

**CONSTITUTION AND
BY-LAWS OF THE
INTERNATIONAL ASSOCIATION
OF
FIREFIGHTERS
AMERICAN FEDERATION
OF LABOR
LOCAL NO. 754
TAMPA, FLORIDA**

754 AMENDED August 31st,2021



Preamble

The object of this Association shall be the fostering and encouragement of a higher degree of skill and efficiency in our profession, to promote through all means available job safety and the protection of its members health; the cultivation and encouragement of friendship and good fellowship; the securing and maintenance of suitable work hours and proper remuneration for duties performed; the elevation along with improvement of the intellectual, social, moral and economic conditions of its members; approve of seniority at all times where ability and fitness are equal; to develop good citizenship by ways of registering and voting as well as charitable work.

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

ARTICLE I

ORGANIZATION

Section 1. Name. This organization shall be known as the International Association of Firefighters 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 organization as set forth in Section 1 above and reference to "Association" or "International" shall refer to the International Association of Firefighters AFL-CIO. The term " Department" shall refer to Tampa Fire Rescue in being the City of Tampa's Department tasked with providing fire and EMS services along with other various duties to the citizens of Tampa, FL. The term "City" shall refer to the City of Tampa as chartered in the State of Florida and those charged with its administrative duties.

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 and the interpretations rendered by the International General President, the resolutions, decisions and directives of the Executive Board or Officers of the International when made in conformity with the authority granted by the Constitution and By-laws of the International and the resolutions adopted and policies established by the delegates at conventions. Article 13 of the International 's Constitution and By-laws is recognized as providing the basic rules governing this Local.

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

Section 5. Oath of Office. The following oath shall be administered by the president and taken by all officers and its affiliates. The elected will signify they understand and agree by stating "Aye". For a newly elected president it shall be administered by the outgoing president. If that individual is not present then any elected official starting with the executive staff may administer.

"I (state your name) pledge my honor to perform the duties of my office in compliance with the Constitution and By-Laws of the International Association of Fire Fighters and Tampa Fire Fighters Local 754.

All properties and records of this Union will be turned over to my successor in office at the close of my official term.

I will dutifully abide by and promote the positions taken by the majority.

I will dedicate my talents and energies to represent the mandates and directives of this Union.

I will use my good office to promote unity and harmony- all of which I pledge to keep to the best of my ability. "

ARTICLE II

Membership and Dues

Section 1. Jurisdiction. Entry into this Local shall be limited to those who are employed full-time by the City of Tampa for the Fire Rescue Division which only includes the positions covered in the current collective bargaining agreement.

Section 2. Eligibility for Active Membership and Acceptance. 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 **Article II, Section 1** will be eligible for processing into active membership.

Section 3. Nondiscrimination. Anyone eligible for membership in this Local shall not be refused entry or upon acceptance, be discriminated against because of age, race, color, religion, creed, national origin, sex, gender identity or expression, sexual orientation, marital or family status, or by reason of disability, or status as a military veteran.

Section 5. Conduct. 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 their Local and Department which they have adopted as their vocation and means of livelihood.

Section 6. Status of Good Standing. Members in good standing shall include any person who has fulfilled the requirements for membership in this Local 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 or the Constitution and By-laws of the Local.

Section 7. Rights of Members. Every member of Local 754 in good standing as defined in Article II, Section 6 of this Constitution 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 to not interfere with the legal or contractual obligations of the Association or of this Local.

Section 8. Retirement/ Staff Membership.

- A. All members holding retired membership cards will be allowed to attend all meetings.
- B. Any member in good standing who is promoted out of the jurisdiction covered by this Local will be issued a retired membership card, if they have met all requirements to qualify, upon separation from the department.
- C. Any member in good standing who retires with ten or more years of service may be issued a retired membership card.
- D. Dues shall be half the international dues and the equivalent to the Local.
- E. Staff Membership may be issued to those that have promoted out of the jurisdiction covered by this Local but remain employed by Tampa Fire Rescue. They shall pay the same as retiree dues but shall not be able to attend meetings or vote on Local issues. Staff membership is not recognized by the IAFF, and confers no IAFF rights or benefits.

