

I.A.F.F. LOCAL 4107
VISTA FIRE FIGHTERS
ASSOCIATION



LOCAL CONSTITUTION
AND
BY-LAWS

PURPOSE

The purpose and objective of this Union shall be to protect the membership from any species of injustice, to secure just compensation for their services and equitable settlement of their grievances, to promote the establishment of reasonable working conditions and strive constantly for their improvement, to improve the efficiency and professional standards of its members and the fire service, to foster and promote a better

understanding among fire service members, elected officials, appointed officials and the public, and to cultivate friendship and fellowship among its members.

ARTICLE 1 -ORGANIZATION

Section 1: Local Number and Name

This organization shall be known as Vista Fire Fighters Association, International Association of Firefighters, Local 4107 AFL-CIO.

Section 2: Definitions

References in this Constitution and By-Laws to “Local” or "Local union" shall refer to the Local as set forth in Section 1 above, and references to “Association” or “International” shall refer to the International Association of Fire Fighters.

Section 3: IAFF Compliance

This 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's General President, the resolutions, and decisions and directives of the IAFF Executive Board of officers of the Association, when made in conformity with the authority granted by the Constitution and By- Laws of the IAFF Association, and the resolutions adopted and policies established by the delegates at conventions. Article XIII of the Constitution and By-Laws of the Association is recognized as providing the basic rules governing this Local.

Section 4: Constituency

The Local shall consist of members in good standing of the Vista Fire Fighters Association, IAFF Local 4107 including those who have chosen to consolidate, merge, or amalgamate into this local.

Section 5: Local Office

The office of the Union shall be in San Diego County, State of California, at such a place as the general membership shall, from time to time, determine as required by the business of the Union at a general meeting. The mailing address shall be maintained within the City of Vista and may not be located in the private residence of any member.

Section 6: Fiscal Year

The fiscal year of the Union shall begin January 1 and end December 31 of the same year.

Section 7: Non-Partisan / Non-Sectarian

The political position of the Local shall be non-partisan. The influence, or sympathy, of the Local as an organization, shall not be enlisted or used in favor of any religious sect

Section 8: Government

The membership assembled at regular or special meetings shall direct the activities of the Union, provided it is not inconsistent with the Constitution and By-Laws of the International or this Local, Court Decisions, Arbitration Awards and applicable Labor Agreement(s) in effect. In between meetings, all activities of the Union shall be in conformity with decisions of the Executive Board and/or the President.

- 1) All matters of a financial nature, other than affiliation fees, pre-approved expenses under this document, business expenses, and legal fees, shall be referred to the Executive Board for final approval. Those fees not accepted by the Executive Board shall be borne by the individual.
- 2) Between meetings, all administrative, executive and judicial powers of the Union shall be vested in the Executive Board and/or President, or as otherwise provided in this Constitution and By-Laws.
- 3) It is the obligation and responsibility of every member of the Union to comply with the provisions of this Constitution and By-Laws and the decision of the Executive Board or President in conformity therewith, and he/she shall refrain from any conduct that interferes with the performance by the Executive Board or President of the obligations under this agreement.
- 4) The Secretary or Treasurer shall appropriately keep records in a manner approved by the Executive Board and applicable with law. Members wishing to review such documents shall have the right to do so at general and special meetings through coordination with the Secretary or Treasurer; other times, dates, and locations may be scheduled with the Secretary or Treasurer as mutually agreed. Members shall not be entitled to passwords and on-line account access. Members are not entitled to make copies of official union business and transactions.
- 5) The President of the Local shall make decisions in the absence of the Executive Board in a manner that is timely and consistent with the needs and obligations of the local.
- 6) The Executive Board of the Local shall make political decisions or give political support with the recommendation of the Political Affairs Officer. Every attempt should be made for assembly of the general membership to meet political candidates in which, regardless of political candidacy or office, are asking the support of the Local.

Section 9: Ratification of Contract

Any proposed contract for ratification between the City of Vista and this Local Union shall first be submitted to the Executive Board for review and recommendation. Any proposed Collective Bargaining Agreement shall be presented to the members of the bargaining unit for consideration and ratification. No member of this Local not covered under the conditions of the agreement can vote on the agreement.

