws made under its provisions shall be submitted for approval to the International General President prior to its printing or issuance.

Section 9. Contributions to Charities

- a) Motion made by members requesting contributions to charities or causes must be voted on by secret ballot "if" request for secret ballot is made from the floor. Contributions to charities or causes will be voted on by a majority vote at any regular or special meeting not to exceed \$400.00 per cause or charity. The Union's contributions for charities and or causes is not to exceed \$3000 total in any one year.
- b) Contribution to charities or causes in excess of \$400.00 or that will cause the Union's total contributions to exceed \$3000.00 in any one year must be posted one (1) month in advance of the motion and be passed by a 2/3 majority of the members voting.
- c) Good and welfare money cannot be used towards any type of sports activities, lodging, meals or transportation to and from those sport activities.

BY-LAWS

ARTICLE 1 Rules of Order

Section 1. On motion, the regular order of business may be suspended by a two-thirds vote of the meeting at any time to dispose of anything urgent.

Section 2. All motions (if requested by the chair) or resignations must be submitted in writing.

Section 3. Any conversation by whispering or otherwise, which is calculated to disturb a member while speaking or hinder the transaction of business, shall be deemed a violation of order.

Section 4. Sectarian discussion shall not be permitted in the meeting under any circumstances.

Section 5. A motion, to be entertained by the presiding officer, must be seconded and the mover as well as the seconder must rise and be recognized by the chair.

Section 6. Any member having made a motion can withdraw by consent of his seconded, but a motion once debated cannot be withdraw except by a majority vote.

Section 7. A motion to amend an amendment shall be in order, but no motion to amend an amendment shall be permitted.

Section 8. A motion once brought to a vote must be tabulated and receive a majority to carry and cannot be tabulated after being voted on.

DEBATES

Section 9. A motion shall not be subject to debate until it has been stated by the Chair.

Section 10. When a member wishes to speak he shall rise and respectfully address the Chair and, if recognized by the Chair, he shall be entitled to proceed.

Section 11. If two or more members rise to speak at the same time, the Chair shall decide which is entitled to the floor.

Section 12. Each member when speaking shall confine himself to the question under debate and avoid all personal, indecorous or sarcastic language.

Section 13. No member shall interrupt another while speaking, except to a point of order, and he shall definitely state the point, and the Chair shall decide the same without debate.

Section 14. If a member, while speaking, be called to order he shall take his seat until the point of order is decided, when, if decided in order, he may proceed.

Section 15. If any member shall feel himself personally aggrieved of a decision of the Chair, he may appeal to the Body from the decision.

Section 16. When an appeal is made from the decision of the Chair, the Vice-President shall then act as Chairmen; said appeal shall then be stated by the Chairmen to the meeting in these words: "Shall the decision of the Chair be sustained as the decision of this Union?" The members will then have the right to state the grounds of appeal, and the Chair will give reasons for his decision, thereupon the members will proceed to vote on the appeal without further debate, and it shall require a majority vote to sustain such an appeal.

Section 17. No member shall speak more than once on the same subject until all members desiring the floor shall have spoken, no more than twice without the consent of the President nor more than five minutes at any one time without consent of a two-thirds vote of all members present.

Section 18. The presiding officer shall not speak on any subject unless he retires from the Chair, except on points or order, and in case of a tie he shall cast the deciding vote.

PRIVILEGED QUESTIONS

Section 19. When a question is before the meeting, no motion shall be in order except: (1) to adjourn; (b) to lay on the table; (c) for the previous question; (d) to postpone to a given time; (e) to refer or commit; (I) to amend; and these motions shall have precedence in the order herein arranged. The first three motions are not debatable.

Section 20. If a question has been amended, the question in the amendment shall be put first, if more than one amendment has been offered the question shall be put as follows: (a) amendment to the amendment; (b) amendment; (c) original proposition.

Section 21. When a question is postponed indefinitely, it shall not come up again except by a two-thirds vote.

Section 22. A motion to adjourn shall always be in order; except: (a) when a member has the floor; (b) when members are voting.

Section 23. Before putting a question to vote the presiding officer shall ask: Are you ready for the question? Then it shall be opened for debate. If no member rises to speak the presiding officer shall then put the question in this form: "All in favor of this motion say Aye, and after the affirmative is expressed, those on the contrary opinion say 'No.'" After the vote is taken he shall announce the results in this matter: "It seems to be carried (or lost); it is carried (or lost) and so ordered."

Section 24. Before the presiding officer declares the vote on a question any member may ask for a division of the house, then the Chair is in duty bound to comply with the request and the standing vote shall then be taken and the Secretary shall count the same.

Section 25. When a question has been decided it can be reconsidered only by two-thirds vote of those present.

Section 26. A motion to reconsider must be made and seconded by two members who voted with the majority.

Section 27. A member being ordered to take his seat three times by the Chair, without heeding, shall be debarred from participating in any further business as that session.

Section 28. Anything not covered in the Constitution and By-Laws, Roberts Rules of Order will be used.