Section 9. Separation. When any member in good standing is, separated from the fire service, the Local Union may allow said member to retain active membership or in lieu thereof, upon request of said member, shall issue ~~him~~ a withdrawal card. The Local Union may issue withdrawal cards only to those members who leave the fire service or EMS in good standing or who are precluded by law or local ordinance or contractually from maintaining Union membership by virtue of their Fire Department position. A former member holding a Valid withdrawal card

will not be charged a reinstatement fee upon reentry into the organization. A member who is duly elected as an officer of the International Association of Firefighters, or elected or appointed as a representative of or to an affiliated labor organization, shall retain his/her active membership in this Local.

Section 10. Dues.

- A. All members must remain current in payment of their required dues.
- B. Dues shall be payable in advance.
- C. A candidate to be admitted to this Local must pay the initiation fee required by the International Association of Firefighters.
- D. All dues shall be paid monthly by each member. If he fails to make payment by the fifteenth day following the month such dues are payable, he shall be notified by the Secretary/Treasurer that he is delinquent and will automatically be suspended and lose his good standing if payment is not received within sixty (60) days following such notification. Procedure to pay assessments and dues are the same. Members who are suspended by the Department without pay must plan to pay their dues in order to maintain good standing. Delinquent and Local suspended members are not entitled to voice or vote in this Local or in the affairs of the International.
- E. Increases in rates of initiation fees, reinstatement fees or dues shall require notice of such proposed increase to be given to the members in good standing at least thirty (30) days in advance of the date on which the vote for such increase is to occur. The proposed increase shall become effective upon a majority vote of the members in good standing, by secret ballot, at a general or special meeting.

Section 11. Honorary Memberships. 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 memberships may be revoked for cause.

Section 12. Reinstatement. Any member coming back into Tampa Fire Rescue and holding a proper withdrawal card shall be reinstated as a

member upon paying the regular monthly dues from date of reentering Tampa Fire Rescue. Ten dollars (\$10.00) of each reinstatement fee shall be submitted to the IAFF.

Section 13. Emeritus. 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 it 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 upon request when such service is desired in the best interests of this Local.

Section 14. Assessments.

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 majority vote of the members in good standing, by secret ballot, at a general or special meeting.

ARTICLE III

Officers, Duties and Terms of Office

Section 1. Principle Officers. The principle elected officers of this Local shall consist of a President, Vice-President and Secretary/Treasurer.

Section 2. Term of office. All elected offices are for a term of three years unless the election occurs due to an early vacation, then the term shall be for the completion of the term balance of the office vacated.

Section 3. President.

- A. Term.** A President elected during normal elections shall serve a Three (3) year term starting election of 2019. If a President vacates their position prior to completion, the Vice-President shall fill the vacancy to term completion.
- B. Duties.** It shall be the duties of the president to:
 - a.** Preside at all Local and Executive Board meetings.
 - b.** Be an ex-officio member of all committees who only votes in the event of a tie.
 - c.** Appoint all committees.
 - d.** The expenses of executive officers shall be reconciled monthly.
 - e.** Co-sign all checks.
 - f.** Call a meeting of the Executive Board or membership at any time he deems necessary.
 - g.** Appoint one (1) Executive Board member that will serve the same term beginning in the 2020 elections.
 - h.** 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.
 - i.** Vote only at the election of officers, delegates and candidates for membership or when members are equally divided on any question.

- j.** Require all officers and chairman of committees to make their reports to the Local and to the IAFF in conformity with the laws of both.
- k.** Open and close the Local in due form and perform such other duties as are required by the laws and regulations of this Local.
- l.** Appoint Delegates to any locally affiliated labor organization.
- m.** Appoint as many Sergeants-at-arms as necessary to assist in maintaining order and in the conduct of meetings of the membership.
- n.** Appoint replacements to offices vacated with less than six (6) months left for completion.
- o.** Present or delegate to be presented all decisions made by the executive board at the general Local meetings.
- p.** During years ending in an even number he shall appoint a committee in January to review and recommend any changes to be requested for this Local 's Constitution and By-laws. The findings of this committee shall be reported to the executive board meeting in June.
- q.** The president may, subject to the approval of the executive board, retain a competent attorney(s) to represent the Local in any matter requiring such services for the good and welfare of the Local or its members.
- r.** Shall request a City of Tampa Comprehensive Annual Financial Report analysis by the International as soon as an updated version is available.