An official notice of ratification for posting shall be presented to all affected employees, regardless of membership, at least seven (7) calendar days prior to the vote. Ratification notice posting of less than seven (7) calendar days may be done during impasse or budgetary time-lines.

Section 10: Website

The Union shall maintain a website for communication, information, and other proper business of the Local for access by membership and the general public. It is understood that an internet

website is viewable to the public and each member shall be provided a login and password for restricted membership information. The Executive Board shall determine which topics and subjects shall be viewable to the public and those restricted to members only.

Section 11: Arbitration Referral

The final decision on processing a particular grievance forward to arbitration within any collective bargaining agreement shall be made by the Executive Board after consultation with the Local's legal counsel.

Section 12: Self-Legal Representation

The Union shall not be required to provide any member legal representation when said member provides their own representation. The Union shall not be responsible for any associated costs when the employee chooses representation outside the Union.

ARTICLE 2 – MEMBERSHIP

Section 1: Active Members

Any person of good moral character who, at the time of making application is engaged in full-time service is 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 because of disability. All active members shall have the privileges of voting and holding office.

They are able to participate and share in the affairs, benefits and activities of this Association.

Section 2: Honorary Members

For meritorious service to the Local, or for distinguished public service, persons may be elected honorary members by a majority vote of the members present. Honorary members shall not pay initiation fees, dues or other charges. They may attend Local meetings and speak as any other member, but they shall not have a vote in the Local.

Section 3: Maintenance of Good Standing

Membership in good standing includes any person who has fulfilled the requirements for membership in this Local and who has not voluntarily withdrawn, become ineligible for continued membership or been suspended or expelled as provided in the Constitution and By-Laws of the International Association of Fire Fighters.

Section 4: Separation

When any member in good standing is separated from the fire service, the Local will allow said member to retain membership. 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/her active membership in this Local.

Section 5: Delinquent Members

Members who fail to pay their bi-weekly dues or assessments within 30 days such dues are payable shall be notified by the Treasurer that they are delinquent and will be automatically suspended and lose their good standing if payment is not made in sixty (60) days following such notification. Delinquent and suspended members are not entitled to a voice or to vote in the Local or in the affairs of the International.

Section 6: Active-Retirees

Members who have retired or withdrawn from this affiliate will be allowed membership as active-retired members. Active-retired membership is recognized by the IAFF as ½ per capita is paid to the IAFF and recognized by the CPF as ½ per capita is paid to the CPF. Active-retired members understand that the Local, through which the active-retired member has IAFF affiliation and CPF affiliation, has no representational responsibilities or duties in regard to the member.

Section 7: Forfeiture of Rights

Any member voluntarily withdrawing, retiring, or expelled from this Local shall forfeit all rights, title, and entitlements to the funds and property of this Local.

Section 8: Application for Membership

Application for Membership in the Local shall be made in person to any authorized Local Officer in writing on forms provided by the Local for that purpose. The application will be considered by the Executive Board for approval, the applying member need not be present.

Section 9: Re-instatement after withdrawal from this Local

Any past member of this Local, who have withdrawn, must receive majority approval of the members present at a regular meeting to return as an active member in good standing.

ARTICLE 3 – MEETINGS

Section 1: Time and Place of General Meetings

Regular meetings of the Local shall be held quarterly (four times yearly) at a time, date, and location as directed by the Executive Board. The location of each meeting shall be posted on the agenda.

Executive Board meetings shall be held at least monthly at a time and place as determined by the President or the Executive Board. Any member in good standing may attend any Executive Board Meeting but may not vote or participate at these meetings unless the floor is opened and approved by the majority vote of the Executive Board.

Section 2: Special Meetings

Special meetings may be called by vote of a majority of the Executive Board or by the President. All members in good standing shall be notified of such special meeting at least seven (7) days prior to the same, unless a shorter period of time is approved by the Executive Board. The notice

shall state the business to be considered at such meeting, and no other business than that stated in the notice shall be in order at such meeting.

Section 3: Notification

Notification of all membership meetings, regular or special, shall meet the following criteria:

- 1) Shall state the date, time, and location of the meeting.
- 2) Shall state the subject(s) to be considered in the meeting. Regularly scheduled meetings may have additions to the agenda as proposed by the membership.
- 3) Shall be in writing. (Notices posted on the Union's website, bulletin boards or e-mail at all duty stations and/or directly to members shall all be considered "notification in writing.")

Section 4: Quorum

The quorum for any meeting of this Local, either regular or special shall be 20 members in good standing.

Section 5: Rights of Members

Every member, pursuant to Article 2, in good standing shall have the right to attend any meeting and to participate in such meeting in accordance with the recognized rules 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 Local.

Section 6: Rules for Meetings

Atwood's Rules for Meetings shall govern the meetings of this Local in all cases not in conflict or altered under this Constitution and By-Laws, or the Constitution and By-Laws of the International, or interpretations of these documents.

Section 7: Minutes

The Secretary or their designee shall take minutes of Executive, Regular and Special Meetings. These minutes shall be retained by the Local according to applicable law. No meeting shall be audio, digital, or electronically recorded without permission of the Executive Board.

Section 8: Agenda

Each meeting of the Local shall adhere to an agenda. The agenda for the normal quarterly meeting or any special meeting shall be posted on the Local website prior to the meeting. The regular agenda shall not be construed as being all-inclusive list of topics – additions to the agenda at regular meetings may be accepted under new business. Any member in good standing may request additions to the agenda that are not out-of- order.

Section 9: Guests

Guests shall be admitted to a membership meeting on the majority vote of those present and eligible to vote.

Section 10: Journal of Attendance

The Local shall maintain a "sign-in" of attendance at regular and special meetings.

ARTICLE 4 - OFFICERS, ELECTIONS, and APPOINTMENTS

Section 1: Executive Board Officers of the Local

The Executive Board Officers of this Local shall consist of the following Active Members (in descending order of authority). Principal Officers (President, Vice-President, Secretary and Treasurer) retain authority over all other Executive Board Members.

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Director 1
6. Director 2
7. Director 3

Section 2: Appointed Officers of the Local

Appointed Officers of this Local, shall consist of a Political Affairs Officer and a Sergeant of Arms. Both positions shall be appointed by the President and confirmed by the Executive Board.

Section 3: Election of Officers

1. Executive Board Officers shall hold office for two (2) years or until the election and installation of their successors, unless removed from office as provided in the Constitution and By-Laws of the International or this Local Constitution and By-Laws. For the purposes of continuity and efficiency, the election of members to the Executive Board shall take place in alternating years. President, Secretary and Director 1 on EVEN years, Vice President, Treasurer, Director 2 and Director 3 on ODD years.
2. All members in good standing under Article 2 Jurisdiction of this Local Constitution & By-Laws are eligible to vote.

Section 4: 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 candidate's own personal expense. There shall be no discrimination in favor of or against any candidate with regard to the use of membership lists.

Section 5: Use of Funds Prohibited in Election

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.

Section 6: Method of Nomination and Election

Nominations:

Each member in good standing, under Article 2 Membership, shall receive at least fifteen (15) days advance notification of the date, time and place at which nominations shall be made. Any member in good standing may nominate eligible members for office.

Elections:

Each member in good standing, under Article 2 Membership, shall receive at least fifteen (15) days advance notification of the date, time and place at which elections shall be held. Elections will be held at the regular or special scheduled meeting in November/December, for the respective positions. Newly elected Officer shall take their seat in January.

Elections shall be by secret ballot, Write-in voting shall not be permitted. If there is only one candidate for a given office, such candidate shall be declared elected. There shall be no voting by proxy in the election of Local officers. The candidate receiving a majority of the ballots cast shall be declared elected. If no candidates receive a majority of the ballots cast, there shall be a run-off election between the two candidates who received the most votes. If the election is not decided by this method, candidates shall draw lots.