Section 4. Vice-President.

- A. Term.** A Vice-President elected during normal elections shall serve a three (3) year term starting with the 2020 elections.
- B. Duties.** It shall be the duties of the Vice-President to:
- a.** Perform the duties of the President in case of absence or resignation.
 - b.** Perform the duties of the Guardian and Legal Researcher.
 - c.** Track all promoted positions within the department that are vacated including the dates they are vacated and filled.
 - d.** In conjunction with the President, is responsible for maintaining and posting to all media sites controlled by this Local.
 - e.** During political elections act as the coordinator for candidate assistance.
 - f.** The Vice-President has complete control of articles submitted to daily newspapers, the Labor Journal and International Fire Fighters for publications. Shall oversee post to all social media and websites controlled by this Local.
 - g.** Maintain the database of all grievances
 - h.** Maintain the filling and activities of the shop stewards
 - i.** May co-sign checks in the absence of the President and shall provide a list of the checks signed by him with their corresponding number to the President upon his return.

Section 4.1 Vice-President.

- A. Term.** A Vice-President elected during normal elections shall serve a three (3) year term starting with the 2024 elections.
- B. Duties.** It shall be the duties of the Vice-President to:
- a.** Perform the duties of the President in case of absence or resignation.
 - b.** Perform the duties of the Guardian and Legal Researcher.
 - c.** Track all promoted positions within the department that are vacated including the dates they are vacated and filled.
 - d.** In conjunction with the President, is responsible for maintaining and posting to all media sites controlled by this Local.
 - e.** During political elections act as the coordinator for candidate assistance.
 - f.** The Vice-President has complete control of articles submitted to daily newspapers, the Labor Journal and International Fire Fighters for publications. Shall oversee post to all social media and websites controlled by this Local.
 - g.** Maintain the database of all grievances
 - h.** Maintain the filling and activities of the shop stewards
 - i.** May co-sign checks in the absence of the President and shall provide a list of the checks signed by him with their corresponding number to the President upon his return.

Section 5. Secretary

- A. Term.** A Secretary elected during normal elections shall serve

a Three (3) year term starting 2023 elections.

B. Duties. It shall be the duties of the Secretary to:

- a. Keep a correct account of the proceedings of the Local in a book provided for that purpose or by electronic file.
- b. Perform the reading of the last regular meeting minutes and all intervening called meetings unless otherwise ordered by the Local.
- c. If said minutes were approved, he shall attach his official signature with the date of approval
- d. Under the seal of the Local, notify the applicant of their election or rejection.
- e. 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.
- f. Be present at all meetings. If he shall be absent, he shall arrange to have the books and his reports to the Local present at the meeting.
- g. Make a report to the IAFF General Secretary/Treasurer no later than the twentieth of each month.
- h. Distribute at each meeting, the attendance logbook on which
- i. Every member in attendance shall sign in.
- j. He will tape or digitally record every regular meeting of the membership and retain them for a period of seven years.
- k. Perform such duties as are required by the Laws and Regulations of this Local and IAFF.

Section 6. Treasurer

Term. A Treasurer elected during normal elections shall serve a three (3) year term starting 2021 elections.

Duties. It shall be the duties of the Treasurer to:

- a. Keep an accurate account of the financial transactions of the Local. In the event the City refuses to payroll deduct dues he shall keep a separate account with each individual member which shall show for each month the exact financial standing for each member.
- b. Keep an accurate account with the International, which will show each month the exact amount remitted to the International General Secretary/Treasurer.
- c. Collect all dues from the members and receive all other monies due to the Local. He shall give a receipt of the same bearing the exact date of payment of items not collected by payroll deduction.
- d. Sign all checks drawn on the Local's treasury and pay from it all orders properly drawn to him by the President.
- e. File and keep safely all statements returned from the International and all receipts for money sent to the IAFF General Secretary/Treasurer.
- f. 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.
- g. Make a report to the Local at the regular monthly meeting of all
- h. monies received and paid out by him since the last monthly report, if requested
- i. Make a report to the IAFF General Secretary/Treasurer no later than the twentieth of each month.
- j. File with the Local, a report of the suspension of all members who fail to pay their dues by the regular monthly meeting.
- k. Perform such duties as are required by the Laws and Regulations of this Local and IAFF.
- l. Submit a budget to the Executive Board for approval at the August meeting and then present the final budget to the membership at the meeting of the same month.
- m. The Local's fiscal year will end the last day of September each year.
- n. Perform the duties of Secretary in case of absence or resignation.