Section 7. Election Committee

The president shall appoint an Election Committee which shall be responsible for distributing and tabulating the ballots. Each candidate for office shall be entitled to appoint one observer who shall be permitted to witness the manner of distribution and casting off ballots and attend the meeting of the Elections Committee at which the votes are tabulated

Section 8: Ballots Preserved

The Secretary shall preserve the ballots and all other records of an election for one year following such election. Each member may only vote once per election – one ballot.

Section 9: Vacancies in Office

When an office becomes vacant because of death, resignation, or removal of the incumbent, the Executive Board shall elect a successor in accordance with the rules for meetings (Atwood's), no later than thirty days from the date the office is vacated.

Section 10: Removal from Office

1. Any Appointed Officer can be removed from Office by the President with final approval by majority approval of the Executive Board.
2. Any elected Executive Board Officer can be removed from office in accordance with the International Constitution and By-Law

ARTICLE 5 - DUTIES OF OFFICERS

Section 1: President

1. The President is the head of the Local.
2. It shall be the duty of the President to preside at all meetings of the Local and at meetings of the Executive Board when present.
3. The President shall be a member ex-officio of all committees, sub-committees, teams, etc. The President shall appoint such committees, sub-committees, teams; etc. as may be provided for in this Constitution and By-Laws and such special committees as may be authorized by the Local. The President can preside and chair any committee, sub-committees, teams, etc. at any time.
4. Together with the Treasurer, they shall sign all orders and checks lawfully and properly drawn. The President shall enforce observance of the Constitution and By-Laws of the International as this document relates to the Local, and the Constitution and By-Laws of the Local.
5. The President shall have general supervision of the activities of the other officers and the chair of committees. They may remove any officer from their committee position with cause, subject to final approval of the executive board.
6. The President has the authority and responsibility to meet with, maintain, communicate, negotiate, and present views of the local to elected or appointed public officials and the Fire Chief.
7. The President shall discharge on behalf of the Local such duties as may be imposed upon them by applicable law including the execution and filing of any reports to Federal or State authorities, and they shall cause the Local to maintain such records as the law requires them to be kept.
8. The President, by virtue of their election, shall be a delegate of this Local to the convention of the International and State.
9. The President must be willing to make difficult decisions to ensure compliance and guide the general body accordingly, to the best of their abilities.
10. All other officers are subordinate to the President.
11. The President position carries with it all other duties, assignments and responsibilities that may be required or in the best interest of the union.

Section 2: Vice- President

1. The Vice-President shall assist the President in such a manner as the President may determine.
2. In the absence of the President, the Vice-President shall preside at meetings of the Local and of the Executive Board.

3. If the office of President becomes vacant, the Vice-President shall act in his place until the office is filled in accordance with these constitution and by-laws.

4. The Vice-President shall have general supervision of the activities of the other officers and the chair of committees as needed by the Local.

Section 3: Secretary

1. The Secretary shall have custody of all documents, records, books and papers belonging to the Local, except as may be otherwise provided by this Constitution and By-Laws.

2. The Secretary shall keep an accurate record of the meetings of the Local and of the Executive Board, of which they shall be the Secretary.

3. The Secretary may appoint someone to act in his or her absence.

4. The Secretary shall attest to all official documents with their signature and the seal of the Local.

5. The Secretary shall maintain the official list of members in good standing, which shall be kept accurately and on a current basis.

6. The Secretary shall discharge on behalf of the Local such duties as may be imposed upon them by applicable law including the execution and filing of any reports to Federal or State authorities. The Secretary shall cause to be maintained by the Local such records as the law requires to be kept in support of reports filed by it.

Section 4: Treasurer

1. The Treasurer shall receive all monies due the Local, from whatsoever source, and shall disburse the same only by voucher, check, or debit/credit card signed by the Treasurer and/or President, as appropriate, in conformity with the Constitution & By-Law Provisions.

2. The Treasurer shall maintain and keep current a record of members with their dues payments, assessments and all financial transactions promptly and accurately entered.

3. The Treasurer shall be prepared to exhibit receipts and vouchers upon the audit of his/her books, or other data and charts for membership review.

4. The Treasurer shall forward the annual audit of the Local to the International General Secretary-Treasurer, over the seal of the Local.

5. The Treasurer shall forward to the Executive Board any expenditure, expenses, or costs that they feel needs Executive Board approval.

Section 5: Local Executive Board

The Executive Board shall consist of President, Vice-President, Secretary, Treasurer and three Directors. It shall be the duty of the Executive Board to exercise general supervision and control of the invested funds and property of the Local. It shall have the authority to act in the name of the Local during intervals between meetings in conformity with this Constitution & By-Laws. It shall provide for an annual audit of the Treasurer's books. It shall meet at the call of the President or by a majority of the executive board members.

Section 6: Political Affairs Officer

It shall be the duty of the Political Affairs officer to carry out all Political Action Committee assignments designated to him/her by the Executive Board. The Political Affairs Officer will be responsible for educating members of the City Council and the Fire Board on issues important to the Vista Fire Fighters Association. The Political Affairs Officer will be responsible for organizing the endorsement process and reporting recommendations to the President and Executive Board.

Section 7: Sergeant-at-Arms

A Sergeant-at-Arms may be appointed by the President in order to help maintain order. The Sergeant-at-Arms acts at direction of the President. The Sergeant-at-Arms may be asked to remove a member from a meeting for being disruptive and violating rights of other members. The Sergeant-at-Arms may appoint assistants as his/her discretion.

The Sergeant-at-Arms needs to be individual that can persuade, while avoiding physical contact, as best as possible, by all reasonable means. Sergeant-at-Arms needs to be influential and available to control emotions of members and officers. Therefore, this individual should be chosen with due consideration to influence and respect amongst members and officers.

Section 8: Bonding

All officers and employees of the Local who handle funds or property of the Local shall be bonded in such amounts as may be required by the Board of Trustees and the International General Secretary-Treasurer, in compliance with applicable law. The expense of the first \$5,000 of Bond shall be borne by the International. If additional bond is necessary, the Local shall pay the additional premium. The Local shall have sufficient bond to cover at least ten (10%) percent of its current liquid assets.

ARTICLE 6 – CONVENTIONS

(Including all Legislative Sessions and Educational Seminars)

Section 1: International and State Conventions

Principle Officers by virtue of their office shall be considered as Delegates or Alternates. In accordance with Article IV, Section 2 of the IAFF Constitution and By-Laws, which sets forth the number of delegates, to which each local is entitled at International Conventions, Principle Officers shall be sent in the following order: President, Vice-President, Secretary and Treasurer. If, in accordance with Article IV, Section 2 of the International Constitution and By-Laws, this Local is entitled to Delegates in addition to the president, they shall be elected by secret ballot of the members in good standing. Alternates to conventions shall be elected by secret ballot of the members in good standing. The credentials of delegates and alternates must certify to this method of election.

Section 2: California Professional Firefighters & Affiliate Leadership Training Summit / Conference

The Local may send Directors, Appointed Officers and additional members in good standing to the CPF and ALTS Conference every year. This is in addition to Principle Officers.

Section 3: Travel and Lodging

The local shall pay for airfare, lodging and travel expenses for all members. The members attending can choose to rent a vehicle or drive one of their personal vehicles and be reimbursed at the current IRS rate for mileage.

Section 4: Per Diem

Members attending conventions or the ALTS conference shall receive \$75.00 per day per diem for each day of the convention including travel days.

ARTICLE 7 – INITIATION, DUES AND ASSESSMENTS, AND OTHER FUNDS

Section 1: Initiation fees

Initiation fees shall be paid in the amount of \$ 15.00 dollars.

Section 2: Dues

Membership dues are collected per pay period, through payroll deduction [unless changed in accordance with the Constitution & By-Laws of this Local] for IAFF and CPF per diem, and Local expenditures. The base dues of this Association shall be one percent (1%) of the base bottom step salary for all represented classifications listed within the Vista Firefighter's Association MOU with the City of Vista. The total dues will be the sum of base dues, surcharges, and affiliate per capita dues rounded off to the nearest twenty-five cent (\$0.25) increment; and shall be adjusted on January 1, 2015 and on November 1st annually thereafter.