Section 7. Other elected officials.

- A. Board of Trustees.** This local shall maintain a Board of Trustees that shall consist of three (3) members. Their elections shall be staggered so that only one (1) trustee shall be elected each year unless a position is vacated prior to term completion.
- a. Term.** Each member shall serve a three (3) year term.
 - b. Duties.** It shall be the duty of the members of the Board of Trustees to:
 - i.** They shall be responsible for distributing and tabulating all ballots in all referendum and election votes.
 - ii.** They shall semiannually audit the books and accounts of this Local (March and September). These audits shall be forwarded to the International General Secretary/Treasurer over the seal of the Local within 180 days of the end of the fiscal year.
 - iii.** Assist Chairperson of various committees.
 - iv.** Other duties as assigned by the President.
 - v. Attendance.** Due to the fact that accuracy and transparency of the Local's books and accounts are of the utmost importance along with the fair and precise tabulations of ballots in all votes, it is imperative that members of the Board of Trustees are present to complete these tasks. If a trustee is unable to attend one of their assigned duties, they should contact, as soon as possible, one of the executive staff prior to the event. If a trustee fails to meet their responsibilities as defined in this document a total of three times during their term, a review of absences shall occur and a vote for removal will be taken by the Executive Board during the next board meeting where a quorum is present. A two thirds (2/3) majority in favor is required to pass. If the vote is passed a notice fourteen (14) days prior to the next general meeting will be made stating that a vote for removal will be made at that meeting. The trustee to be voted on will be allowed to make a statement prior to the vote to the members in attendance. This vote shall be by secret ballot with two thirds (2/3) majority voting of members in attendance in the affirmative required to remove the trustee. Standard quorum rules apply. If the

trustee is removed their position shall be filled according to the article within this constitution dealing with vacancies.

B. Executive Board. This Local shall maintain an Executive Board that shall consist of the President, Vice President, Secretary, Treasurer and seven (7) elected Board Members. All members shall have one vote on all motions with the President voting only in the case of a tie.

- a. Term.** Each member shall serve a two-year term. Three positions elected on even years and three elected during odd years beginning with the 2020 elections.
- b. Duties.** It shall be the duty of the members of the Executive Board to:
 - i.** To look after the welfare and conditions of the Local.
 - ii.** Shall meet once a month for the purpose of promoting the good and welfare of the Local and report to the Local.
 - iii.** Approve by unanimous vote emergency expenditures that exceed \$1,000.
 - iv.** Shall handle all grievances. When a grievance is submitted in writing it shall be examined and investigated. If by majority vote it is found that the grievance is justifiable, the executive board has the full power to act and report their actions to the Local. If any action on any grievance is not satisfactory to the complainant, they have the right to appeal to the Local for a vote.
 - v.** It shall in every year ending in an odd number beginning in January review the Local's policy manual and submit to the membership for vote any changes recommended during the general meeting in May of that same year.
 - vi.** Shall vote on budget submitted by the Secretary/Treasurer. If the budget is rejected beyond the start of the new fiscal year, the Secretary/Treasurer shall only pay out cost for normal operations based on

the previous year's budget until the new budget is approved.

vii. Shall vote on all political endorsements of the Local.

c. Attendance Since it is imperative for proper representation and function of this Local, all Executive Board members are expected to attend all board meetings when possible.

i. Tardiness/ Absence Any foreseen tardiness or absence from board meetings shall be relayed to one of the executive officers as soon as possible prior to the meeting affected.