The Association will collect monies from non-members, in order to reimburse for items or services provided, and will be subject to Section 2 of this Article. The total dues, for non-members, will be the sum of surcharges, and affiliate per capita dues rounded off to the nearest twenty-five cent (\$0.25) increment; and shall be adjusted on January 1, 2015 and on November 1st annually thereafter.

Section 3: 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 a majority vote of the members in good standing by secret ballot at a general or special meeting.

Section 4: Reinstatement fees

Reinstatement fees shall be \$ 15.00, plus all back dues and assessment

Section 5: Donations

The Union shall abide by the following donation rates, except as may be modified by a proper motion and vote in the affirmative of the local body:

1. Donations to Political Candidates shall be in accordance with applicable State Law.
2. Donations to Charitable organizations shall be limited to \$1000.00 dollars and drawn from the VFFA Charity account.
3. Donations to other locals shall be limited to \$500.00 dollars.
4. Donations to individuals, local sports, community events, etc. shall be limited to \$500.00 dollars.

Section 6: Loans to members

The Union Executive Board may authorize loans of union funds to individual members in need, not to exceed \$2,000 dollars. All loans shall be repaid in full under terms and conditions agreed upon between the Executive Board and the individual member.

ARTICLE 8 – MISCONDUCT, TRIALS AND APPEALS

Section 1: Misconduct and Trials

Any member charged with misconduct as defined in Article XV of the International's Constitution and By-Laws or the Local Constitution and By-Laws of this Local shall be served with written specific charges as required by Article XVI of the International Constitution and be given a reasonable time to prepare his/her defense and afforded a hearing as provided in Article XVII of the International Constitution.

Section 2: Appeals

Appeals may be made in accordance with Article XVIII of the International's Constitution and By-Laws. Such appeal must be filed with the International General President of this Association within thirty (30) days of the action to be appealed.

Section 3: Local Constitution & By-Laws

Violations of this Constitution & By-Laws shall carry the same weight and affect as those defined in the International's Constitution and By-Laws.

ARTICLE 9 - AUDIT

The books and accounts of this Local shall be audited annually, and the last such report of audit shall be forwarded to the International's General Secretary-Treasurer with the seal of the Local within one hundred and eighty (180) days of the close of the Local's fiscal year, and shall include an accurate accounting of all employees within the Local Union's Fire Department.

ARTICLE 10 - AMENDMENTS

Section 1: Proposed Amendments

This Constitution and By-Laws made under its provisions may be amended by a two-thirds (2/3) vote of the members present (except for changes in dues and assessments, and initiation and reinstatement fees, which shall require a majority vote of the members present, as provided in Article 8, Sections 3 and 4) at a regular meeting or special meeting, provided that each member in good standing is notified of the proposed amendment at least fifteen (15) days in advance of the meeting at which the vote will be taken.

Section 2: Adopted Amendments

A proposed amendment to this Constitution, or any By-Laws made under its provisions, shall be submitted for approval to the International's General President prior to its printing, or issuance, after it has first been adopted by the membership. Any recommended changes from the International General President (or his office) shall automatically be adopted as approved/amended changes.

ARTICLE 11 – EXPENSE

REIMBURSEMENT

Section 1: Yearly Expense Reimbursement

A. Principle Officer reimbursement shall be approved annually in the month of January, at a regular or special by the body properly assembled and through a majority vote. This does not include monthly expenditures allowed under this Constitution and By-Laws. Principle Officers yearly reimbursement is presented as follows:

1. President - \$3,000 per year (\$250 per month)
2. Vice-President - \$1,800 per year (\$150 per month)
3. Secretary & Treasurer - \$1,800 per year (\$150 per month)

B. Political Affairs Officer shall receive a reimbursement of \$150.00 per month upon approval of Executive Board.

Section 2: Expenses

1. Any out-of-pocket expenses incurred by Union officials, executive board, or general membership must be reviewed by the Treasurer for reimbursement. This includes fuel, food, lodging, and other reimbursement.

2. Union Officers issued the use of a debit card shall be subject to the review of the Executive Board, with approval and/or disapproval of expenses at their discretion. At the sole direction of the Executive Board, any and all expenses deemed not to be approved shall be [re]paid to the Union by the representative member. These reimbursements will be identified

during the audit and any expenses not approved shall be deducted from the Expense Reimbursement.