ii. Excessive Absence Any executive board member missing more than three (3) meetings in any twelve-month period, shall be suspended from all activities as an executive board member. A review of absences shall occur and a vote for removal will be taken by the remaining members in attendance current or next board meeting where a quorum is present. A two thirds (2/3) majority in favor is required to pass. If the vote is passed, a notice fourteen (14) days prior to the next general meeting will be made stating that a vote for removal will be made at that meeting. The member to be voted on will be allowed to make a statement prior to the vote to the members in attendance. This vote shall be by secret ballot with two thirds (2/3) majority voting in the affirmative required to remove the board member. Standard quorum rules apply. If the board member is removed, their position shall be filled according to the article within this Constitution dealing with vacancies.

Section 8. Bonding of Executive Officers. The president, vice president, secretary/ treasurer will be bonded in the amount of \$50,000.00. The Local shall have sufficient bond to cover at minimum ten (10) percent of its current assets.

The International shall supply the first \$5,000.00 and the Local will cover

the balance.

Section 9. Recall. At any time during the term for which an officer is elected, an election for the recall may be held if a petition stating the reason for the recall is signed by no less than 20% of the members in good standing. Recall elections shall be conducted in the same manner as regular elections. The officer(s) under the recall vote shall retain all membership rights and shall not be expelled, fined or disciplined except after formal written charges and proceedings through the International Association of Fire Fighters have occurred with the subsequent recommendations received.

ARTICLE
IV
Committees

All committees covered under this article shall be at the discretion of the President to establish or dissolved as he warrants.

Section 1. Sergeant at Arms. 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. Duty is to introduce all candidates and visitors into the Local and present them for initiation.

Section 3. Political Action Committee (P.A.C.)

This committee shall be established and be maintained in compliance with all federal, state, and local regulations that apply.

The purpose and intent of this committee is:

1. To promote candidates endorsed by this Local and other political committees that will safeguard and promote the principles of free collective bargaining.
2. To elect and support candidates who will initiate legislation, which in all things considered is beneficial to, organized labor.
3. To encourage and assist members to register to vote in all elections.
4. Will help the Vice President organize and provide voluntary campaign workers for candidates and issues.
5. To help defray the cost of any lobbying.

Section 4. 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 5. 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.

1. The Stewards shall serve as an aid to the President, Vice 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 or his designee. All fire districts per shift and divisions where Local members perform work duties shall have one (1) steward. 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.

Section 9. Human Relations Committee. The Human Relations committee is to promote understanding of all members of Local 754 respecting race, color, creed, national origin, gender, sexual orientation, military service or reason of disability. They are to recommend policies and procedures affecting human relations within the Local and Tampa Fire Rescue for a safe, respectful and harmonious workplace. This will hopefully provide a balance in the professional and personal life along with bridging any gaps that may be present or occur between our members and the community they serve.

ARTICLE

V

Meetings

Section 1. Time. 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. Notice. Fourteen (14) days' notice of general meeting which shall include date/s, time and location shall be posted electronically on social media controlled by Local 754 in addition to the official IAFF Local 754 web page and/or may be posted in writing in all work places of assigned Local members.

Section 3. Rules of Meetings. The rules contained in *Attwood's Rules for Meeting* shall govern the meetings of this Local in all cases not in conflict with this Constitution and By-Laws along with the Constitution and By-Laws of the International Association of Fire Fighters or interpretations of these documents. Any issue that is not covered by these documents *Robert's Rules of Order* shall serve as the governing document for proper parliamentary procedure.

Section 4. Calling to Order. It shall be the duty of the President to call all meetings to order. In the absence of the President the duty shall fall to the Vice President. In the absence of the President and Vice President any member of the executive board may call the meeting to order. A President Pro Tern shall be chosen for the meeting by election of those in attendance.

Section 5. Defining a Quorum.

- A. General Meetings.** Eleven members representing at least three stations and or divisions shall constitute a quorum for a regular monthly meeting.
- B. Executive Board Meetings.** Six members present shall comprise a quorum.
- C. Committees.** Two-thirds (2/3) of total assigned to the committee shall comprise a quorum.