ARTICLE 12 – DISSOLUTION

Section 1: Dissolution of Local

In the event this Local considers dissolving or voluntarily forfeitures of its charter, this action shall be in accordance to procedures in the International Constitution (Article XII, Section 2) In the event of either dissolution of the Local or voluntary forfeiture of the Local charter according to the International Constitution, Article XII, Section 2, all real and personal property of the Local shall be liquidated into cash by public or private sale conducted under the supervision of the Executive Board. All debts shall immediately be paid and any remaining funds shall be remitted in equal shares to the members in good standing of the Local at the time the dissolution or voluntary forfeiture of the charter was ordered.

ARTICLE 13 – COMMITTEES

Section 1: Committee Types

All committees shall be established by the Executive Board. They shall be announced at the regular membership meetings.

Section 2: Reporting

All committees shall report their proceedings before each regular/special meeting or at an Executive Board meeting.

Section 3: Duties

All duties of the committees shall be specified by the Executive Board. Any committee can be dissolved or member(s) removed by the Executive Board.

Section 4: Negotiation Team

Members in good standing shall elect, by a simple majority vote, two members in good standing to conduct negotiations with the City of Vista and apprise the general membership of the results of those negotiations. The President, or his/her designee, also has the authority to contact the Fire Chief as needed to communicate the business of the Association as it relates to the M.O.U. The two elected negotiators will serve a one-contract length of service and may run for re-election for each contract thereafter.

ARTICLE 14 – ABSORPTION OF OTHER LOCALS

If, for any reason, another Local decides to join or is absorbed by this Local, the absorbed Local will be afforded all rights and privileges as outlined in this Constitution and By-Laws. Any agreements made by and between this Local and a joining or absorbed Local shall be honored as a part of this Constitution & By-Laws until either the expiration of the agreement or the members of that joining or absorbed Local votes by secret ballot to terminate such agreement.

ARTICLE 15 – GENERAL RULES FOR MEETINGS

All other Rules for Meetings shall refer to Atwood’s Rules for Meetings:

Rule 1: The regular order of business may be suspended by majority vote of the members present to dispose of another matter (e.g. guest speaker, special motion request, time limitation of a member, etc).

Rule 2: Motions must be put in writing if requested by the Chair. These shall be listed on the Union agenda, prior to the meeting.

Rule 3: The Chair may only vote in instances of a “tie” on any agenda item or motion before membership present.

Rule 4: A motion, to be accepted by the Chair, must be seconded and the mover and the seconder shall be recognized by the Chair.

Rule 5: A member can withdraw his/her motion only before it has been stated (repeated) by the Chair. After it has been stated, a motion can be made to withdrawn and approved by a majority vote of the members present.

Rule 6: A motion cannot be discussed or debated until it has been made by a member, seconded, and stated by the Chair.

Rule 7: A motion to amend an amendment shall be in order, but no additional amendments may be offered until the pending amendment of an amendment has been voted upon.

Rule 8: If two or members attempt to speak at the same time, the Chair shall decide which member is entitled to speak first.

Rule 9: Members may only speak once on an issue while other members are waiting to speak, thereafter, they may speak again at the discretion of the chair. The chair (presiding officer) may speak at any time in-between or after a member’s comments or discussion to ensure members have adequate information to make an informed decision regarding a vote.

Rule 10: The Chair shall have the right to call a recess of not more than 15 minutes when in their judgment, such a recess is needed. Only one such recess may be called during a meeting.

Rule 11: A motion made, seconded and recognized by the Chair and having approval of the majority of members present to consider a topic before the meeting as a “Committee of the

Whole” shall be in order at any time. This motion allows the motions to be considered informally.

Rule 12: The Chair has the responsibility and Authority to maintain control over a meeting. Therefore (in their opinion) any motion made by a member or officer that they feel is designed, attempted, or offered to disrupt the proceedings of the meeting, shall be considered “out-of-order”. Any challenge to the “out-of-order” ruling shall be decided by the members present. This decision shall stand for the meeting.