D. Special Meetings. At least eleven (11) members that requested the special meeting in writing must be present to constitute a quorum. If the special meeting is called by the Executive Board then a quorum shall be constituted when Article V, Section 5 A and Bare both satisfied.

Section 6. Order of Business. Shall be as follows:

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

Section 7. Special meetings.

- A. Qualifications.** A special meeting of the Local shall be called when requested by a majority of the Executive Board committee or when requested in writing by twenty (20) members. These members must be from three (3) or more fire stations and/or divisions.
- B. Notice.** Seven (7) days' notice of a special meeting which shall include date/s, time and location shall be posted in writing at all fire installations as well as being posted electronically on social media controlled by Local 754 in addition to the official IAFF Local 754 web page. The matter or matters for consideration during the special meeting shall also be stated in the notice and no other business shall be transacted.

ARTICLE VI

Nominations and Elections

Section 1. Eligibility. Any member in good standing as defined in Article II, Section 6, shall be eligible to be a candidate for office in this Local. All elected members must relinquish their position in writing to the President to be eligible for nomination to another position. No eligible member may be nominated for more than one (1) Executive Office as described in Section 1 of this Article, in any election, nor can any Executive Officer hold another Executive Office in Section 1 of this Article concurrent with the office to which they were elected.

Section 2. Rights of Candidates. Every candidate for any office listed in **Article IV** shall have the right to request distribution of campaign literature, by mail or other wise to all members in good standing at the candidates own expense. There shall be no discrimination in favor of or against any candidate regarding the use of the current membership list.

Section 3. Nominations.

- A. Normal Term Completion.** Nominations for all officers completing a term of office shall be held at two consecutive meetings in September prior to the completion of said term of office. Written notice of entertainment of nomination/s along with a list of positions to be vacated shall be sent to all fire installations and divisions at least fifteen (15) days prior to these meetings. This notice shall contain the dates, times and place to which these nominations are to be held.
- B. Early Vacated Positions.** If the position vacated has an unexpired term of six (6) months or greater, nominations for the position shall be made at the next general meeting IF there is the ability to comply with the fifteen (15) day notice distribution. If the notice of nominations is less than fifteen (15) days before the next meeting, then the nomination and notices should reflect the next earliest meeting in which the rule can comply. If the position vacated early has an unexpired term of less than six (6) months, the President shall have the power to fill the vacancy by appointment.

Section 4. Elections / Voting

- A. Normal Term Completion.** Voting will be held during the week prior to the meetings scheduled for October and during the two (2) meetings of October. Notice of elections shall be given to all members with at least 15 (fifteen) days' notice to the last known address of the member by US mail and shall be sent to all fire installations and divisions.
- B. Early Vacated Positions.** Voting will be held during the week prior to the general meeting that complies with the fifteen-day announcement rule and during the two (2) meetings with the same month. This election shall be announced with the general meeting notice or by special announcement that complies with the fifteen-day notice.
- C. Uncontested Officers.** The election for uncontested officers may be by acclamation.
- D. Contested Officers.**
- a.** The election for contested officers shall be held by secret ballot or other methods for casting a ballot allowed by the IAFF.
 - b.** Said ballot shall be taken by referendum vote.
 - c.** It shall require a majority greater than fifty percent plus one vote of those voting to elect.
 - d.** If no candidate for an office receives a majority greater than fifty-one percent of those voting, all but the two (2) candidates for that office receiving the greatest number of votes shall be eliminated and a second vote shall be taken. If there is a tie for the second most votes received, those names shall be included in the run-off.
 - e.** Run-off elections under Section 4, Subsection D, paragraph (d) will be announced and deferred until the next regular meeting.
- E. Absentee Ballots.** Absentee ballots shall be available for all election of officers. They will be available seven (7) days prior to the election.

- F. Voting by Proxy.** There will be no voting by proxy in the election of local officers.
- G. Distribution and Tabulation.** Trustees shall be responsible for distributing and tabulating the ballots. They shall maintain the keys to the ballot box during elections. If trustees are unavailable, then a proxy will be appointed by the president.
- H. Maintenance of Voting Items.** All ballots, tabulation sheets signed by the trustees performing the count and sign in sheets shall be placed in a sealed container that may not be reopened without destroying the integrity of the container. That container shall be sealed and signed by the trustees performing the count, the President and the Secretary/Treasurer. The container shall be kept for one year following the election. If the container must be opened for any reason it must be done in front of the current trustees, along with the President and the Secretary/Treasurer. Once the reason for opening is satisfied all materials including the original container will be placed in a new container and signed by all parties once again.

Section 5. Beginning of Office. Those elected in October or following run-off shall take office January 1 of the following year. Those elected in special elections shall take office immediately.

Section 6. Use of Local 754 funds. NO funds received by this Local through initiation fees, dues, assessments or otherwise shall be contributed or applied to promote the candidacy of any person in contention in an election of this Local. This section does not prevent the expenditure from Local 754 funds for notices, factual statements of issues and other necessary expenses to conduct elections so long as they do not involve the promotion of any candidate.

ARTICLE VII

Delegates to Conventions

Section 1. Delegates attending and participating at the International Convention are an integral part of a successful organization therefore, every effort shall be made to make sure delegates from this local are in attendance.

Section 2. Elections for delegates and alternates to the IAFF bi-annual convention and the FPF annual convention shall be by secret ballot by all members in good standing. Notice of elections shall be given to all members with at least 15 (fifteen) days' notice to the last known address of the member by US mail.

Section 3. A member must be present in the Local meeting 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. At no time will any persons in attendance of meetings by this Local or during discussions of Local business make unauthorized recordings of any type nor shall they take still images of the same.

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 Trial Board, and as set forth in Section 7 of Article 17 of the International Constitution. Any elected official may be summarily suspended by a unanimous vote of the executive board, excluding the accused of items that violate or besmirched the good name of the Local or by a two thirds majority vote of the voting membership pending the investigation of the Trial Board.

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 member's 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 three fourths (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 (2/3) vote of those present, and then be mailed to the entire membership and/or posted to the Local's website where it shall require two-thirds (2/3) 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 \$500.00 per cause or charity. The Union's contributions for charities and or causes is not to exceed \$5,000.00total in any one year.
- b) Contribution to charities or causes in excess of \$500.00 or that will cause the Union's total contributions to exceed \$5,000.00 in any one year must be posted one (1) month in advance of the motion and be passed by two thirds (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. Sports activities does not include the sponsorship or items dealing with local youth leagues within the city limits.

BY-LAWS

ARTICLE I

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 withdrawn except by a majority vote.

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

Section 9. Anything not covered in the Constitution and By-Laws, Roberts Rules of Order will be used.

ARTICLE

II

Debate

Section 1. A motion shall not be subject to debate until it has been stated by the Chair.

Section 2. 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 3. If two or more members rise to speak at the same time, the Chair shall decide which is entitled to the floor.

Section 4. Each member when speaking shall confine himself to the question under debate and avoid all personal, indecorous or sarcastic language.

Section 5. No member shall interrupt another while speaking, except to a point of order, and he shall state the point, and the Chair shall decide the same without debate.

Section 6. 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 7. If any member shall feel himself personally aggrieved of a decision of the Chair, he may appeal to the Body from the decision.

Section 8. 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 9. 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 10. The presiding officer shall not speak on any subject unless he retires from the Chair, except on points of order, and in case of a tie, he shall cast the deciding vote.

Article III

Privileged Questions

Section 1. When a question is before the meeting, no motion shall I be in order except: (a) 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; (f) to amend; and these motions shall have precedence in the order herein arranged. The first three motions are not debatable.

Section 2. 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 3. When a question is postponed indefinitely, it shall not come up again except by a two-thirds vote.

Section 4. A motion to adjourn shall always be in order; except: (a) when a member has the floor; (b) when members are voting.

Section 5. 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 6. Before the presiding officer declares the vote on a question any member may ask for a division of the house, then the Chair is duty bound to comply with the request and the standing vote shall then be taken and the Secretary shall count the same.

Section 7. When a question has been decided it can be reconsidered only by two-thirds vote of those present.

Section 8. A motion to reconsider must be made and seconded by two members who voted with the majority.

Section 9. 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.